



Canadian Association of Defence and Security Industries
130 Slater Street, Suite 1250 Ottawa, ON K1P 6E2
Toll Free: 866-786-4661 Local: 613-235-5337

Dear CANSEC Exhibitor,

CANSEC 2012, hosted by the Canadian Association of Defence and Security Industries (CADSI), is moving to its new permanent home, the CE Centre. This new facility will host CANSEC in air-conditioned comfort under one roof. An aerial map and a facility map, which outlines the location of the various elements of the show (ie registration, meal events, etc.), are included so that you may familiarize yourself with the new facility.

We recommend you share the following overview for CANSEC 2012 with your team and suppliers to ensure a successful show for everyone.

Age Policy: Due to insurance coverage requirements, **persons under the age of 18 years of age are not permitted on the show site**, which includes all of the outdoor and indoor facilities, on set-up/tear-down and show days. This policy will be strictly enforced and there will be no exceptions.

Loading Docks: The loading areas for the buildings at the CE Centre are as follows: 8 Loading Docks (7' 11" H X 8' W), 2 Drive-in Docks (not dock level) (14' H X 15' 11" W). Exhibitors are not allowed to bring freight by the front door of the building.

Freight Delivery and Pick-Up on Move-In and Move-Out Days: (May 29th/ May 31st and June 1st) Freight delivery will be via the freight delivery route which is accessed from Uplands Drive (see aerial map).

EXHIBITOR CARRIERS (TRAILERS, TRUCKS OR DELIVERIES) WILL NOT BE ALLOWED ON SHOW SITE AFTER 9 P.M. TUESDAY MAY 29th; CARRIERS WILL BE TURNED AWAY AT THE GATE. CARRIERS WILL ONLY BE PERMITTED BACK ON SHOW SITE AS OF 6 P.M. May 31st FOR MOVE-OUT; CARRIERS WHO ARRIVE AT THE GATE PRIOR TO 6 P.M. WILL BE TURNED AWAY.

***Note:** stopping or parking on Uplands Drive is prohibited by the City of Ottawa and will be subject to fines to the carrier.*

Additional Security: If your company wishes to hire additional security guard(s) for static displays or booths, please contact the CANSEC Security Director Doug Kirkland at kirkstratinc@sympatico.ca or 613-526-9900. **All security arrangements must be made through the CANSEC Security Director.**

Parking: Limited parking will be available on site for show attendees – participants are encouraged to make use of complimentary shuttle service whenever possible. Local exhibitors and attendees are encouraged to use car pooling on show days.

Meal Events: All CADSI hosted meal events will take place in the Meal Event Hall. Tickets for meal events will be available for purchase in early March. Light food service will also be available at two permanent retail outlets and the Outdoor Refreshment Tent by Great Canadian Plates for those not attending the meal events.

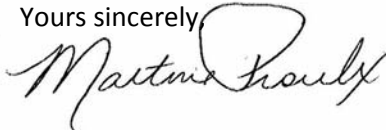
Shuttle Service: Complimentary shuttle service will be available on the days of the show (May 30th & May 31st) from select federal government buildings; a list of shuttle pick-up locations and schedules will be available on the CANSEC website. Exhibitor shuttle service will also be available from Fairmont Château Laurier, at 6:30 a.m. and to the hotel from the centre at 6 p.m. on show days only. Shuttle service will also be available to select drop off locations following the evening reception on May 31st. The transportation contractor will perform a security pre-screening for all shuttle passengers – have your electronic registration or your business card accompanied by Photo ID ready for inspection.

Safe Room: A complimentary safe room will be available for secure overnight storage of firearms and other high value small equipment. All items must be stored in a case in order to be signed-in. Please complete the enclosed Safe Room Request Form to pre-book and ensure space is held for your firearms and high value small exhibits. As space is limited, CADSI reserves the right to refuse safe room services to an exhibitor if the items are deemed not to require overnight secure storage.

Final preparations are well underway as we gear up to host you and your guests at CANSEC 2012. General show and meal event registration will open the week of March 5th. The launch of registration will be announced by email in CANSEC Updates and the CADSI ENews Bulletin. Stay tuned!

We look forward to welcoming you to the CE Centre at the end of May

Yours sincerely



Martine Proulx
Director of Events

FREEMAN

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



MAY 30-31, 2012
CE CENTRE
OTTAWA, ONTARIO

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10'x10' black draped booth includes 8' high back wall and 3' high side wall, one 6' skirted table, two side chairs and one grey booth carpet.

EXHIBIT HALL CARPET

The aisles will be carpeted in red.

DISCOUNT PRICE DEADLINE DATE

To receive the advance discount rates listed on the order forms, we must receive your order with payment by **May 15, 2012**.

SPECIALTY FURNISHING

The Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form must be submitted before **May 15, 2012**. Freeman cannot guarantee pricing and availability of these items after this deadline.

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® for **Cansec 2012** without using the link, go to <http://www.freemanco.com/store/show/showInformation.jsp?showID=285258&nav=02> and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at 1-888-508-5054.

SERVICE CENTRE HOURS

We will have staff available at show site at the Freeman Exhibitor Service Centre as follows:

May 29, 2012 from 7:00am - 9:00pm

May 30, 2012 from 7:00am - 6:00pm

May 31, 2012 from 7:00am - 11:00pm

June 1, 2012 from 8:00am - 5:00pm

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
Phone: 613-748-7180 ext 234 Fax: 613-748-5977
Email: freemanottawaes@freemanco.com

FREEMAN TRANSPORTATION/CUSTOMS

Phone: 877-478-1113
Fax: 905-951-3145
email: jmakos@nalsi.com

FREEMAN ELECTRICAL

940 Belfast Road
 Ottawa, Ontario, Canada K1G 4A2
 Phone: 613-241-6555 ext 286 Fax: 613-748-5977
 Email: electrical.ottawa@freemanco.com

DE SYSTEMS

(Computer Rental)
 Phone: 613-723-1166 Fax: 613-723-8756
 Email: internet@desystems.com
www.cecentre.ca/en/telecommunications-venue

ABILITY JANITORIAL SERVICES

(Booth Cleaning)
 613-722-3566
www.cecentre.ca/en/cleaning-venue

GREAT CANADIAN PLATES

(Food & Beverage)
 Mark van der Pas @ 613-822-8800, Ext. 260
 mvanderpas@greatcanadianplates.com
www.greatcanadianplates.com

DUOSON MULTIMEDIA

Roger Leroux @ leroux.roger@duoson.com
 613-742-7474, Ext. 2203 or Cell 613-407-6146
www.duoson.com

SHOW SCHEDULE

OUTDOOR DISPLAY MOVE-IN

Monday May 28, 2012 12:00 pm- 5:00 pm
 Tuesday May 29, 2012 7:00am - 5:00pm

Please call Freeman to approve and schedule your mandatory outdoor move-in time.

EXHIBITOR MOVE-IN

Tuesday May 29, 2012 7:00am - 9:00pm**

**Exhibitors are NOT permitted on the show floor after 9pm unless arrangements are made in advance with CADSI to extend your set up time.

Vehicle Entry Point on Move-In day May 29 starting at 7:00 am and Move-Out days May 31 at 5:00 pm and June 1 at 7:00 am (see aerial map).

EXHIBITOR CARRIERS (TRAILERS, TRUCKS OR DELIVERIES) WILL NOT BE ALLOWED ON SHOW SITE AFTER 9 P.M. TUESDAY MAY 29TH; CARRIERS WILL BE TURNED AWAY.

NO MARSHALLING AT THIS FACILITY.

EXHIBIT HOURS

Wednesday May 30, 2012 9:00am - 5:00pm
 Thursday May 31, 2012 9:00am - 4:00pm

EXHIBITOR MOVE-OUT

Aisle Carpet Removal May 31, 2012 4:00pm - 5:00pm**
 Freight Returned May 31, 2012 5:00pm - 11:00pm (smaller freight will be the priority)
 Move Out - Exhibitors (300sqft or less) May 31, 2012 5:00pm - 11:00pm
 Move Out-Remaining Exhibitors (over 300sqft) June 1, 2012 7:00am - 5:00pm

**NOTE: Exhibitors will not be permitted to move out prior to 5:00pm

CARRIERS WHO ARRIVE AT THE GATE PRIOR TO 6 P.M. ON MAY 31ST WILL BE TURNED AWAY.

OUTDOOR DISPLAY MOVE-OUT

Thursday May 31, 2012 5:00pm - 9:00pm

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor (small containers then large containers).
- All exhibitor materials must be removed from the exhibit facility by **June 1, 2012 @ 5pm**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers for booths 300sqft or less check-in by **8pm on May 31, 2012**; and for booths over 300sqft check in by **12:00pm on June 1, 2012**. Please schedule your carriers accordingly and advise Freeman of your carrier arrival time.

Should you require transportation and/or customs services to accommodate or facilitate the movement of your materials, a

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:

CANSEC 2012

Exhibiting Company Name

Booth # _____

C/O Freeman

940 Belfast Road

Ottawa, Ontario, Canada K1G 4A2

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

Freeman will accept crated, boxed or skidded material beginning **April 30, 2012** at the above address. To avoid additional late arrival charges, materials must arrive by **May 22, 2012**. **Please Note: The warehouse will be closed on May 21, 2012 in observance of Victoria Day, shipments will not be accepted on this date.**

U.S. Inbound Shipments

Please Note: May 28, 2012 is Memorial Day in the U.S.; please ensure that your shipment is cleared through customs and in transit to Canada by **May 25, 2012**.

