

# F R E E M A N

940 Belfast Road  
Ottawa, Ontario, K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977  
freemanottawaES@freemanco.com



**COA-CAOS JOINT  
ANNUAL MEETING**  
FAIRMONT HOTEL  
VANCOUVER  
BC BALLROOM  
JUNE 17-19, 2015  
VANCOUVER,  
BRITISH COLUMBIA

**FREEMAN quick facts**

## **SERVICE INFORMATION**

### **BOOTH EQUIPMENT**

Each 8'x10' black draped booth will include an 8' high back wall and 3' high side walls.

Note: Our office will be closed **May 18, 2015** in observance of **Victoria Day**.

**IMPORTANT NOTICE:** The Fairmont Hotel Vancouver's loading dock will NOT accommodate any transport vehicles larger than a 5 ton truck. 53' or pup trailers will not have access to the loading docks.

**The freight elevator height restriction is 7.5'H**

**To expedite the move-in process, all shipments must be forwarded to the Freeman Advanced Warehouse.**

All items and materials handled by Freeman into the facility are subject to Material Handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through official show vendors.

### **EXHIBIT HALL CARPET**

The exhibit areas & booths are carpeted with the existing facility carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

### **DISCOUNT PRICE DEADLINE DATE**

Take advantage of a 30% discount by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **May 26, 2015**.

## **SHOW SCHEDULE**

### **EXHIBITOR MOVE-IN**

Tuesday, June 16, 2015 2:00pm - 6:00pm  
Wednesday, June 17, 2015 8:00am - 4:00pm

### **EXHIBIT HOURS**

Wednesday, June 17, 2015 7:00pm - 9:00pm  
Thursday, June 18, 2015 9:00am - 4:00pm  
Friday, June 19, 2015 9:00am - 4:00pm

### **EXHIBITOR MOVE-OUT**

Friday, June 19, 2015 4:00pm - 11:59pm

### **DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the show is closed.
- All exhibitor materials must be removed from the exhibit facility by **June 19, 2015 @ 11:59pm**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **June 19, 2015 @ 8pm**.
- **Outbound pick up of showsite shipments :**

### **COA-CAOS JOINT ANNUAL MEETING**

Exhibiting Company Name  
Booth # \_\_\_\_\_  
**Fairmont Vancouver Hotel, British Columbia Room**  
**900 West Georgia Street**  
Vancouver, British Columbia, Canada V6C 2W6

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**SHIPPING INFORMATION**

**Warehouse shipping address:**

**COA-CAOS JOINT ANNUAL MEETING**

Exhibiting Company Name

Booth # \_\_\_\_\_

C/O Freeman / YRC

3985 Still Creek Avenue

Burnaby, British Columbia, Canada V5C 4E2

**PLEASE NOTE:** The warehouse is open from 8:30am until 4:00pm Monday to Friday.

**To expedite the move-in process, all shipments must be forwarded to the Freeman Advanced Warehouse**

Freeman will accept crated, boxed or skidded material beginning **May 15, 2015** at the above address. Material arriving after **June 10, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted Monday through Friday between the hours of 8:30am to 4:00pm. To check on the arrival of your shipment, please call 613-748-7180 ext 234

**Please Note:** The warehouse will be closed on **May 18, 2015** in observance of **Victoria Day**, shipments will not be accepted on this date.

**SERVICE CONTRACTOR CONTACTS/INFORMATION**

**FREEMAN**

940 Belfast Road

Ottawa, Ontario K1G 4A2

Phone: (613) 748-7180 ext 234 Fax: (613) 748-5977

Email: freemanottawaes@freemanco.com

**FREEMAN TRANSPORTATION/CUSTOMS**

Phone Toll Free (U.S. & Canadian Exhibitors): 877-478-1113

Phone (Int'l/Overseas Exhibitors): Country Code: 1-905-951-5476

Fax: 1-905-951-3145

Email: jmakos@nalsi.com / kmullins@nalsi.com

**PSAV**

**INTERNET & AUDIO VISUAL**

Marie Primeau-The Fairmont Hotel Vancouver

900 West Georgia Street

Vancouver, British Columbia

Phone: (604) 443-1836

Email: mprimeau@psav.com

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online by **May 26, 2015**.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms.

To place online orders you will be required to enter your unique Login ID and Password. To access Freeman OnLine® for **COA-CAOS Joint Annual Meeting** go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=413057&nav=02>

Click on the "Login" link in the top right corner to proceed. **If this is your first time using Freeman Online® click on the "Login" link in the top right corner to create a new account.**

If you need assistance with Freeman OnLine® please call our Customer Support Center toll free at 1-888-508-5054 for Canada & U.S. exhibitors or 817-607-5000 for International exhibitors.

## **MATERIAL HANDLING**

Exhibitors may hand-carry their own freight into the exhibit facility **through the passenger elevators**. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor.

Any material handled by Freeman will be charged according to the rates listed within the service manual. **Please refer to the Material Handling Order Form contained in this service manual for charges.**

## **EXHIBIT TRANSPORTATION AND CUSTOMS**

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **COA-CAOS JOINT ANNUAL MEETING**. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however if you wish to contact us, please call our toll free number at 877- 478-1113 to speak to a Customer Service Representative.

## **AS A REMINDER**

All shipments originating outside Canada require Canada Customs Clearance and U.S Customs/Homeland Security (if applicable) on the return.

## **SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)**

Canada is an international destination and, as such, duties, taxes and customs clearance fees applies. If you are shipping Air or Ground with the following small packages companies: Fed-ex, UPS, Airborne, DHL, or any other small package/boxes carriers please confirm that all ancillary charges (duties, taxes & Customs clearance fees) are PREPAID. This includes 3rd Party Shippers (ie:Fulfillment Centres, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

In some instances, carriers do not declare ancillary collect charges upon delivery to our warehouse and Freeman is billed 30-90 days after the event has closed. In these situations, any charges (duties, taxes & Customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

## **LABOUR INFORMATION**

Union Labour may be required for your exhibit installation and dismantle. Please carefully read the LABOUR JURISDICTIONS to determine your needs. Exhibitors supervising labour need to pick up and release their labour at the Service Desk. Refer to the order form under Display Labour for Straight Time, Overtime and Double-Time hours. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

## **PRIVACY POLICY**

Pursuant to the Personal Information Protection and Electronic Documents Act, Freeman has formalized its current practices into a privacy policy. A copy of our full privacy policy is available on request or by visiting our website at <http://www.freemanco.com/freemanco/freeman/privacy.jsp>

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us at (416) 252-3361, or you may contact our privacy officer at [barbara.baird@freemanco.com](mailto:barbara.baird@freemanco.com). If you would like to have your personal information removed from Freeman's database, please email [legal@freemanco.com](mailto:legal@freemanco.com) to request removal.