Show site shipping address:

CANSEC 2012

Exhibiting Company Name

Booth # _____

C/O Freeman

CE Centre, 4899 Uplands Drive

Ottawa, Ontario, Canada K1V 2N6

Shipments arriving before **May 29, 2012** will be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

CART SERVICE

A self unloading and reloading area for all exhibitors who do not require forklifting assistance during move-in and move-out will be available. This service is aimed for exhibitors that require minimal assistance and 20 minutes or less to offload and reload. Freeman staff will guide you to this area once you arrive at the dock.

Please refer to the Material Handling Order Form contained in this service manual for the cart service charges.

MATERIAL HANDLING

Please see the attached Material Handling & Shipping Information Sheet for more details on shipping instructions.

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 **CANSEC 2012**. 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 Julian Makos.

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:Fullfillment 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

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. 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.

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

French order forms are available upon request.

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 the advance discount rates by placing your order by **May 15, 2012**.

AVOID DELAY

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

SAFETY TIPS

Note of Caution: During move-in and move-out, all exhibitors, contractors and staff operating on site must ensure common travel areas are clear before entering an aisle, roadway or other lane. The onus is on the individual exhibitor, contractor and staff not to block and/or impede an aisle or traffic lane. CANSEC and the show services contractors rely on the exhibitors, contractors and staff to be aware of their surroundings and act in the interest of all. Ensure your safety and the safety of others – help keep aisles and laneways clear at all times..

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.

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.

Age policy: due to insurance coverage requirements, **persons under the age of 18 years of age are not permitted on show site**, which includes all of the outdoor and indoor facilities, on set up / tear down and show days. This policy will be strictly enforced and there will be no exceptions. Only those who are registered with proper identification are permitted.

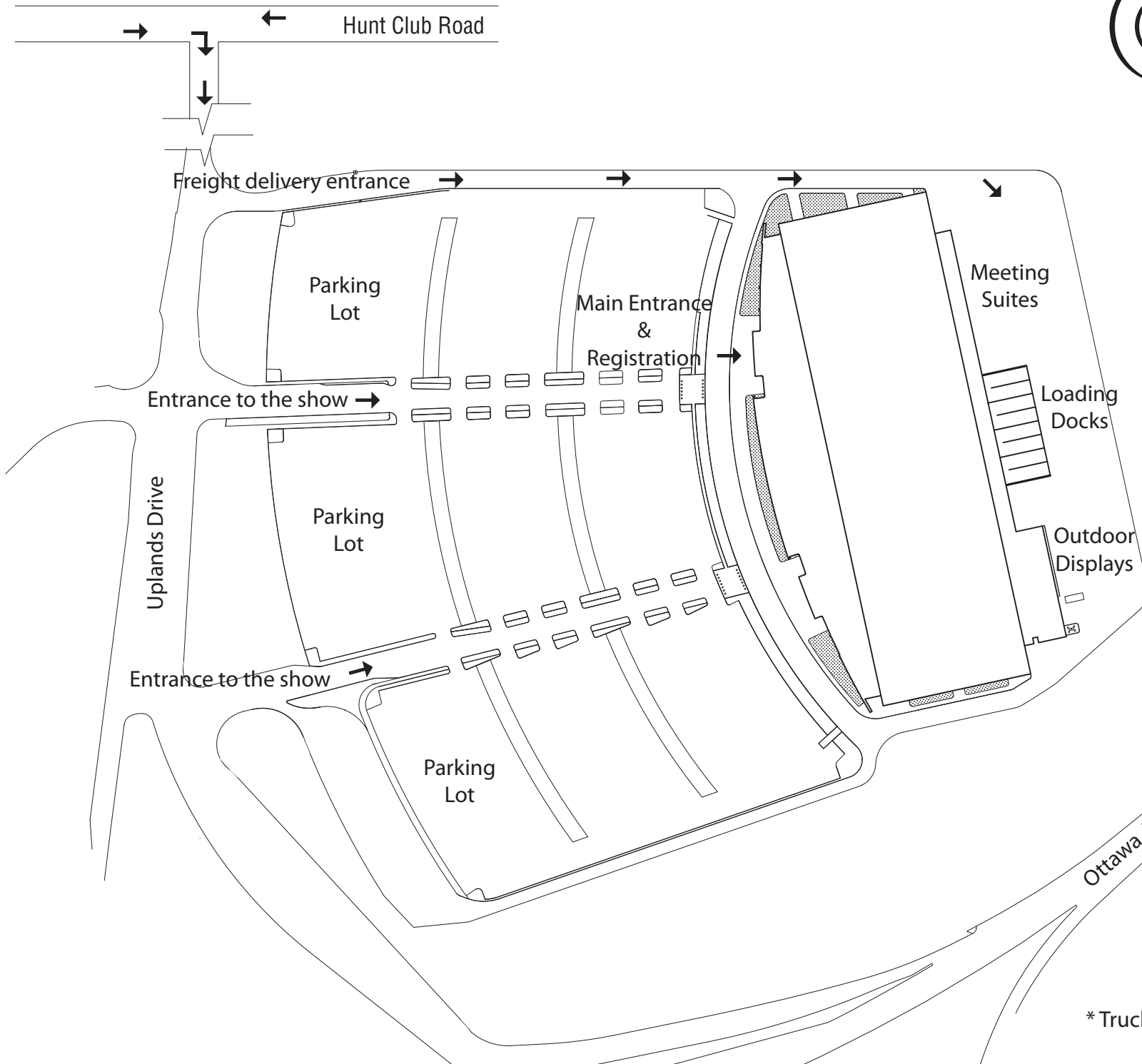
EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ



CE Centre - Site Plan
4899 Uplands Drive, Ottawa
May 30 - 31, 2012



Ottawa Airport Parkway *

* Trucks Prohibited



CANSEC 2012 – MAY 30-31, 2012

Directions to the CE Centre, 4899 Uplands Drive, Ottawa, Ont K1V 2N6

From Montreal to the CE Centre
Exit west bound 417 at Walkley
Turn left on Walkley Road
South on Hawthorne Road
Turn right on Hunt Club Road westbound
Turn left at the first entrance "Freight Delivery Entrance"

From Toronto to the CE Centre
416 Northbound
Exit Hunt Club Road
This exit takes you to Cedarview and turn right on Cedarview and then left
on Hunt Club eastbound
Hunt Club eastbound to Uplands Drive turn right south bound
Turn left at the first entrance "Freight Delivery Entrance"



F R E E M A N

MATERIAL HANDLING INFORMATION SHEET

Freeman has been designated the official contractor for Drayage and Material Handling for CANSEC 2012.

All vehicles carrying materials that must be unloaded and transported to exhibitor's booth space(s) must check-in at the Security Freight Entrance (see map) for sequencing into truck unloading areas. When approaching the CE Centre from the Northbound lanes, going south on Uplands Drive, the entry to the Freight Delivery Entrance is located on the left side.

Notice to Carriers: The Ottawa Airport Parkway is completely restricted to all commercial vehicles and will be subject to severe fines.

Note: Stopping or parking on Uplands Drive is prohibited by the City of Ottawa and will be subject to fines to the carrier.

No trucks will be allowed to enter the property to the unloading areas until there is a place for the vehicle to stop and unload without blocking the building specific entrance/exits to the area.

Crews will be on hand to unload vehicles without excessive delays. For security reasons, carrier drivers are not allowed in the Exhibit Hall without proper badges.

Move Out on Thursday, May 31 & Friday, June 1, 2012: Carriers are not permitted through the Freight Delivery Entrance until 6 pm. Carriers will need to check in with Freeman by 8 pm on May 31 or 12 noon on June 1st.

BUILDING LOADING AREAS

PLEASE NOTE: The loading areas for the buildings at the CE Centre are as follows:

8 Loading Docks (7' 11"H X 8'W)

2 Drive-in Docks (not dock level) (14'H X 15' 11"W)

Exhibitors are not allowed to bring freight by the front door of the building.

PRIVATELY OWNED VEHICLE / CART SERVICES

Exhibitors with Privately Owned Vehicles (POV's) that wish to unload their own material will be directed to the CADSI registration area to obtain your exhibitor badge. Then you will be directed to the designated offloading area.

Freeman also offers Cart Service to help you off load, please refer to the Material Handling Order form in the service manual for pricing.

COURIER SERVICES

ie: FedEx, Purolator, UPS, etc will not have access to the property. They will be required to go to the Freeman Freight Desk which will be located at the Freight Delivery Entrance.

VEHICLE AND LARGE EQUIPMENT DISPLAY

If you are planning on displaying a vehicle or any type of large equipment, you **MUST** contact Freeman to make arrangements and to confirm your scheduled time. Flat rates or hourly charges will apply for this service, as a substantial savings over drayage rates. For safety purposes, Freeman personnel must escort large display pieces.

TIPPING

Freeman employees are prohibited from soliciting or accepting gratuities. Please report any occurrence of such behaviour to a Freeman representative at the Service Desk.

CONTACT INFORMATION

Freeman
940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
Phone: 613-748-7180 ext 234
Fax: 613-748-5977
E-mail: freemanottawaES@freemanco.com

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
MAY 15, 2012

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **CANSEC 2012 / MAY 30-31, 2012**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____

CITY/STATE/ZIP: _____ 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 (285258) 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:
- BANK TRANSFER**
Bank Transfer to Bank of Nova Scotia Bank # 002
Transit or Branch # 47696
■ Freeman ACCT# 800020348619
Bank of Nova Scotia
Scotia Plaza, 44 King Street West at Bay
Toronto, Ontario, Canada
■ Foreign Exhibitors wiring funds from Overseas should use
Swift Code: NOSCCATT
Bank ABA #: 026002532
IBAN Number: Canadian banks do not carry IBAN numbers
Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.
Note: Customers are responsible for any bank processing fees.

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	CARPET CLEANING	RENTAL EXHIBITS	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	TOTAL FLEX		
SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING	ELECTRICAL	HANGING SIGNS	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.
- 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/?285258>

FREEMAN method of payment

FREEMAN

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



ALL PRICES ARE IN
CANADIAN DOLLARS

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

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"/> ELECTRICAL & SIGN HANGING |
| <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:

FREEMAN third party authorization

FREEMAN

940 Belfast Road

Ottawa, Ontario K1G 4A2

(613) 748-7180 • Fax: (613) 748-5977

freemanottawaES@freemanco.com



DISCOUNT PRICE

DEADLINE DATE

MAY 15, 2012

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CANSEC 2012 / MAY 30-31, 2012**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	210108	Limerick Chair	29.75	38.70	_____
___	210112	Black Casey Stool	56.50	73.45	_____
___	210112	Grey Casey Stool	56.50	73.45	_____
___	71090	Black Diamond Arm Chair	67.85	88.20	_____
___	71089	Black Diamond Side Chair	57.80	75.15	_____
___	71088	Black Diamond Stool	84.75	110.20	_____
___	71045	Grey Gaslift Chair	52.00	67.60	_____
___	71047	Grey Gaslift Stool	62.00	80.60	_____
___	72065	Bugle Base Table	50.25	65.35	_____
___	11441	Grouping: Includes	110.00	143.00	_____
BugleBaseTable, 2 Chairs, 1 Wastebasket					

Black Only					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	75020	Display Cylinder/Low	89.00	115.70	_____
___	75021	Display Cylinder/Medium	98.00	127.40	_____
___	75022	Display Cylinder/High	104.50	135.85	_____
___	75030	Display Cube/Low	89.00	115.70	_____
___	75031	Display Cube/Medium	98.00	127.40	_____
___	75032	Display Cube/High	104.50	135.85	_____
___	75079	Orion Computer Kiosk	215.00	279.50	_____

NOTE: Tables are 24" wide

Table Drape:	<input type="checkbox"/> Blue	<input type="checkbox"/> Gold	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	<input type="checkbox"/> Red
	<input type="checkbox"/> White	<input type="checkbox"/> Teal	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Burgundy	

DRAPED					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	124430	4' Draped Table/30"H*	51.50	66.95	_____
___	124630	6' Draped Table/30"H*	61.50	79.95	_____
___	124830	8' Draped Table/30"H*	71.50	92.95	_____
___	12404630	4th Side Draping-6' X 30"H*	30.80	40.05	_____
___	12404830	4th Side Draping-8' X 30"H*	30.80	40.05	_____
___	124442	4' Draped Table/42"H*	78.50	102.05	_____
___	124642	6' Draped Table/42"H*	88.50	115.05	_____
___	124842	8' Draped Table/42"H*	98.50	128.05	_____
___	12404642	4th Side Drape-6' x 42"H*	40.90	53.15	_____
___	12404842	4th Side Drape-8' x 42"H*	40.90	53.15	_____
UNDRAPED					
___	125430	4' Undraped Table/30"H	32.00	41.60	_____
___	125630	6' Undraped Table/30"H	42.00	54.60	_____
___	125830	8' Undraped Table/30"H	52.00	67.60	_____
___	125442	4' Undraped Table/42"H	57.25	74.45	_____
___	125642	6' Undraped Table/42"H	62.25	80.95	_____
___	125842	8' Undraped Table/42"H	66.25	86.15	_____

Soho Tables (Black Only):

___	72067	Soho Cafe Table 30"Hx36"D..	85.00	110.50	_____
___	72068	Soho Bistro Table 42"Hx36"D	95.50	124.15	_____
___	72069	Soho Cafe Table 30"Hx24"D..	85.00	110.50	_____
___	72070	Soho Bistro Table 42"Hx24"D	95.50	124.15	_____

Special Drape:	<input type="checkbox"/> Blue	<input type="checkbox"/> Gold	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	<input type="checkbox"/> Red
	<input type="checkbox"/> White	<input type="checkbox"/> Teal	<input type="checkbox"/> Dark Green		

___	12103	Special Drape- 3'High-per ft* ...	4.50	5.85	_____
___	12108	Special Drape- 8'High-per ft* ...	5.50	7.15	_____
___	121012	Special Drape-12' High-per ft* .	8.60	11.20	_____

Remember to select a colour for items with ().
A colour will be selected for you if not indicated.

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	220121	Chrome Stanchion Retractable	41.60	54.10	_____
___	220118	Chrome Sign Holder.....	41.60	54.10	_____
___	220134	Chrome Easel.....	20.80	27.05	_____
___	220107	Wastebasket.....	9.75	12.70	_____
___	220110	Chrome Bag Rack.....	47.20	61.35	_____
___	750135	Round Literature Rack.....	175.00	227.50	_____
___	750136	Flat Literature Rack.....	140.00	182.00	_____

+ SPECIALTY FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	72028+	Slate Cocktail Table-Black.....	69.65	90.55	_____
___	72029+	Slate End Table-Black	48.20	62.65	_____
___	810813+	Otto High Back Chair-White	163.75	212.90	_____
___	810816+	Barcelona Chair-White	308.50	401.05	_____
___	810818+	Barcelona Chair-Red.....	308.50	401.05	_____
___	81515+	Barcelona Ottoman-White...	170.45	221.60	_____
___	81516+	Barcelona Ottoman-Red.....	170.45	221.60	_____
___	81073+	Altura Executive Chair-Black.	97.85	127.20	_____
___	81074+	Altura Exec. High Chair-Black	128.75	167.40	_____
___	910130+	Black Leather Banana Stool..	95.85	124.60	_____
___	920145+	42" Rd Meeting Table.....	118.95	154.65	_____
___	920146+	30" Rd. Bistro Table -42"H.....	95.80	124.55	_____
___	910219+	Fresh Groovy Fabric Chair ...	108.15	140.60	_____
___	910201+	Citi Leather Chair-Black	236.90	307.95	_____
___	930200+	Citi Leather Loveseat-Black.	336.50	437.45	_____
___	910225+	Charcoal Fabric Chair	131.95	171.55	_____
___	930225+	Charcoal Fabric Loveseat	196.85	255.90	_____
___	910220+	White Leather Tub Chair	131.85	171.40	_____
___	910221+	Brown Leather Swivel Chair..	111.25	144.65	_____
___	920205+	Conference Table-Black	194.40	252.70	_____
___	72015+	Conference Table-Glass.....	248.75	323.40	_____

+The Specialty Furnishing items noted above with the symbol (+) must be submitted before **MAY 15, 2012**. Freeman cannot guarantee pricing and availability of these items after this deadline.

FURNISHING TOTAL			
Subtotal	13% HST	Total	
_____	_____	_____	_____

FREEMAN furnishing

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

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

PLANTS

Qty	Part #	Description	Discount Price	Standard Price	Total
Tropical					
_____	42105	Table Size Plant.....	42.00	54.60	_____
_____	42106	Boston Fern.....	36.45	47.40	_____
_____	42108	Indoor Tree 7'-9' Tall.....	121.70	158.20	_____
_____	421071	Floor Plant 6'-7' Marginata	91.50	118.95	_____
_____	421072	Floor Plant 6'-7' Benjamina ...	91.50	118.95	_____
_____	421073	Floor Plant 6'-7' Areca.....	91.50	118.95	_____
_____	421074	Floor Plant 6'-7' Schefflera....	91.50	118.95	_____
_____	4210100	Planter Box/per sq. ft. Please call for Quote			
_____	4210111	Floor Plant 3'- 4' Marginata ...	55.15	71.70	_____
_____	4210112	Floor Plant 3' - 4' Benjamina..	55.15	71.70	_____
_____	4210113	Floor Plant 3' - 4" Areca.....	55.15	71.70	_____
_____	4210114	Floor Plant 3' - 4" Schefflera..	55.15	71.70	_____
_____	4210200	Hanging Plant.....	46.80	60.85	_____
Floral					
_____	4220200	Assorted Coursages.....	42.00	54.60	_____
_____	4220300	Small Vase Arrangements	78.00	101.40	_____
_____	4220400	Fresh Cut Flowers.....	82.00	106.60	_____

Sub-Total _____ + 13% HST _____
TOTAL _____



ARECA
Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall



BENJAMINA
Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall



MARGINATA
Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall



SCHEFFLERA
Floor Plant 6'- 7' Tall
Floor Plant 3'- 4' Tall

FREEMAN plants

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

COMPANY NAME _____ BOOTH #: _____


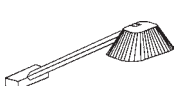
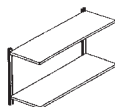
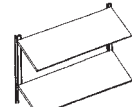
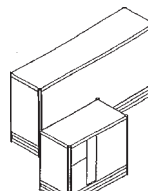
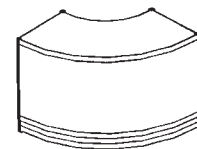
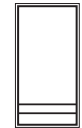


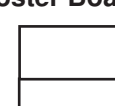
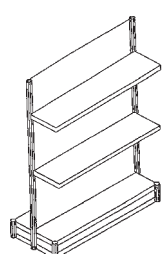
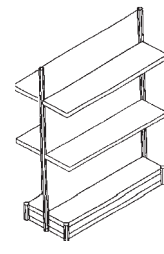