## **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (613) 748-7180 ext 234. We can also be contacted via email at [freemanottawaes@freemanco.com](mailto:freemanottawaes@freemanco.com)

## **WE APPRECIATE YOUR BUSINESS.**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Take advantage of a 30% discount by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **May 26, 2015**.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

You are not allowed to ship Hazardous Materials. If you do so, you may be subject to fines or penalties for each offence.

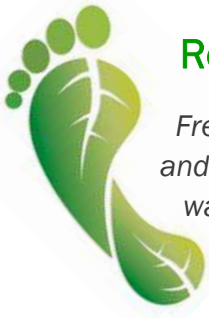
Operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Call Freeman's Exhibitor Services department at (613) 748-7180 ext 234 with any questions or needs you may have.



## Reducing Your Footprint

*Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.*

### Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

#### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



#### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at [jeff.chase@freemanco.com](mailto:jeff.chase@freemanco.com).

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DISCOUNT PRICE  
DEADLINE DATE  
MAY 26, 2015

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **COA - CAOS JOINT ANNUAL MEETING**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY, PROVINCE/STATE, POSTAL/ZIP CODE: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL \_\_\_\_\_

E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

**BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL**

**The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.**

**COMPANY CHECK**

Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.

**Please reference (413057) on your remittance.  
GST # R101889426**

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS

MASTERCARD

VISA

Account No.: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Personal Credit Card  Company Credit Card

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City, Province/State, Postal/Zip Code: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS	CARPET	PLANTS	SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

### TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?413057>

FREEMAN method of payment

# FREEMAN

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ALL PRICES ARE IN  
CANADIAN DOLLARS

**NAME OF SHOW:** COA - CAOS JOINT ANNUAL MEETING

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

## EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

**BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL**

**The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.**

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/PROVINCE/POSTAL CODE:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

**Indicate which services are to be invoiced to the Third Party:**

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN TRANSPORTATION & CUSTOMS |
| <input type="checkbox"/> I&D LABOUR/SUPERVISION     | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS    |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> OTHER _____                      |

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

## THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS     MASTERCARD     VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/PROVINCE/POSTAL CODE:

JULY 2014 (413057)

FREEMAN third party authorization

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E-mail: FreemanOttawaES@freemanco.com



## COA-CAOS JOINT ANNUAL MEETING FURNISHINGS & ACCESSORIES BROCHURE

### CHAIRS AND STOOLS



Padded Side Chair  
295105



Padded Arm Chair  
295101



Gaslift Chair  
71045



Leather  
Executive Chair  
295400



Yaletown Padded Stool  
995902-White  
995903-Black



Gaslift Stool  
71047



Black Bar Stool  
295108



Padded Stool w back  
295112

### PEDESTAL TABLES



White 30" D x 17"H.....195213  
White 30" D x 27"H.....195230  
White 30" D x 40"H.....195232



Black 30" D x 17"H.....195212  
Black 30" D x 27"H.....195231  
Black 30" D x 40"H.....195233



Glass Pedestal Table  
995901



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 E-mail: FreemanOttawaES@freemanco.com



# COA-CAOS JOINT ANNUAL MEETING FURNISHINGS & ACCESSORIES BROCHURE

## LOUNGE FURNISHINGS



Leather Corbusier Lounge  
 Chair  
 995400



Leather Corbusier Loveseat  
 995500



Leather Corbusier Sofa  
 995600



Black Leather Lounge Chair  
 910101



Black Leather Loveseat  
 930100



Black Leather Sofa  
 995700



Glass Coffee Table  
 995800



Glass End Table  
 995900



Coffee Table 295126  
 End Table 295127

## FURNISHINGS - COUNTERS AND ACCESSORIES



Chrome  
 Easel  
 220134



Literature  
 Holder  
 295110



Chrome Bag  
 Rack  
 220110



Chrome Coat  
 Tree  
 220109



Chrome Sign  
 Holder  
 220118



Refrigerator  
 4 cubic ft  
 75057



Showcase  
 Full View  
 (38"x 40"H)  
 17551202



1m x 42" H  
 Counter  
 17306



Showcase  
 Jewelers  
 (38"x 40"H)  
 17551206

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**ONLINE PRICE  
DISCOUNT PRICE  
MAY 26, 2015**

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

## COA - CAOS JOINT ANNUAL MEETING

NAME OF SHOW: \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS &amp; STOOLS</b>						
_____	295105	Padded Side Chair .....	<b>\$95.00</b>	\$104.50	\$133.00	_____
_____	295112	Padded Stool with back.....	<b>\$175.00</b>	\$192.50	\$245.00	_____
_____	295101	Padded Arm Chair .....	<b>\$125.00</b>	\$137.50	\$175.00	_____
_____	71047	Gaslift Stool .....	<b>\$239.00</b>	\$262.90	\$334.60	_____
_____	71045	Gaslift Chair.....	<b>\$215.00</b>	\$236.50	\$301.00	_____
_____	295400	Leather Executive Chair .....	<b>\$175.00</b>	\$192.50	\$245.00	_____
_____	295108	Black Bar Stool (no back).....	<b>\$95.00</b>	\$104.50	\$133.00	_____

<b>FURNISHINGS</b>						
_____	220121	Chrome Stanchion w/belt .....	<b>\$133.00</b>	\$146.30	\$186.20	_____
_____	220118	Chrome Sign Holder .....	<b>\$124.00</b>	\$136.40	\$173.60	_____
_____	220109	Chrome Coat Tree .....	<b>\$68.00</b>	\$74.80	\$95.20	_____
_____	220134	Chrome Easel.....	<b>\$50.00</b>	\$55.00	\$70.00	_____
_____	220110	Chrome Bag Rack .....	<b>\$88.00</b>	\$96.80	\$123.20	_____
_____	220107	Wastebasket .....	<b>\$30.00</b>	\$33.00	\$42.00	_____
_____	75057	Small Refrigerator .....	<b>\$359.00</b>	\$394.90	\$502.60	_____
_____	295110	Foldable Literature Rack .....	<b>\$182.00</b>	\$200.20	\$254.80	_____

<b>LOUNGE FURNISHINGS</b>						
_____	995700	Black Leather Sofa .....	<b>\$790.00</b>	\$869.00	\$1106.00	_____
_____	995600	Corbusier Sofa (White) .....	<b>\$790.00</b>	\$869.00	\$1106.00	_____
_____	930100	Black Leather Loveseat.....	<b>\$630.00</b>	\$693.00	\$882.00	_____
_____	995500	Corbusier Loveseat (White).....	<b>\$630.00</b>	\$693.00	\$882.00	_____
_____	910101	Black Leather Lounge Chair.....	<b>\$430.00</b>	\$473.00	\$602.00	_____
_____	995400	Corbusier Lounge Chair (White).....	<b>\$430.00</b>	\$473.00	\$602.00	_____
_____	9951236	Oak Coffee Table (48"x24"x16").....	<b>\$265.00</b>	\$294.50	\$371.00	_____
_____	995124	Oak End Table (22"x20"x19") .....	<b>\$205.00</b>	\$225.50	\$287.00	_____
_____	9955800	Glass Coffee Table .....	<b>\$250.00</b>	\$275.00	\$350.00	_____
_____	995900	Glass End Table .....	<b>\$196.00</b>	\$215.60	\$274.40	_____
_____	995902	Yaletown Padded Stool(White).....	<b>\$196.00</b>	\$215.60	\$274.40	_____
_____	995903	Yaletown Padded Stool(Black).....	<b>\$196.00</b>	\$215.60	\$274.40	_____
_____	17551202	Showcase Full View .....	<b>\$555.00</b>	\$610.50	\$777.00	_____
_____	17551206	Showcase-Jewellers.....	<b>\$505.00</b>	\$555.50	\$707.00	_____
_____	17306	1M x 42" Counter.....	<b>\$460.00</b>	\$506.00	\$644.00	_____

**Remember to select a color for items with checkboxes.  
A color will be selected for you if not indicated.**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b>						
<b>Pedestal Tables - Vancouver Series</b>						
_____	195230	Ped. Table 30"D x 27"H (White) .....	<b>\$205.00</b>	\$225.50	\$287.00	_____
_____	195231	Ped. Table 30"D x 27"H (Black) .....	<b>\$205.00</b>	\$225.50	\$287.00	_____
_____	195232	Ped. Table 30"D x 40"H (White) .....	<b>\$205.00</b>	\$225.50	\$287.00	_____
_____	195233	Ped. Table 30"D x 40"H (Black) .....	<b>\$205.00</b>	\$225.50	\$287.00	_____
_____	995901	Pedestal Table (Glass) .....	<b>\$260.00</b>	\$286.00	\$364.00	_____

<b>SKIRTED TABLES</b>						
Please circle colour for table drape: <b>Blue Black Grey</b>						
<b>Dark Green Plum Red White Burgundy</b>						
_____	124430	Draped Table 4'L x 30"H.....	<b>\$130.00</b>	\$143.00	\$182.00	_____
_____	124630	Draped Table 6'L x 30"H.....	<b>\$165.00</b>	\$181.50	\$231.00	_____
_____	124830	Draped Table 8'L x 30"H .....	<b>\$180.00</b>	\$198.00	\$252.00	_____
_____	12404630	4th Side Drape 6'x30"H .....	<b>\$55.00</b>	\$60.50	\$77.00	_____
_____	12404830	4th Side Drape 8'x30"H .....	<b>\$55.00</b>	\$60.50	\$77.00	_____
_____	124442	Draped Counter 4'L x 42"H.....	<b>\$165.00</b>	\$181.50	\$231.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	<b>\$196.00</b>	\$215.60	\$274.40	_____
_____	124842	Draped Counter 8'L x 42"H.....	<b>\$206.00</b>	\$226.60	\$288.40	_____
_____	12404642	4th Side Drape 6'x42"H .....	<b>\$72.00</b>	\$79.20	\$100.80	_____
_____	12404842	4th Side Drape 8'x42"H .....	<b>\$72.00</b>	\$79.20	\$100.80	_____

<b>UNSKIRTED TABLES</b>						
_____	125430	Undraped Table 4' x 30"H.....	<b>\$75.00</b>	\$82.50	\$105.00	_____
_____	125630	Undraped Table 6' x 30"H.....	<b>\$80.00</b>	\$88.00	\$112.00	_____
_____	125830	Undraped Table 8' x 30"H.....	<b>\$90.00</b>	\$99.00	\$126.00	_____
_____	125442	Undraped Counter 4'L x 42"H.....	<b>\$80.00</b>	\$88.00	\$112.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	<b>\$88.00</b>	\$96.80	\$123.00	_____
_____	125842	Undraped Counter 8'L x 42"H.....	<b>\$95.00</b>	\$104.50	\$133.00	_____

<b>DRAPE</b>						
_____	12103	Special Drape 3'H (per ft.).....	<b>\$11.00</b>	\$12.10	\$15.40	_____
_____	12108	Special Drape 8'H (per ft.).....	<b>\$13.00</b>	\$14.30	\$18.20	_____
Please circle colour for drape: <b>Blue Black Grey</b>						
<b>Plum Red White</b>						

<b>TOTAL COST</b>			
Sub-Total	+ 5% Gst	+ 7% Pst	= TOTAL

# FREEMAN

940 Belfast Road  
 Ottawa, Ontario, Canada K1G 4A2  
 613-748-7180 • Fax: 613-748-5977  
 E-mail: FreemanOttawaES@freemanco.com



**DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 26, 2015**

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

## COA - CAOS JOINT ANNUAL MEETING

NAME OF SHOW: \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

PLANTS					
Qty	Part #	Description	Discount Price	Standard Price	Total

<b>Tropical</b>					
_____	42105	Table Size Plant.....	58.00	81.20	_____
_____	42106	Boston Fern.....	70.00	98.00	_____
_____	4210200	Hanging Plant.....	70.00	98.00	_____
_____	4210202	3'- 4' Tall Tropical Plant.....	92.00	128.80	_____
_____	4210113	Up to 5' all Tropical Plant.....	125.00	175.00	_____
_____	4210203	6' Tall Tropical Plant.....	150.00	210.00	_____

FLORAL					
Qty	Part #	Description	Discount Price	Standard Price	Total

<b>Floral</b>					
_____	4220501	Potted Flowers (seasonal).....	75.00	105.00	_____
_____	4220300	Small Vase Arrangements ...	130.00	182.00	_____
_____	4220500	Lg Tropical Arrangements ...	160.00	224.00	_____
_____	4220999	Special Arrangement	call for pricing		_____



FREEMAN plants & floral

### TOTAL COST

Sub-Total \_\_\_\_\_ + 5% Gst \_\_\_\_\_ + 7% Pst \_\_\_\_\_ = TOTAL \_\_\_\_\_

# carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs, Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet service:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

# classic CARPET

## **custom cut**

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

## **standard cut**

Our Classic Carpet comes sizes: 7' x 10' Zg] 7' x 20'. Prices include delivery, installation, carpet tape, carpet removal all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge.