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

ACCESSORIES FOR RENTAL UNITS

<p>LIGHTS</p>  <p>17251</p>  <p>17252</p>	<p>SHELVES</p>  	<p>CABINETS</p>  
<p>Wall Panels</p>   <p>Perfboard Poster Board</p>  	<p>GONDOLAS</p>  	<p>SHOW CASE</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	17251	Arm Light (75w).....	41.35	53.75	___
___	17252	Halogen Light.....	54.30	70.60	___
SHELVES					
___	17201	1M Straight (37" x 12") ...	28.15	36.60	___
___	17206	1M Angled (37" x 12").....	28.15	36.60	___
CABINETS & LOCKS					
circle one					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	190.05	247.05	___
___	17306	1M x 1/2M x 42" High.....	207.30	269.50	___
___	17308	2M x 1/2M x 36" High.....	244.60	318.00	___
___	17309	2M x 1/2M x 42" High.....	244.60	318.00	___
___	173010	1M Radius x 1/2M x 36" H.	207.55	269.80	___
___	173011	1M Radius x 1/2M x 42" H.	207.55	269.80	___
___	17301	Cabinet Lock.....	20.00	26.00	___
SHOWCASE -White PVC only					
___	17551206	Showcase 1M x 1/2M x 42"H.	179.65	233.55	___

Qty	Part #	Description	Discount Price	Standard Price	Total
WALL PANELS					
circle one					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	173521	1M x 8' High.....	197.95	257.35	___
___	173525	1/2M x 8' High.....	101.25	131.65	___
PERFBOARD					
___	1020398	39" X 8' High.....	125.35	162.95	___
POSTER BOARD					
___	108024	4'W x 8' L.....	152.25	197.95	___
GONDOLAS					
circle one					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	143.60	186.70	___
___	174581	Single Sided 1M x 8' High.....	221.80	288.35	___
___	174542	Double Sided 1M x 4' High.....	200.65	260.85	___
___	174582	Double Sided 1M x 8' High.....	279.85	363.80	___
TOTAL COST					
Subtotal		+	13% HST	=	Total

FREEMAN exhibit accessories

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
APRIL 25, 2012

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

- For FREE samples or a quote on orders over 1200 sq. ft. or to request quotes on carpet logos please call our Exhibitor Sales Dept. at 613-748-7180 ext. 234.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space. **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**
- **Orders for Prestige carpet colours must be received by April 25, 2012. Orders received after this date will not be guaranteed.**

For fast, easy ordering, go to www.freemanco.com

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Guaranteed new, high quality carpet available in a variety of designer colours.**

CHOOSE YOUR CARPET Colour - 40 oz.

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard
100 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.25	\$ 6.85 \$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.00	\$ 6.50 \$ _____

CHOOSE YOUR CARPET Colour - 28 oz.

- Baywater Cardinal Gray Pearl Pine Toast
 Black Charcoal Navy Raspberry Wedgewood
 Cabernet Cream Peach Sea Breeze White

28 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard
100 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.50	\$ 5.85 \$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.25	\$ 5.55 \$ _____

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

_____ Carpet Padding - 1/2" per sqft (80 - 700 sqft).....	1.00	1.30	\$ _____
_____ Carpet Padding- 1/2" per sqft (Over 700 sq ft).....	0.80	1.05	\$ _____
_____ Double Pad- 1/2" per sqft (Over 700 sq ft).....	1.85	2.40	\$ _____
_____ Plastic Covering (per sq. ft)	0.55	0.70	\$ _____

TOTAL COST

Sub-Total _____ + 13% Hst _____ = TOTAL _____

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

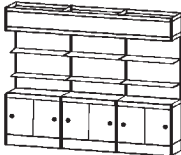
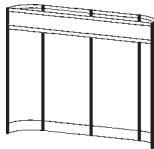
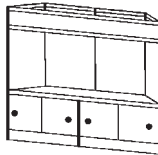
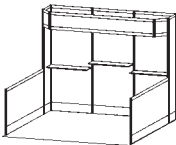
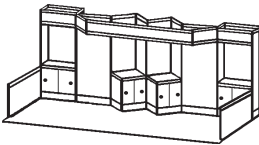
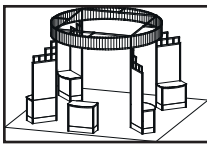
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

All Exhibits Include: Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 10' unit)

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

PACKAGES	A. FREE STANDING COUNTER Discount Price 1012.75 Standard Price 1316.60 <input type="checkbox"/> Part# 1710201 	B. CURVED BACK WALL EXHIBIT Discount Price 759.40 Standard Price 987.20 <input type="checkbox"/> Part# 1710300 	C. BACK WALL COUNTER EXHIBIT Discount Price 986.25 Standard Price 1282.15 <input type="checkbox"/> Part# 1710400 
	D. 3 SHELF 10' x 10' EXHIBIT Discount Price 1243.15 Standard Price 1616.10 <input type="checkbox"/> Part# 1710500 	E. 10' x 20' ANGLED EXHIBIT Discount Price 2758.85 Standard Price 3586.50 <input type="checkbox"/> Part# 1710600 	F. 20' x 20' ISLAND EXHIBIT Discount Price 6777.55 Standard Price 8810.85 <input type="checkbox"/> Part# 1710800 

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

- BLUE FABRIC GRAY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFFBOARD

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available.

Check color choice

- Blue Grey Red

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).
 Note: Electrical power must be ordered using the electrical order form included in your service manual.

HEADER IDENTIFICATION SIGN

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM ENVIRO
EUROSTILE BOLD **HELVETICA BOLD**
 TIMES NEW ROMAN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
 Custom Logo Header
 Creating a Custom Exhibit

TOTAL COST

Subtotal	+	13% HST	=	Total
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FREEMAN exhibit packages

F R E E M A N



DISCOUNT PRICE
DEADLINE DATE
MAY 15, 2012

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

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

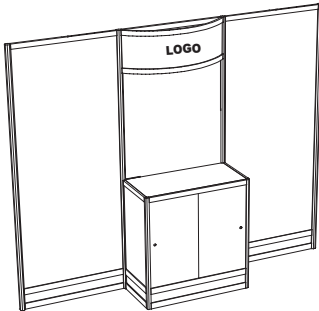
NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak to one of our experts

For fast, easy ordering, go to www.freemanco.com

Turnkey includes installation, dismantle of exhibit and material handling of exhibit

Package A



TURNKEY VERSION A - Part # 1780110

Discount Standard
\$620.00 **\$806.00**

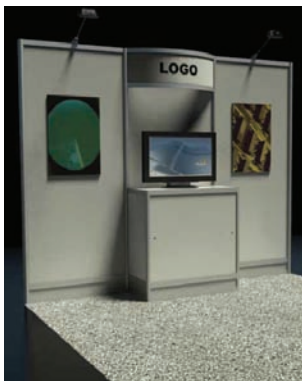
Design features:

- Silver metal for modular structure
- Panels are light grey
- Header with company logo (42 1/2" x 12")
- Built-in workstation cabinet 39" x 20" x 42" w/ storage

Options:

- A full-height graphic panel(s) can be substituted for a back wall panel(s) at an additional cost. * See option below.

Package B



TURNKEY VERSION B - Part # 1780111

Discount Standard
\$840.00 **\$1092.00**

Design features:

- Silver metal for modular structure
- Panels are white PVC
- Header with company logo (42 1/2" x 12")
- Built-in workstation cabinet 39" x 20" x 42" w/ storage
- Two graphics for exhibitor signage (22" x 28")
- Two 200 watt halogen armlights

NOT INCLUDED

- * Electrical services
- * Computer equipment

*** OPTIONAL**

Package A w/ graphic panels



ADDITIONAL INFORMATION

Graphics to be supplied by exhibitor. Graphics must be print ready. See graphic guidelines for details.

For additional options for the Turnkey Exhibit please contact David Blackburn at 613-748-7180 Ext. 242 or by email at david.blackburn@freemanco.com

TOTAL COST		
_____	+	_____
Subtotal		13% HST
	=	\$ _____
		Total

FREEMAN CANSEC Turnkey

Orders received after the deadline date or without payment will be charged the standard price and are subject to availability. Orders cancelled after production begins are subject to a 100% cancellation charge.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CANSEC 2012 / MAY 30-31, 2012**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 613-748-7180 to speak to one of our experts

For fast, easy ordering, go to www.freemanco.com

All Exhibits Include: Installation & Dismantle of Exhibit
Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 10' unit)

To place your order, please check the appropriate box and complete page 2 of this form.

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 1010 \$2,303.25 10x10-Part# 1000 \$1,151.60	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 1030 \$3,655.60 10x10-Part# 1020 \$1,827.80	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 1050 \$6,160.65 10x10-Part# 1040 \$3,080.30
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 2010 \$2,363.55 10x10-Part# 2000 \$1,181.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 2030 \$3,711.80 10x10-Part# 2020 \$1,855.90	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 2050 \$6,354.15 10x10-Part# 2040 \$3,177.10
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 \$2,411.45 10x10-Part# 3000 \$1,205.70	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 3030 \$3,751.30 10x10-Part# 3020 \$1,875.70	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 3050 \$6,354.15 10x10-Part# 3040 \$3,177.10
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 4010 \$2,496.70 10x10-Part# 4000 \$1,248.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 4030 \$3,828.30 10x10-Part# 4020 \$1,914.15	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20-Part# 4050 \$6,412.40 10x10-Part# 4040 \$3,206.20

CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

- An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
- * Electrical power and labour to install lights must be ordered separately
- *Custom graphics must be ordered separately

CHOOSE YOUR PANELS

<p><u>VERSION A</u></p> <p><input type="checkbox"/> BLUE FABRIC</p> <p><input type="checkbox"/> GREY FABRIC</p> <p><input type="checkbox"/> BLACK FABRIC</p> <p><input type="checkbox"/> WHITE HARDWALL</p>	<p><u>VERSIONS B & C (HARDWALL)</u></p> <p><input type="checkbox"/> BEIGE</p> <p><input type="checkbox"/> NAVY</p> <p><input type="checkbox"/> FOREST GREEN</p> <p><input type="checkbox"/> WHITE</p> <p><input type="checkbox"/> BLACK</p>
<p><u>VERSION D</u></p>	
<p><input type="checkbox"/> CUSTOM PANEL COLOUR An Exhibitor Sales Specialist will contact you to assist in making your selections</p>	

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colours are available.