As always, there are no hidden fees.



*grey*



*blue*



*black*



*red*



*green*



*burgundy*

## **questions?**

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com/store](http://www.freemanco.com/store)

*Actual colors may vary slightly.*

**F R E E M A N**

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 E-mail: FreemanOttawaES@freemanco.com



**ONLINE PRICE  
 DISCOUNT PRICE  
 MAY 26, 2015**

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

## COA - CAOS JOINT ANNUAL MEETING

NAME OF SHOW:

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.

**CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal \*\***

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colours.

**CHOOSE YOUR CARPET COLOUR:**

Black  Blue  Burgundy  Green  Grey  Red

**16 oz. Rental** - Price per sq. ft. (100 sq. ft. minimum) **Online Price**    Discount    Standard    Total  
 Per sq. ft.    Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @    **\$ 2.95**    \$3.25    \$ 4.15    \$ \_\_\_\_\_

**CLASSIC CARPET - includes delivery, material handling, installation and removal \*\***

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

Black  Blue  Burgundy  Green  Grey  Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet .....	<b>\$ 175.00</b>	<b>\$ 192.50</b>	<b>\$ 245.00</b>	\$ _____
_____	10' x 20' Classic Carpet .....	<b>\$ 348.00</b>	<b>\$ 382.80</b>	<b>\$ 487.20</b>	\$ _____

**CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal**

- Price is per sq. ft.

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding - 1/2" (100 - 700 sq ft) .....	<b>\$ 1.30</b>	<b>\$ 1.45</b>	<b>\$ 1.80</b>	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft) .....	<b>\$ 1.10</b>	<b>\$ 1.20</b>	<b>\$ 1.55</b>	\$ _____
_____	Double Padding - 1/2" (100 - 700 sq ft) .....	<b>\$ 2.40</b>	<b>\$ 2.65</b>	<b>\$ 3.35</b>	\$ _____
_____	Double Padding - 1/2" (Over 700 sq ft) .....	<b>\$ 2.20</b>	<b>\$ 2.40</b>	<b>\$ 3.10</b>	\$ _____
_____	Plastic Covering (per sq ft) .....	<b>\$ 0.95</b>	<b>\$ 1.05</b>	<b>\$ 1.35</b>	\$ _____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + 5% Gst \_\_\_\_\_ + 7% Pst \_\_\_\_\_ = TOTAL \_\_\_\_\_

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

**\*\*All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.\*\***



# digital graphics



## creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colours and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

## state-of-the-art capabilities

Freeman can provide four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Centre for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

## depth of resources

- VUTEK™ and Salsa printers provide large format, four-colour, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

## freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-colour carpet image printing

## questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store).

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**DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 26, 2015**

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

FREEMAN signs & graphics

NAME OF SHOW: **COA - CAOS JOINT ANNUAL MEETING**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on the reverse side of this form.

For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

## DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
 sq. ft. \_\_\_\_\_ x \$19.00 = \$ \_\_\_\_\_

- \$19.00 per sq. ft. (standard price \$28.50)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphic
- Round sq. ft. to next whole increment

File conversion, retouching, cloning or colour correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

## LARGE DIGITAL GRAPHICS

Please call a Corporate Accounts Specialist for price quotes on graphics over 80 sq. ft.

### File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colours \_\_\_\_\_

### Backing Material:

- Showcard  Plexi   
 PVC  Other

Vertical  Horizontal  Use Your Judgment For Sign Layout

Special Instructions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## STANDARD SIZES

### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$42.25	\$63.40 = \$	_____
7" x 44" _____ @	\$52.00	\$78.00 = \$	_____
11" x 14" _____ @	\$62.75	\$94.15 = \$	_____
14" x 22" _____ @	\$80.00	\$120.00 = \$	_____
22" x 28" _____ @	\$98.50	\$147.75 = \$	_____
28" x 44" _____ @	\$135.00	\$202.50 = \$	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See next page for graphic guidelines.)

### INDICATE YOUR SIGN COPY HERE:

Please feel free to attach additional sign copy on separate page.

Vertical  Horizontal  Use Your Judgment For Sign Layout

Background Colour: \_\_\_\_\_

Lettering Colour: \_\_\_\_\_

Font: \_\_\_\_\_

TOTAL COST			
Sub-Total	+ 5% Gst	+ 7% Pst	= TOTAL _____



# F R E E M A N

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

### Please provide the following when submitting art

#### Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

#### Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

#### Minimum requirements for both:

- All related PMS and/or CMYK color codes (If submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths

### Acceptable Software File Formats

We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference):

ADOBE—Illustrator, InDesign, and Photoshop  
COREL DRAW  
QUARK XPRESS

Files should always be saved in their native format. Please include all fonts and images.

### Acceptable File Types

Files that Freeman **can use** in order of preference, include:

EPS and AI (especially when submitting logos)  
TIF (especially when submitting photos)  
JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

GIF files  
Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types  
Self-extracting files, such as EXE or SEA files

### Submit Artwork to:

Hope Humphries, Operations Manager | Freeman | 61 Brown's Line | TO, ON M8W 3S2

Questions? Please call 416 -252-3361

### Samples

#### Acceptable Logo Artwork:



EPS Vector File

#### Not Acceptable Logo Artwork:



GIF File

#### Acceptable Photo Artwork:



28mb TIF file

#### Not Acceptable Photo Artwork:



8k GIF file

### Ways to Send Artwork

Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.

If you have any additional questions concerning file make-up, logos, resolution, etc. you may also contact the Graphics Manager - Hope Humphries - 416-252-3361 ext 246.

Please visit us at:  
[www.freemanco.com](http://www.freemanco.com)



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## do i need to order labour?

As an exhibitor, you are required to follow local labour jurisdictions. Please refer to the enclosed "Labour Jurisdictions" information sheet for details.

## installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labour yourself, or if you need assistance, Freeman I&D experts will do it for you.

## if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labour charge, with a minimum \$45 fee.

## if you supervise yourself

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up labourers. Upon completion of work, your supervisor must return to the exhibitor service center to release the labourers. Start time is guaranteed only when labour is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labour, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labour is requested for the start of the working day.

## questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.freemanco.com/store](http://www.freemanco.com/store).

# **UNION REGULATIONS**

To assist you in planning your participation in your Vancouver show, we are certain you will appreciate knowing in advance that union labour may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## **CAMW - CONSTRUCTION MAINTENANCE & ALLIED WORKERS UNION**

The Construction Maintenance & Allied Workers Union are providing labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. Labour can be ordered in advance by returning the Installation & Dismantle Labour Order Form, or on showsite, at the Freeman service desk.

## **MATERIAL HANDLING**

Exhibitors may hand-carry their own materials into the exhibit facility through the front doors. The use of dollies, pump trucks and other mechanical equipment is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

## **TIPPING**

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman service desk or correspondence may be directed to the attention of the General Manager at the local office address.

## **SAFETY**

Standing on chairs, tables or rental equipment is prohibited. This equipment is not engineered to support your weight. Freeman cannot be responsible for injuries in assembling your booth, please order labour on the Display Labour form and the necessary ladders and/or tools will be provided.

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**METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER**

NAME OF SHOW: **COA - CAOS JOINT ANNUAL MEETING**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

## DISPLAY LABOUR (One Hour Minimum per Worker)

			Advance Price	Show Site Price
<b>Straight Time-</b>	8:00 A.M. to 4:00 P.M.	Monday through Friday .....	\$ 94.00	\$ 122.25
<b>Overtime-</b>	4:00 P.M. to 6:00 P.M.	Monday through Friday .....	\$144.00	\$ 187.25
	8:00 A.M. to 4:00 P.M.	Saturday and Sunday .....		
<b>Double Time-</b>	All times not mentioned above as well as holidays .....		\$188.00	\$ 245.00

**Show site prices will apply to all orders placed at show site.**

- Start time guaranteed only at start of working day
- One hour minimum per person
- Supervisor must check in at Service Desk to pick up labour
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOUR

**Freeman Supervised Labour - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labour**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____	= \$ _____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____	= \$ _____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
5% GST						= \$ _____
7% PST						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOUR

**Freeman Supervised Labour - Please complete the reverse side of this form.**

- The Freeman Companies is not responsible for product or literature that is not properly packed and labelled by exhibitor
- The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Exhibitor Supervised Labour**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____	= \$ _____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____	= \$ _____
_____	_____	_____ x _____	_____ = _____	_____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
5% GST						= \$ _____
7% PST						= \$ _____
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Services Representative.

**FREEMAN installation & dismantle**

NAME OF SHOW: **COA - CAOS JOINT ANNUAL MEETING**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**FREEMAN SUPERVISED Labour**

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Showsite \_\_\_\_\_ Date Shipped \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Colour \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**METHOD OF SHIPMENT**

- Freeman Transportation:**
  - Common Carrier
  - Air Freight       Next Day\*       2nd Day       Deferred

\* Some restrictions may apply. Please contact our Exhibit Transportation Team at (877) 478-1113 for information.

- Other (list carrier name & phone number):**
    - Other Common Carrier: \_\_\_\_\_
    - Other Air Freight: \_\_\_\_\_
    - Van Line: \_\_\_\_\_
- Carrier Phone Number: (\_\_\_\_) \_\_\_\_\_

**Freight Charges**

- Prepaid       Collect

Bill To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

- Reroute via Freeman's choice.
- Delivery back to warehouse at Exhibitor's expense\*

**\* Return to warehouse rates are based on weight . A minimum charge of \$154.00 for shipments less than 400 lbs. Please contact us for rates on shipment above 401 lbs.**

**PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.**



# CANADA customs douanes CANADIENNES

Exhibiting internationally may seem daunting, but the details don't have to get in your way. Freeman will manage customs clearance for all of your shipping needs, ensuring that your booth and your products make it safely to your event. On time, and in one piece.

As the official service contractor, we handle every logistical issue from start to finish...before the show, on-site and while everything travels on to its next destination. Whichever carrier you choose, Freeman knows how to help you clear your goods with customs officials, making your entrance and exit smooth and stress-free.

We think of you as our first-class customer, getting you across the border – and back – with experience and expertise.

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Bien qu'exposer à l'échelle internationale puisse sembler poser un défi de taille, les détails pour y arriver n'ont pas à se mettre en travers de votre route. Freeman se chargera du dédouanement pour tous vos besoins en matière d'expédition, et garantit l'arrivée à bon port de votre kiosque et de vos produits pour l'événement prévu. En toute sécurité, à temps, et en un seul morceau.

À titre de fournisseur officiel de service, nous assumons la responsabilité de chaque aspect logistique, du départ jusqu'à l'arrivée... Avant l'exposition, sur place et au cours du transport de votre matériel vers sa prochaine destination. Quel que soit le transporteur que vous choisissiez, Freeman sait comment vous aider à dédouaner vos marchandises auprès des fonctionnaires des douanes. L'entrée, tout comme la sortie, peuvent donc se dérouler tout en douceur et sans stress.

Nous vous considérons comme un client de première classe, et c'est pourquoi nous mettons notre expérience et notre expertise à votre service pour vous vous faire franchir la frontière, à l'entrée et à la sortie.

Call our transportation experts at 877-478-1113.

Appelez nos experts du transport au 877-478-1113.

# CANADA customs douanes CANADIENNES

Our secret to painless international transport is advance planning. Here are a few ways that we can help you be where you want to be, with exactly what you need when you get there.

- Organization of required customs documents.
- Assistance in the completion of required customs documents.
- Preparation of one invoice, detailing all of your show services on one convenient form.
- Around-the-clock availability, via a special toll-free phone number that will connect you with your customs specialist.
- Competitive pricing.