Check colour choice

Blue Grey Red

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). **Order all electrical labour and power for your exhibit on the electrical order form included in your service manual.**

QUICK TIPS FOR EASY EXHIBITING

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the Floral Services order form.
- If you are shipping literature or products, please refer to the Material Handling order form to arrange for delivery of those items to your exhibit.
- Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your colour preference.

CLARENDON MEDIUM	<i>ENVIRO</i>
EUROSTILE BOLD	HELVETICA BOLD
TIMES NEW ROMAN	

Other _____

Indicate colour of background:

<input type="checkbox"/> Beige	<input type="checkbox"/> Navy	<input type="checkbox"/> White
<input type="checkbox"/> Black	<input type="checkbox"/> Forest Green	

Indicate which colour lettering you would like. We have a wide variety of standard colours available:

Letter colour desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits indicate copy of second header:

Custom Logo Header

Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

VERSIONS C & D

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

If you have any questions or need assistance in completing your order, please contact David Blackburn @ 613-748-7180.

TOTAL COST		
<i>Subtotal</i>	+ _____ =	
	13% HST	<i>Total</i>

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
MAY 15, 2012

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE # _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

FLOOR UNIT



RENTAL		QTY.	TOTAL
Size	Price		
8' H x 10' W	\$700.00	_____	_____
PURCHASE*			
Size	Price		
8' H x 8' W	\$1573.00	_____	_____
8' H x 10' W	\$1955.00	_____	_____
(includes podium kit)			

*Shipping Not Included

Rental Units Include:

Classic Carpet 10' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H x 10'W unit only
2-200 watt Halogen Lights(Electrical service & labour not included)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H x 10'W unit only
(Electrical service & labour not included)

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Silver

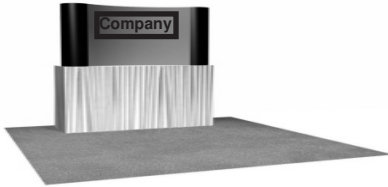
Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

10'x10' Classic Carpet: Blue Grey Red

TABLE TOP UNIT



PURCHASE*		QTY.	TOTAL
Size	Price		
40" H x 6' W	\$714.00	_____	_____
40" H x 8' W	\$777.00	_____	_____

*Shipping Not Included

Purchase Units Include:

One (1) Round Tube Nylon Carrying Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

Part #	Description	PURCHASE		TOTAL
		Qty.	Price	
1715800	2-200 Watt Halogen Light Kit	_____	\$290.00	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$130.00	_____
1715802	Straight Shelf	_____	\$100.00	_____
1715803	Angle Shelf	_____	\$100.00	_____

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

TOTAL COST

Subtotal	+	13% HST	=	Total
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FREEMAN totalflex

FREEMAN

940 Belfast Road

Ottawa, Ontario K1G 4A2

(613) 748-7180 • Fax: (613) 748-5977

freemanottawaES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
MAY 15, 2012

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

GRAPHICS AND SIGNS

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.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, 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 graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____
 Application _____
 PMS Colors _____

Backing Material:

- Foamcore Masonite
 PVC Plexi
 Gatorfoam 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" _____ @	\$33.80	\$50.70 = \$	_____
7" x 22" _____ @	\$39.05	\$58.60 = \$	_____
7" x 44" _____ @	\$57.20	\$85.80 = \$	_____
9" x 44" _____ @	\$62.45	\$93.70 = \$	_____
11" x 14" _____ @	\$41.65	\$62.50 = \$	_____
14" x 22" _____ @	\$70.25	\$105.40 = \$	_____
14" x 44" _____ @	\$80.65	\$121.00 = \$	_____
22" x 28" _____ @	\$80.65	\$121.00 = \$	_____
28" x 44" _____ @	\$158.70	\$238.05 = \$	_____
20" x 60" (white only) _____ @	\$156.05	\$234.10 = \$	_____
40" x 60" (white only) _____ @	\$309.55	\$464.35 = \$	_____

Note: File conversion, retouching, cloning or color correcting may incur additional labour charges. (See page 2 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 Color: _____

Lettering Color: _____

TOTAL COST

Subtotal + 13% HST = Total

FREEMAN graphics & signs

FREEMAN

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.

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

- 300 dpi resolution at a size of 6 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

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

FTP Information

Please contact David Blackburn for the password and a link to our site at the above phone number or by email: david.blackburn@freemanco.com

Samples

Acceptable Logo Artwork:



EPS Vector File

Not Acceptable Logo Artwork:



GIF File

Acceptable Photo Artwork:



2400x TIF file

Not Acceptable Photo Artwork:



8x GIF file

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.

Files may also be posted to Freeman's FTP site, however a hard copy proof and backup of the files on CD/DVD are required!

If you have any additional questions concerning file make-up, logos, resolution, etc, you may also contact the Graphics Manager listed on the left.

Please visit us at:
www.freemanco.com

06/07

F R E E M A N



DISCOUNT PRICE
DEADLINE DATE
MAY 15, 2012

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

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak to one of our experts

For fast, easy ordering, go to www.freemanco.com



FREEMAN RETRACTABLE BANNER STAND (PURCHASE ONLY)

Freeman Retractable Stand (Purchase Only) is our most popular roll-up because it is great for fast and easy set-up. Ideal for trade show applications, point of purchase, or any other advertising venue.

BANNER STAND 33.5" x 84.6"

Discount Standard
\$562.50 \$731.25

Buy a second Banner Stand for \$450.00

Design features:

- Silver anodized aluminum casing
- Vinyl carrying case
- Active graphic area 33.5" w x 78.7" h
- Light weight and attractive
- Economical
- Use side by side for large dynamic back wall

ADDITIONAL INFORMATION

Graphics to be supplied by exhibitor. Graphics must be print ready.

For additional options for the Banner Stand please contact David Blackburn at 613-748-7180 Ext. 242 or by email at david.blackburn@freemanco.com

TOTAL COST		
_____	+	_____ = \$ _____
Subtotal		13% HST Total

Orders received after the deadline date or without payment will be charged the standard price and are subject to availability. Orders cancelled after production begins are subject to a 100% cancellation charge.

FREEMAN CANSEC Banner Stand



**May 30 & 31, 2012
CE Centre, Ottawa, ON
Nexter Systems Outdoor Static Display Rules & Regulations**

EXHIBIT AREA

The flooring of the Outdoor Static Display Area is asphalt. The perimeter of the display area will be enclosed with fencing. A security check-point will be in place at the entrance of the display area; only delegates with badges will be permitted into the Static Display Area during show days.

CADSI will not provide tents, electrical power, and/or air-conditioning devices for your exhibit area. We have secured Freeman, official contractors for the show, to provide these services. Please find the contact information below:

Freeman – Tent Rental

Contact: Ms. Nicole Laframboise

nicky.laframboise@freemanco.com

Tel: (613) 748-7180 x 240

Fax: (613) 748-5977

Freeman – Other Services

Contact: Ms. Joanne St-Denis

freemanottawaes@freemanco.com

Tel: (613) 748-7180 x 234

Fax: (613) 748-5977

Freeman Electrical Services

Contact: Mr. Hiral Patel

electrical.ottawa@freemanco.com

Tel: (613) 613-241-6555 x 285

Fax: (613)748-5977

COMPRESSED AIR, WATER AND DRAINAGE

There will be no compressed air, water and/or drainage services in the Outdoor Static Display Area. Running auxiliary power units and/or vehicles during the show days (May 30 & 31) is not permitted.

CANSEC 2012 EXHIBIT REGULATIONS

All CANSEC 2012 Exhibit Regulations (see attached) apply to exhibitors in the Outdoor Static Display Area, with the exceptions as noted herein.

Outdoor Security

CANSEC will provide 24-hour park perimeter security coverage beginning Saturday May 26th and

will continue through the end of move-out. ***If you wish to utilize additional security, you must order a Security Guard through Doug Kirkland, CANSEC Director of Security***

Kirkland Strategies Inc

Contact: Doug Kirkland

Email: kirkstratinc@sympatico.ca

Tel: 613-526-9900

NOTE: Canadian law prohibits security guards from carrying fire arms. If you required armed security services, a police officer will need to be hired, which can also be contracted through Kirkland Strategies Inc.

OUTDOOR EXHIBITOR MOVE-IN

Monday, May 28th from Noon–1700

Once you have submitted your contract for the Outdoor Static Display area, you may contact Freeman who will provide you with a move-in time; it is critical your team adheres to the scheduled times to ensure a smooth move in for all exhibitors. Move in times will be assigned on a first come, first served basis.

If you choose to have a tent over your outdoor exhibit area, it will only be installed by Freeman at the end of the move-in. Pre-setting your tent may hinder the move-in of another exhibitor, thus causing additional challenges.

OUTDOOR SHOW HOURS

Wednesday, May 30th from 0900–1700

Thursday, May 31st from 0900–1600

Exhibitors may enter the exhibition two (2) hours before official opening and may remain (1) hour after closing time.

OUTDOOR EXHIBITOR MOVE-OUT

At the close of CANSEC, electrical power will be turned off promptly at 1600 on Thursday, May 31st. Exhibitors needing power beyond this time must contact Freeman Electrical Services to make special arrangements.