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Notre secret pour un transport international sans tracas consiste en une planification avancée. Voici quelques moyens mis à votre disposition afin de vous aider à vous rendre là où vous le voulez, et à disposer exactement de ce dont vous aurez besoin à votre arrivée.

- Organisation des documents de douanes requis.
- Service de soutien pour remplir les documents de douanes requis.
- Préparation d'une facture précisant tous les services retenus en vue de votre exposition, offerte en un format pratique.
- Service offert 24 heures sur 24 par l'entremise d'une ligne spéciale sans frais, qui vous mettra en contact avec votre spécialiste des douanes.
- Tarifs concurrentiels.



# EXHIBIT transportation transport d'exposition

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

*Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.*

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Le succès de votre expérience d'exposition dépend non seulement de ce que vous apportez à l'exposition, mais également de ce que vous en retirez. Personne ne le sait mieux que Freeman. Forts de plus de 75 années d'expérience dans le secteur, nous entendons vous offrir le soutien nécessaire à l'égard de tous vos besoins en matière de transport d'exposition. Du transport initial, à l'installation et au démantèlement, jusqu'à la sortie, nos spécialistes sont capables de vous aider pour tous vos besoins d'exposition. Jetez un coup d'oeil à tous nos services ; vous verrez pourquoi nous sommes le chef de file de l'industrie.

*N'oubliez pas le transport à l'entrée ! Remplissez et envoyez le formulaire ci-joint pour commander le transport à l'entrée et à la sortie.*

Call our transportation experts at 877-478-1113.  
Appelez nos experts de transport d'exposition au 877-478-1113.



# EXHIBIT TRANSPORTATION **services**

# **services de** TRANSPORT D'EXPOSITION

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

*Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.*

## **questions?**

Call our exhibit transportation experts at 877-478-1113.

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En tant que fournisseur de service officiel, nous pouvons faciliter le transport de votre matériel d'exposition au salon, et jusqu'à sa prochaine destination. Il y a des experts sur place à chaque étape : avant la tenue de l'événement, à l'installation, pendant l'exposition et au démontage. En plus, si vous avez des besoins additionnels une fois l'événement terminé, votre personne-ressource de Freeman sera disponible pour vous aider. Les services que nous offrons comprennent :

- Un numéro spécial sans frais où les experts de Freeman vous offrent un service rapide et amical, qui est devenu notre marque de commerce, pour localiser des envois, planifier des cueillettes et plus encore.
- Une seule facture pratique incluant un estimé de vos services d'exposition pour que vous ne soyez jamais surpris par des frais cachés. En plus, Freeman offre des tarifs compétitifs de transport d'exposition avec un service à la clientèle à valeur ajoutée.
- Des étiquettes pré-imprimées pour vos envois et ententes sur la manutention de matériel. Pourquoi écrire vos étiquettes à la main quand nous pouvons les imprimer automatiquement pour vous?

*N'oubliez pas le transport à l'entrée ! Remplissez et envoyez le formulaire ci-joint pour commander le transport à l'entrée et à la sortie.*

## **questions ?**

Appelez nos experts de transport d'exposition à 877-478-1113.

**F R E E M A N**



Canada Border Services Agency  
International Events and Convention Services Program  
3rd Floor- 1611 Main Street  
Vancouver, BC  
V6A2W5

December 18<sup>th</sup>, 2014

File#PAC\_2015\_07161

The Canadian Orthopaedic Association  
4150 Ste-Catherine West, Suite 450  
Westmount, Quebec  
H3Z2Y5

Meghan Corbeil,

In response to your correspondence dated December 11<sup>th</sup>, 2014, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

Canadian Orthopaedic Association and Computer Assisted Orthopaedic Surgery Society Annual Meetings  
June 17<sup>th</sup>-20<sup>th</sup>, 2015  
Fairmont Vancouver and Hyatt Vancouver  
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

The information provided to the CBSA states there will be approximately 1200 people, your event is not open to the general public and there will be no sales of merchandise on the exhibit floor.

As outlined in your correspondence, this event is expecting approximately 5 foreign exhibitors who are importing booths, medical equipment, small samples, convention materials, promotional material, and videos for use at the event.

Non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Goods imported to be sold or as “giveaways” must be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form* with all applicable duties and/or taxes collected at the time of importation.

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over \$2000. U.S. must be reported to U.S.



Customs. They can document your goods on the form 4455 so they can identify the goods on your return to the U.S.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

To facilitate border procedures it is recommended that exhibitors be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Kathryn Kazun

Border Services Officer, Operations Branch  
Canada Border Services Agency / Government of Canada  
[kathryn.kazun@cbsa-asfc.gc.ca](mailto:kathryn.kazun@cbsa-asfc.gc.ca) / Tel: 604-666-1294 / TTY: 866-335-3237

Agent des services frontaliers, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[kathryn.kazun@cbsa-asfc.gc.ca](mailto:kathryn.kazun@cbsa-asfc.gc.ca) / Tél. : 604-666-1294 / ATS : 866-335-3237

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at [www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html)*



CANADA CUSTOMS INVOICE

<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212</p>	<p>2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>January 1, 2001 &gt; "Shipping Date"</p> <p>3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur)</p> <p>"Your IRS or Fed Tax ID"</p>
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<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ACME Company c/o Freeman 940 Belfast Road Ottawa, Ontario K1G 4A2 Show: Vegetables Fair Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)</p> <p>6. Country of Transhipment / Pays de transbordement</p> <p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p>USA</p> <p>If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</p>
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<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
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<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada</p> <p>Via Ground, Desert City, Sahara</p>	<p>10. Currency of Settlement / Devises du paiement</p> <p>USD</p>
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11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	14. Unit Price / Prix Unitaire	15. Total / Valeur de Remplacement
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00	\$120.00
1	Box of give-away Pens	150	\$0.25	\$37.50

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p> <p>3</p>	<p>16. Total Weight / Poids total</p> <p>Net</p> <p>Gross / Brut</p> <p>156 lbs.</p>	<p>17. Invoice Total / Total de la facture</p> <p>\$6,157.50</p>
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<p>19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p>Same as Consignee</p>
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<p>21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p>	<p>22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case</p> <p><input checked="" type="checkbox"/></p>
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<p>23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser</p> <p>(i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____</p> <p>(ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation \$ _____</p>	<p>24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser</p> <p>(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____</p> <p>(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation \$ _____</p>	<p>25. Check (if applicable) Cocher (s'il y a lieu)</p> <p>(i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/></p> <p>(ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/></p>
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# F R E E M A N

1-877-478-1113

**METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER**



**USE ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN AND/OR ORDERING CUSTOMS CLEARANCE**

**FREEMAN exhibit transportation & customs**

NAME OF SHOW: **COA - CAOS JOINT ANNUAL MEETING**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

### **PICK UP AND/OR CUSTOMS INFORMATION**

Requested Pick Up Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Pick Up Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### **PLEASE NOTE WHEN ORDERING**

- All charges will be included on your show services invoice.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up and delivery of your shipment.

### **ORDERING SERVICE**

- Schedule pick-up by calling TOLL FREE: **1-877-478-1113**  
For US / Canadian Exhibitors or at 905-951-5475 (5476) for International / Overseas Exhibitors (Country Code 1)
- Fax this Order Form with the Canada Customs Invoice (if applicable) to **613-748-5977**

### **Section 1: PLEASE SELECT**

- Transportation & Customs Clearance  
(Complete Section 2 to 6 & Canada Customs Invoice)
- Transportation Only       Customs Clearance Only  
(Complete Section 2 to 6)      (Complete Section 5 & 6 & Canada Customs Invoice)

### **Section 2: DESTINATION**

- I will be shipping to the **WAREHOUSE**  
**COA-CAOS JOING ANNUAL MEETING**  
Company Name, Booth # \_\_\_\_\_  
C/O Freeman / YRC  
3985 Still Creek Avenue  
Burnaby, British Columbia, Canada V5C 4E2

**SHIPMENTS ACCEPTED BEGINNING MAY 15, 2015  
TO AVOID DEADLINE CHARGES DELIVER BY JUNE 10, 2015**

### **Section 3: OUTBOUND SHIPPING**

- Please check this box if you would like to schedule outbound Freeman Exhibit Transportation. Our Exhibit Transportation team will supply you with a Material Handling Agreement at show site for your shipping instructions and signature. In order to pre-print your Outbound Material Handling Agreement and labels, please complete the following information **if your return address is different from pick up address:**  
Ship to address:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Number of Labels: \_\_\_\_\_

### **Section 4: TYPE OF SERVICE - Choose One**

#### **AIR**

- 1 Day: Delivery next business day\* (before 5:00 p.m.)

\*Some restrictions may apply.

- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 3 - 4 business days
- Declared Value \$ \_\_\_\_\_

(Additional charges will apply for declared value)

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

#### **GROUND**

- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, or truckload

### **Section 5: SHIPPING AND/OR CUSTOMS INFORMATION**

#### **Items to be shipped**

Number of Pieces	Weight (lbs)
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (colour _____)	_____
___ Skids/Pallets	_____
___ Carpet (colour _____)	_____
___ Other ( _____ )	_____
___ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

NOTE: Shipments will be weighed and measured prior to delivery.

### **Section 6: METHOD OF PAYMENT FORM**

No shipments will be picked up or delivered without payment.

Please fill-out your credit card information on the METHOD OF PAYMENT FORM, located in this Exhibitor Service Manual and return a signed copy by Fax to Freeman at 613-748-5977.

**TRANSPORTATION AND CUSTOMS CLEARANCE CHARGES DO NOT INCLUDE MATERIAL HANDLING CHARGES**

**PLEASE REFER TO THE MATERIAL HANDLING RATES LOCATED IN THIS EXHIBITOR SERVICE MANUAL**

**JOB #: 413057**

# F R E E M A N

940 Belfast Road  
 Ottawa, Ontario, Canada K1G 4A2  
 613-748-7180 • Fax: 613-748-5977  
 E-mail: FreemanOttawaES@freemanco.com



**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **COA - CAOS JOINT ANNUAL MEETING**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

## MATERIAL HANDLING SERVICES

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, multiple shipments, carpet and/or pad only shipments, and shipments that require additional time, equipment or labour to unload. Federal Express, Purolator, UPS, Airborned Express & DHL are included in this category due to their delivery procedures. (See definitions on back)

**UNCRATED:** Material that is shipped loose or padwrapped, and/or unskidded machinery without proper lifting bars or hooks. (Uncrated materials are not accepted at the Warehouse)

**STRAIGHT TIME:** 8:00 A.M. to 4:00 P.M. Monday through Friday

**OVERTIME:** 4:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

**Let Freeman OnLine® estimate your material handling charges for you.** Log on to [www.freemanco.com/store](http://www.freemanco.com/store), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

Description	Price Per	Min
	CWT	200 Lbs

### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum) beginning May 15, 2015

Crated or Skidded Shipment .....	\$ 106.25	212.50
Special Handling Shipment .....	\$ 138.00	276.00

#### Show Site Shipment (200 lb. minimum) beginning June 16, 2015 @ 2pm

Crated or Skidded Shipment .....	\$ 96.25	192.50
Special Handling Shipment .....	\$ 125.00	250.00
Uncrated or Pad Wrapped Shipment.....	\$ 144.50	289.00

#### Small Package - Maximum weight is 30 lbs per shipment\*\*

Each Carton .....	\$ 52.50
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\*\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after Deadline (June 10, 2015) .....	\$ 26.00	52.00
Show Site Shipment after Deadline (after June 17, 2015 @ 4pm).....	\$ 23.00	46.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
<b>Surcharges (i.e. Overtime, Late)</b>	÷ 100 =			
			<b>Subtotal</b>	
			<b>5% GST</b>	
			<b>Total</b>	

### Tip to Save on Material Handling!

- **Consolidate shipments** (i.e. if minimum shipment weight is 200 lbs.)

Separate Shipments  
 6/08 - 60 lbs. charged @ 200 lbs. \$ 215.50  
 6/10 - 52 lbs. charged @ 200 lbs. \$ 215.50  
 6/11 - 65 lbs. charged @ 200 lbs. \$ 215.50 = \$645.00

Consolidated Shipment  
 3 pieces (1 shipment)  
 177 lbs. @ 200 lbs = \$215.50

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

## **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

## **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

## **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

## **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

## **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

## **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

## **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, DHL & Airborned Express) without an individual Bill of Lading, requiring additional time, labour and equipment to process.