Friday, June 1st from 0800 to 1700

All exhibitor materials must be removed from the Outdoor Static Display Area by 1700 hours. All carriers must check-in no later than noon on June 1st.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

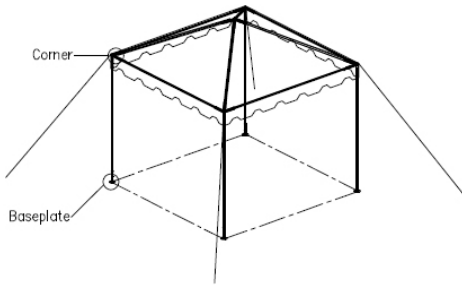
COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

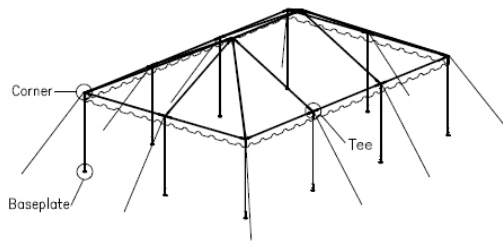
For Assistance, please call 613-748-7180 to speak with one of our experts.

- Tents are white
- Tents are blocked
- Blocks require an additional 2' of space per base plate (i.e. for a 10' X 10' tent, will use 12' X 12' space)
- No walls supplied. If required please call Freeman.



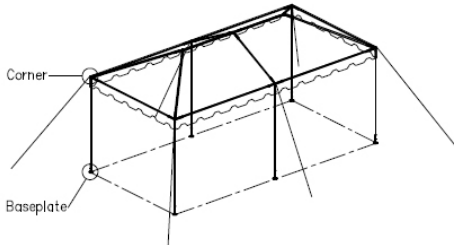
Qty: _____ 4 blocks - 10' x 10' tent

Discount Price	Standard Price
\$320.00	\$420.00



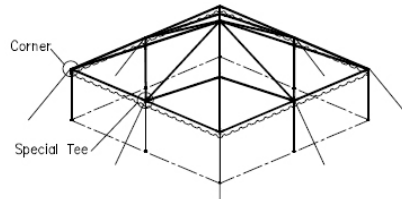
Qty: _____ 10 blocks - 20' x 30' tent

Discount Price	Standard Price
\$820.00	\$1,060.00



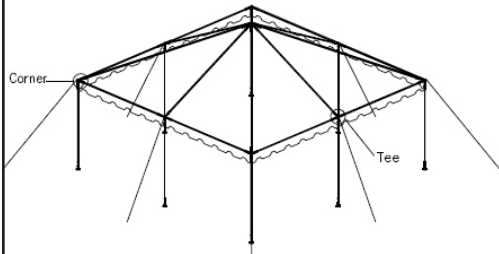
Qty: _____ 6 blocks - 10' x 20' tent

Discount Price	Standard Price
\$570.00	\$740.00



Qty: _____ 8 blocks - 30' x 30' tent

Discount Price	Standard Price
\$1,170.50	\$1,525.00



Qty: _____ 8 blocks - 20' x 20' tent

Discount Price	Standard Price
\$880.00	\$1,145.00

**** Please complete the attached Tent Waiver Form**

TOTAL COST

Subtotal: _____ + 13 HST _____ = Total _____

FREEMAN tent form

F R E E M A N

WAIVER LIABILITY AGREEMENT

Freeman: Freeman Decorating Ltd.

Show Name: CANSEC 2012

Booth: _____

Facility: CE CENTRE

Customer: _____

Customer Authorized Agent: _____

Address: _____

Work Phone: _____ Title: _____

Agreement made this ____ day _____ of 2012 .

DESCRIPTION OF EQUIPMENT TO BE DELIVERED

DESCRIPTION OF SET-UP / STRIKE

Limited Warranty: FREEMAN DOES NOT WARRANT THE FITNESS, MERCHANTABILITY, DESIGN, CONDITION, CAPACITY, SUITABILITY, OR PERFORMANCE OF THE EQUIPMENT. FREEMAN MAKES NO EXPRESS OR IMPLIED WARRANTIES AND LEASES THE EQUIPMENT "AS IS" AND "WITH ALL FAULTS. Freeman shall assign all warranties made by the seller and/or manufacturer of the Equipment to Customer. In the event of any claim concerning the location, installation, repair, or use of the Equipment or any other claim concerning the Equipment, regardless of cause or consequence, Customer's only remedy, if any, is against the seller or manufacturer of the Equipment.

INSURANCE: Customer agrees to carry adequate insurance to protect its employees and property used in connection with the Equipment and hereby agrees to provide Freeman Decorating Ltd., with a certificate of insurance evidencing such coverage and naming Freeman Decorating Services, Inc., as additional insured.

INDEMNIFICATION: Customer hereby agrees, on behalf of itself and its insurers, to release and hold harmless Freeman Decorating Ltd., its employees, directors, stockholders, agents and representatives from and against any and all loss, damages and liability (including reasonable attorney's fees and expense) arising out of the rental of the above detailed Equipment from Freeman, the acts or omissions of Freeman labor (unless supervision was ordered by Freeman) in connection with the Equipment, and any and all damage, loss or theft of Customer's property used in connection with the Equipment.

INCORPORATION: The terms and conditions contained in the Show kit shall apply to the rental of the Equipment.

CUSTOMER HEREBY ASSUMES FULL RESPONSIBILITY FOR RISK OF LOSS OF THE EQUIPMENT WHILE IN ITS CARE, CUSTODY OR CONTROL

Executed by: _____

Agreed to by: _____

(Employee Name / Title)

(Lessee Name / Title)

Freeman Decorating Ltd.

Company Representing: _____

Date: _____

Date: _____



NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

DISPLAY LABOUR (One Hour Minimum per Worker)

Description	Advance	Showsite
Straight Time- 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$ 45.00	58.50
Overtime- 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$ 67.50	87.75
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays	\$ 90.00	117.00

- Show Site prices will apply to all labour orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labour thereafter is charged in half (1/2) hour increments.
- 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 page 2 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 must check in at Service Desk to pick up 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) = \$						_____
13% HST = \$						_____
Total Installation = \$						_____

DISMANTLE LABOUR

- Freeman Supervised Labour - Please complete page 2 of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled 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 must check in at Service Desk to pick up 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) = \$						_____
13% HST = \$						_____
Total Dismantle = \$						_____

NAME OF SHOW: **CANSEC 2012 / MAY 30-31, 2012**

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 _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ 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 Exhibit Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

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
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle



**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

FORKLIFT

- Straight Time** - 8:00 A.M. to 4:00 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday
 6:00 A.M. to 12:00 Midnight Saturday and Sunday
Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays
- Show site prices will apply to all labour orders placed at show site
 - Start time guaranteed only at start of working day
 - One hour minimum - labour thereafter is charged in half (1/2) hour increments
 - Supervisor must check in at Service Desk to pickup labour
 - When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Showsite Price
FORKLIFT LABOUR - Installation			
30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$120.00	\$156.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$142.50	\$185.25
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$165.00	\$214.50
FORKLIFT LABOUR - Dismantle			
31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$120.00	\$156.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$142.50	\$185.25
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$165.00	\$214.50

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
_____							Total	

F R E E M A N



IT IS OUR PLEASURE TO ANNOUNCE

Freeman Exhibit Transportation, in conjunction with **North American Logistics Services** will be providing **Canadian Customs Clearance Services** as well as, U.S. customs clearance for the return of your shipment (if applicable) for:

**CANSEC 2012
CE CENTRE
MAY 30-31, 2012**

Freeman Exhibit Transportation / North American Logistics Services will manage all of your customs clearance formalities and ensure your products arrive at the show. Should you require a copy of our **FREEMAN SHIPPING & CUSTOMS GUIDE**, please complete the form below and we will be more than happy to send everything you need and assist you in making the customs procedures as painless and effortless as possible.

Our **FREEMAN SHIPPING & CUSTOMS GUIDE** includes all the documents and information needed to ship to Canada and return. Freeman Transportation personnel will guide you through every step necessary to ensure that your goods are cleared through Canada customs in a timely manner. In addition, they will be at show site during move-in, show hours and during move-out for your convenience.

As an added benefit, customs clearance and transportation services will be invoiced to you along with all other Freeman services we offer at the show.

**Should you have any questions or would like a quote please contact our Exhibit
Transportation & Customs Clearance Services Team at
jmakos@nalsi.com or 1-877-478-1113 (Toll Free) or by fax at 905-951-3145
WE LOOK FORWARD TO WORKING WITH YOU**

PLEASE SEND _____ COPY/COPIES OF YOUR **FREEMAN SHIPPING & CUSTOMS GUIDE**

Name: _____

Email: _____

Fax: _____ Tel: _____

Company Name: _____

City: _____ State: _____ Zip Code: _____

Booth#: _____

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION AND/OR ORDERING CUSTOMS CLEARANCE

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 1-877-478-1113 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as 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 deliver your shipment.

SELECT SERVICE(S):

- Transportation & Customs Clearance
(Complete all sections of this form & Canada Customs Invoice)
- Transportation Only
(Complete all sections of this form)
- Customs Clearance Only
(Complete pick-up information, shipping information & Canada Customs Invoice)

PICK UP INFORMATION:

Requested Pick Up Date: _____

IRS #: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (Province/State) (Zip/Postal Code)

DESTINATION

- I will be shipping to the **WAREHOUSE**
Exhibiting Company Name / Booth #
Cansec 2012
 C/O: Freeman
 940 Belfast Road
 Ottawa, Ontario, Canada K1G 4A2
MUST BE DELIVERED BY MAY 25, 2012

- I will be shipping to the **CE CENTRE**
Exhibiting Company Name / Booth #
Cansec 2012
 C/O: Freeman
 4899 Uplands Drive
 Ottawa, Ontario, Canada K1V 2N6
CANNOT BE DELIVERED BEFORE MAY 29, 2012

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
 - 2 Day: Delivery by 5:00 P.M. second business day
 - Deferred: Delivery within 3 - 4 business days
 - Declared Value Canadian\$ _____
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.
- Standard Ground: Dependent on distance
 - Expedited Ground: Tailored to specific requirements
 - Specialized: Pad wrapped, uncrated, or truckload

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
___ 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.