## **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

## **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.



# FREEMAN

940 Belfast Road  
Ottawa, Ontario, Canada K1G 4A2  
613-748-7180 • Fax: 613-748-5977  
E-mail: FreemanOttawaES@freemanco.com



## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

**FREEMAN** outbound shipping

NAME OF SHOW: **COA - CAOS JOINT ANNUAL MEETING**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

### SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day\*  
\* Some restrictions may apply. Please contact our Exhibit Transportation team (877) 478-1113.
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_  
 Next Day  Second Day  Deferred

DESIRED NUMBER OF LABELS: \_\_\_\_\_

CARRIER PHONE NUMBER: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Centre.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

**In the event your selected carrier (other than Freeman) fails to show on final move-out day, please select one of the following options:**

- Reroute via Freeman's choice.
- Delivery back to warehouse at Exhibitor's expense\*  
\* Return to warehouse rates are based on weight . A minimum charge of \$154.00 for shipments less than 400 lbs. Please contact us for rates on shipment above 401 lbs.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST BE DELIVERED BY JUNE 10, 2015**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

**C/O: FREEMAN / YRC**  
**3985 STILL CREEK AVENUE**  
**BURNABY, BC, CANADA**  
**V5C 4E2**

**WAREHOUSE**

**EVENT: COA-CAOS JOINT ANNUAL MTG**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST BE DELIVERED BY JUNE 10, 2015**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

**C/O: FREEMAN / YRC**  
**3985 STILL CREEK AVENUE**  
**BURNABY, BC, CANADA**  
**V5C 4E2**

**WAREHOUSE**

**EVENT: COA-CAOS JOINT ANNUAL MTG**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE OF EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

# PAYMENT AND LABOUR

## YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOUR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH FREEMAN.

### DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Expositions, Inc. and Freeman Expositions, Ltd. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

### PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in Canadian funds and all checks must be in Canadian funds. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labour orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State or Province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in TORONTO, ONTARIO upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

### ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

### LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labour provided under this section. It is the responsibility of EXHIBITOR to supervise labour secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, Provincial, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

### INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labour provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, Provincial, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO EXHIBIT TRANSPORTATION'S "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO SERVICES PROVIDED BY EXHIBIT TRANSPORTION BY FREEMAN. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

# MATERIAL HANDLING

## YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THIS MATERIAL HANDLING AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO AN EVENT SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOUR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH THE FREEMAN COMPANIES.

### FREEMAN TERMS & CONDITIONS

**1. DEFINITIONS.** For purposes of this Contract, "FREEMAN" means Freeman Expositions, Ltd. dba Freeman and its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

**2. PACKAGING AND CRATES.** FREEMAN shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures;
- Removal of containers with old empty labels and without FREEMAN labels; or
- Improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CON-TAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND/OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier, and during such times, your materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

**6. DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

**7. FREEMAN'S RESPONSIBILITIES.** FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

**8. INSURANCE.** It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

**9. CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim,

EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOSS PROFITS, LOSS OF USE, INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**10. DECLARED VALUE.** Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of FREEMAN'S maximum liability stated herein. FREEMAN will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**11. JURISDICTION/ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. The parties hereby confirm their express wish that this contract and all documents relating thereto be drawn up in English only, but without prejudice to any such documents or instruments which may from time to time be drawn up in French only, or in both French and English. *Les parties aux présentes confirment leur volonté que le présent contrat de même que tous autres documents s'y rapportant soient rédigés en anglais seulement, mais sans préjudice cependant à tous tels document qui pourront à l'occasion être rédigés en français seulement ou à la fois en français et en anglais.* Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**12. INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labour secured through TFC, or the negligent supervision of such labour by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of TFC'S equipment;
- EXHIBITOR'S violation of Federal, Provincial, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**13. WAIVER & RELEASE.** EXHIBITOR, as a material part of the consideration to FREEMAN for material handling services, waives and releases all claims against FREEMAN with respect to all matters for which FREEMAN has disclaimed liability pursuant to the provisions of this Contract.

**14. SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

FREEMAN TERMS & CONDITIONS

# TERMS & CONDITIONS

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by SHIPPER, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Expositions, Ltd., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct Postal code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;  
(c) personal effects;  
(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;  
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;  
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

**Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties.** Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, Provincial, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or Provincial Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

# TERMS & CONDITIONS

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

**1. DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Ltd., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

**4. PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Trade Association.

**5. PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

**6. REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.
- Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**7. INSURANCE. FREEMAN IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARMS LENGTH SALE.) OR \$2.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per

pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage.

**Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

- Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;
- Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;
- Personal effects, including without limitation, papers and documents;
- Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- whenever or wherever the claimed loss or damage may occur;
- even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and;
- even though Freeman may have been advised or be on notice of the possibility or even the probability

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, Provincial, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

**11. CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**12. MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 PER PACKAGE UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

Customer Information	Delivery Information
Company Name:	On-Site Contact:
Contact Name:	Booth #: Room:
Address:	Delivery Date: Time:
City:	Return Date: Time:
Province/State:	Please fax completed form to 604.633.2944 or email to mprimeau@psav.com
Telephone #:	
Email:	

Video	Price	Qty	Days	Total
24" Monitor w/Table Stand	\$160			
32" Monitor w/Table Stand	\$270			
46" Monitor w/Floor Stand	\$485			
55" Monitor w/Floor Stand	\$565			
PC Laptop (Windows w/Office)	\$225			
iPad	\$125			

Audio				
Computer Audio Speakers	\$25			
CD Player/iPod Dock	\$60			

Internet				
Wired Internet Connection (per user)	\$50			
Wireless Internet Connection (per user)	\$50			

Power				
7.5 Amp, 110 Volt Exhibit Power with Power Bar	\$90		N/A	

[A] SUBTOTAL	\$			
[B] LABOUR	\$		65.00	
[C] SERVICE CHARGE (17% of [A]+[B])	\$			
[D] GST/PST (12% of [A]+[B]+[C])	\$			
[E] TOTAL ([A]+[B]+[C]+[D])	\$			

Method of Payment				
Card Number:	EXP ____ / ____	Amex	<input type="checkbox"/>	
Cardholder's Name (as appears on card):		Visa	<input type="checkbox"/>	
Cardholder's Billing Address:		MC	<input type="checkbox"/>	
Cardholder's Signature:	_____			

Minimum labour charge reflected on order form. Labour rates may vary based on equipment ordered.

For other inquiries or any item not on this list, please call 604.443.1836