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:**

Number of Labels: _____

**FAX THIS COMPLETED FORM TO:
613-748-5977**

**A TRANSPORTATION EXPERT
WILL CALL YOU TO CONFIRM
RECEIPT OF ORDER AND
FINALIZE DETAILS**

SHOW # 285258

FREEMAN exhibit transportation & customs



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Ott-2012-008

February 2 2012

Ms. Martine Proulx
Director of Events
Canadian Association of Defence and Security Industries

Dear Ms. Proulx,

Thank you for your letter informing the Canada Border Services Agency of **CANSEC 2012**, held at the CE Centre in Ottawa, May 30-31, 2012, we appreciate your notification and look forward to working with you towards a successful event.

This letter outlines all Canadian federal government requirements for your event.

Customs Clearance:

Commercial goods being shipped to Canada for your event may clear Customs at point of entry into Canada. The temporary importation of your production goods may be processed, at the port-of-entry of your choice, on your Carnets or on Temporary Permits (E29Bs) to account for your goods.

***Portal to portal movement is granted for this event.**

D8-1-1 Temporary Importation:

For any other goods not covered by your Carnets, those goods may be imported temporarily under the provisions of the Display Goods Temporary Importation Regulations (Customs Memorandum **D8-1-1**) for a period of time not to exceed six consecutive months (180 days) from the time that they are imported into Canada. These articles will be classified under tariff code **9993**. These display goods *may* be documented on a Temporary Admission Permit (documents such as invoices will be required to complete this form), form **E29B**, with a **refundable** security deposit taken. The security deposit would be the aggregate of Customs duties and Excise taxes that would be payable if the goods were to remain in Canada. You may post this security in the form of cash, certified cheque (drawn on a Canadian bank) or acceptable security bond. Your event broker may post the security for you. Considering the nature of the event and the goods imported, the Department of Foreign Affairs and International Trade should be contacted to see if any permits are required to avoid any delays at the Port of Entry.

***Goods imported for sale or as give-a-ways are subject to duty (if applicable), and taxes at the time of importation.**

Export:

At the time of exportation, any goods granted temporary entry into Canada on a Form E29B (Temporary Admission Permit) must be presented (along with the importer's/owner's copies of the appropriate documentation) to Customs for verification and certification either at the Customs office at the point of export or at the inland Customs office in the event the goods are exported under Customs control. This procedure is necessary for you to receive a refund of any securities posted. * Please note that the refund is not immediate. These procedures are the same for the correct processing of your Carnets. Please validate the exportation of your production goods with the CBSA prior to leaving Canada. This can be completed at the port-of-entry of your choice.

GST/HST:

Some of the participants at this event may be eligible for a rebate of the goods and services tax (GST) and the harmonized sales tax (HST) they pay on certain goods and services obtained in Canada. Copies can be obtained from a Canadian Consulate office and at any duty-free shop in Canada. Or you may visit our website at: <http://www.cra-arc.gc.ca/agency/budget/2007/foreign-e.html>

Visitor information: Can be obtained at: <http://www.cbsa-asfc.gc.ca/travel/visitors-e.html>

Citizenship & Immigration Canada: May require visitor visas for some visitors to Canada. Foreign exhibitors will require a work permit if they perform direct sales to the general public. For more information please contact <http://www.cic.gc.ca/english/visit/visas.html>. All non-Canadian participants will require to verify their admissibility with Immigration.

CFIA Canadian Food & Inspection Agency: May require an import permit for some food and plant items. <http://www.inspection.gc.ca/english/index/sitee.shtml>

In closing we would like to extend to you our sincere best wishes for a successful event. If you have any questions or require further assistance, please do not hesitate to contact the **Ottawa Region Conventions Unit** at **(613)991-1427**, or by fax at **(613)991-6912**.

Regards,

BSO *Josée D'Amour*

Regional Conventions Coordinator, Ottawa and Northern Ontario Region

Email Address: IECSP-PSEIC_OTT@cbsa-asfc.gc.ca

Internet Address: <http://cbsa-asfc.gc.ca/publications/pub/bsf5009-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 > "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>
---	---

<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>\$ _____</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>\$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation</p> <p>\$ _____</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>\$ _____</p> <p>(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat</p> <p>\$ _____</p> <p>(iii) Export packing Le coût de l'emballage d'exportation</p> <p>\$ _____</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</p> <p><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</p> <p><input type="checkbox"/></p>
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CANADA CUSTOMS INVOICE

North American Logistics Inc

<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)</p>
<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p style="text-align: center;">Show: _____ Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il differe du destinataire)</p> <p>6. Country of Transshipment / Pays de transbordement</p> <p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines ddifferentes, en preciser la provenance en 12</p>
<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liees entre elles?</p> <p>Yes <input type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalites de paiement. (Ex. Vente, Expedition en consignation, location de marchandises, etc.)</p>
<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Preciser mode et Lieu d'epcdition directe vers le Canada</p> <p style="text-align: center;">Via _____</p>	<p>10. Currency of Settlement / Devises du paiement</p>

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 numeros, description generale et caracteristiques, p. ex. Classe, qualite)	13. Quantity (State Unit) Quantite (Preciser l'unite)	14. Unit Price Prix Unitaire	15. Total
<p>CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113</p>				

<p>XI.1 Total Number of Pieces / Nombre total de pieces</p>	<p>18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>16. Total Weight / Poids total</p> <p>Net _____ Gross / Brut _____</p>	<p>17. Invoice Total Total de la facture</p>
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<p>19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il differe du vendeur)</p>	<p>20. Originator (Name and Address) Expditeur d'origine (Nome et adresse)</p> <p style="text-align: center;">Same as Consignee</p>
<p>21. Departmental Ruling (if applicable) Decision ministerielle (s'il y a lieu)</p>	<p>22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>

<p>23. If included in field 17 indicate amount Si compris dans le total a la zone 17, preciser</p> <p>(i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, depenses et assurances a partir du lieu d'expédition directe vers le Canada \$ _____</p> <p>(ii) Costs for construction, erection, and assembly incurred after importation into Canada Les couts de construction, de montage et d'assemblage apres importation au Canada \$ _____</p> <p>(iii) Export packing Le cout de l'emballage d'exportation \$ _____</p>	<p>24. If not included in field 17 indicate amount Si non compris dans le total a la zone 17, preciser</p> <p>(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, depenses 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 versees pour l'achat \$ _____</p> <p>(iii) Export packing Le cout 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 ulterieurs ont ete ou seront verses 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 fourm des biens ou des services pour la production de ces marchandises <input type="checkbox"/></p>
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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CANSEC 2012 / MAY 30-31, 2012**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com, 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.

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:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labour to unload. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 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.)

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment ST (200 lb. minimum) beginning APRIL 30, 2012		
Crated or Skidded Shipment.....	\$ 52.00	104.00
Special Handling Shipment.....	\$ 67.60	135.20
Show Site Shipment ST (200 lb. minimum) beginning MAY 29, 2012		
Crated or Skidded Shipment.....	\$ 42.00	84.00
Special Handling Shipment.....	\$ 54.60	109.20
Uncrated or Pad Wrapped Shipment.....	\$ 63.00	126.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 35.50	
Per Shipment (after MAY 22, 2012)	\$ 44.50	

*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.

Mobile Unit Spotting Fee / Per Mobile

257024 Move In	\$ 150.00
257024 Move Out	\$ 150.00

Cart Service - Intended for 'privately owned vehicles'**

2570102 Per Trip	\$ 31.50
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**A privately owned vehicle is any vehicle that is primarily designed to transport passengers, not cargo or freight. Included (but not limited to) in this category are: pick up truck, passenger van, taxi and limousine

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after MAY 22, 2012	\$ 13.00	26.00
Show Site Shipment MAY 29, 2012 after 9 PM	\$ 10.50	21.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 10.50	21.00
Special Handling Shipment.....	\$ 13.65	27.30
Uncrated or Pad Wrapped Shipment.....	\$ 15.75	31.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 10.50	21.00
Special Handling Shipment.....	\$ 13.65	27.30
Uncrated or Pad Wrapped Shipment.....	\$ 15.75	31.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
	÷ 100 =			

Tips to Save on Material Handling

- **Consolidate shipments** When total weight is less than 200lbs. For example:

3 Separate Shipments

6/08 - 60 lbs. charged @ 200 lbs. \$104.00

6/10 - 52 lbs. charged @ 200 lbs. \$104.00

6/11 - 65 lbs. charged @ 200 lbs. \$104.00 = \$312.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. @ 200 lbs = \$104.00

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

13% HST	
Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to 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, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor 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.

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

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, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

F R E E M A N

FREEMAN

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



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: CANSEC 2012 / MAY 30-31, 2012
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 613-748-7180 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com

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: _____ PROV: _____ P.CODE: _____

SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ PROV: _____ P.CODE: _____
PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 4 business days
- Standard Ground: Delivery within 5-7 business days
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

VAN LINE _____

OTHER AIR FREIGHT _____

- Next Day
- Second Day
- Deferred

CARRIER PHONE NUMBER _____

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

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.

DESIRED NUMBER OF LABELS: _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 25, 2012

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA

K1G 4A2

WAREHOUSE

Event **CANSEC 2012**

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 25, 2012

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA

K1G 4A2

WAREHOUSE

Event **CANSEC 2012**

Booth No. _____ No. of pcs _____ Carrier _____

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

F R E E M A N

EXHIBITION MATERIAL

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 29, 2012

TO: _____

c/o **Freeman**

4899 UPLANDS DRIVE

OTTAWA, ONTARIO, CANADA

K1V 2N6

CE CENTRE

Event **CANSEC 2012**

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 29, 2012

TO: _____

c/o **Freeman**

4899 UPLANDS DRIVE

OTTAWA, ONTARIO, CANADA

K1V 2N6

CE CENTRE

Event **CANSEC 2012**

Booth No. _____ No. of pcs _____ Carrier _____

**THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON 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 Decorating Services, Inc. and Freeman Decorating 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.

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.

1. DEFINITIONS For purposes of this Contract, "FREEMAN" means Freeman Decorating 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 CONTAINERS 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 JURISDICTION 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.

F R E E M A N



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 Decorating 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 Traffic 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.

(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 in these instructions to receive notice.

(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. 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, ARM'S 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):**

- (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;
- (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;
- (c) Personal effects, including without limitation, papers and documents;
- (d) 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

- (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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) 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.

(b) 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.

(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 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 Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370 as soon as loss or damage is discovered. 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.

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 Decorating, 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 over-charge 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: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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.



CANSEC 2012 Safe Room Show of Interest Form

A safe room for secure overnight storage of firearms and small pieces of high value equipment will be available to exhibiting companies on a complimentary basis. The room would be available from 12 noon on Tuesday, May 29th until 12 noon on Thursday May 31st. All items are to be contained within hard cases and the cases will be security sealed by CANSEC Security staff upon entry to the storage area. Each item will be signed in and out by pre-authorized exhibitors.

If your company wishes to make use to this service, please complete this show of interest form and return by email to kirkstratinc@sympatico.ca. A CANSEC Security representative will communicate with the contact person named below to make necessary arrangements.

Company Name: _____

Contact Person: _____

Telephone Number: _____ Cellular Number: _____

Email Address: _____

A Password or Pass code can also be added if desired.

Item(s) for Storage	Description	Size	Quantity

Canadian Association of Defence and Security Industries
130 Slater Street, Suite 1250, Ottawa, Ontario, K1P 6E2
Telephone: 613-235-5337 Fax: 613-235-5337
cansec@defenceandsecurity.ca

F R E E M A N
 940 Belfast Road
 Ottawa, Ontario, Canada K1G 4A2
 Ph: 613.241.6555 • Fax: 613.748.5977
 E: electrical.ottawa@freemanco.com



CANSEC 2012
CE Centre, May 30-31, 2012

**DISCOUNT PRICE
 DEADLINE DATE**
Tuesday, May 15, 2012

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

Project# 285258 | WT# 20086

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

For fast, easy ordering, go to www.freemanco.com

ELECTRICAL OUTLETS

110/120 VOLT

QTY		Discount Price	Standard Price	TOTAL
_____	1500 Watts duplex service [40-7-15]	\$120.00	\$156.00	=\$ _____
_____	15 amps dedicated quad circuit [40-7-17]	\$131.00	\$170.30	=\$ _____
_____	20 amps dedicated quad circuit [40-7-20]	\$168.00	\$218.40	=\$ _____

Additional Options which may be added to any of the above 110/120 volt services:

_____	24hrs Continuous Service [40-7-999]	\$ 75.00	\$ 97.50	=\$ _____
_____	Under Carpet/Alternate Location [40-7-999]	\$150.00	\$195.00	=\$ _____

LIGHTING

_____	Arm Light fixture (150 watt C-clamp) [40-19-101]	\$ 29.00	\$ 37.70	=\$ _____
_____	300 watt QUARTZ light stand [40-19-103]	\$ 64.00	\$ 83.20	=\$ _____
_____	300 watt FLOOD light stand [40-19-105]	\$ 69.00	\$ 89.70	=\$ _____
_____	4' Track Light fixture (hardwall exhibits)[40-19-4]	\$101.00	\$131.30	=\$ _____

ACCESSORIES

_____	Extension Cord (15-foot /4.57 metre) [40-30-15]	\$ 22.00	\$ 28.60	=\$ _____
_____	Multi-outlet Power Strip [40-30-5]	\$ 25.00	\$ 32.50	=\$ _____

SPECIAL REQUIREMENTS

Please don't hesitate to contact us at **613.241.6555** or electrical.ottawa@freemanco.com if you require any additional electrical~display lighting information and/or services.

SPECIAL REQUIREMENT:

_____	=\$ _____
_____	=\$ _____
_____	=\$ _____
_____	=\$ _____
_____	=\$ _____
_____	=\$ _____

Additional Information

To honor the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified electrical representative is permitted to make a connection to any of the facility's power sources.

No electrical equipment shall be restarted after failure until a FREEMAN qualified electrical representative has been inspected and corrected the malfunction. Service Charges may apply.

CANCELLATION: Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, specialty lighting).

Electrical rates quoted include labour, equipment, service while in use with installation to the back centre wall of booth area. Island Booths must have a scaled floor plan included with orders indicating desired power drop location. If non-standard or undercarpet wiring is required, please select that item in addition to required 110/120 volt service.

Electricity is turned on prior to show opening and turned off at show closing on show days. If you require power at any other time, please select that item in addition to required 110/120 volt service.

Power will be turned off immediately after final show closing. If you require power beyond these time limits, you will need to make special arrangements prior to show opening at an additional cost. Please send these requirements with your advance orders.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

TOTAL COST

SUBTOTAL	\$ _____
13% HST Tax HST# R101889426	\$ _____
GRAND TOTAL	\$ _____

Please include complete Method Of Payment and/or Third Party Authorization with this form for processing.

FREEMAN electrical

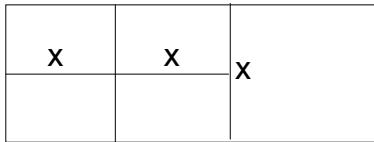
ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

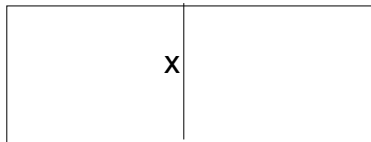
1. To order power for your lights, take the wattage on the bulb and multiply by the number of lights you are using.
2. For equipment, you may place your order by reading the rating plate on each individual piece of equipment. A separate outlet should be ordered for each piece of equipment as well as each location you require power. Rating plates are located on all pieces of electrical equipment and will indicate wattage, amperage or horsepower, voltage and phasing.
3. Separate breakered equipment require a minimum 15 amp or 20 amp dedicated quad-box circuit.

WHERE YOUR OUTLET WILL BE LOCATED IN YOUR BOOTH:

1. Your power will be installed in one location as indicated in the following diagrams, typically outlets will be placed on the floor in the back of the booth.
2. If power is required in locations other than those indicated below, secondary distribution will be billed on a time and material basis.
3. If a location for power in island booths is not provided prior to show move-in, you will be charged time & material for installation of main power as well as secondary distribution.



LINE BOOTHS / PENINSULA



BACK TO BACK PENINSULA



ISLAND BOOTH

Please see #3 above

OTHER:

1. **Additional Labor is required for:** all overhead distribution of electrical wiring, including coaxial cable, fiber optics, CAT5, etc. and the distribution of same from product to booth and from booth to booth, installation of lighting, electrical equipment, lighted signs, etc., when the combination of all outlets is greater than 20 amps or voltage is higher than 120 volts, for inspection of exhibitors power panels and equipment pre-wired to plug into our system. Billing will be done on a time and material basis. Please see Electrical Labor Order Form to place your order.
2. All material and equipment provided by Freeman Electrical Services is for rental purposes only and remains the property of Freeman Electrical Services. The provisions will be removed at the close of the show. The Exhibitor shall be held responsible for it's loss and/or damage compensation to Freeman Electrical Services.
3. All equipment regardless of power source, must comply with Federal (Canadian Safety Association), Provincial (Electrical Safety Authority of Ontario), and local Municipal codes. Freeman Electrical Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman Electrical Services is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor-work. All multi-outlet devices shall have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman Electrical Service's cord caps and will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is free. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.

FREEMAN

940 Belfast Road
 Ottawa, Ontario, Canada K1G 4A2
 Ph: 613.241.6555 • Fax: 613.748.7859
 E: electrical.ottawa@freeman.com



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

CANSEC 2012
CE Centre, May 30-31, 2012

Project# 285258 | WT# 20086

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____

PHONE #: _____ EXT.: _____ FAX #: _____

PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 100 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

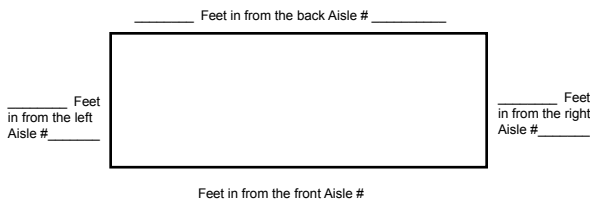
Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designated to Rotate? _____ Yes _____ No

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

_____ No Supervision required _____ Freeman _____ Exhibitor Personnel _____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

EQUIPMENT & LABOR RATES TO HANG SIGNS

Straight Time 8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime 5:00 P.M. to 8:00 A.M. Monday through Friday

ALL DAY Saturday & Sunday

Double Time

ALL DAY recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

LABOUR RATES [per hour]

	Straight Time	Overtime	DoubleTime
Advance Rate	\$ 75.00	\$ 112.50	\$ 150.00
Show Site Rate	\$ 93.75	\$ 140.63	\$ 187.50

LIFT EQUIPMENT RATES [per hour]

	Scissor Lift	Articulating Boom Lift
Advance Rate	\$ 100.00	\$ 145.00
Show Site Rate	\$ 125.00	\$ 181.25

INSTALLATION Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Assembly Labour:	_____ x _____	hrs @ _____	= \$ _____	
Install Labour:	_____ x _____	hrs @ _____	= \$ _____	
Lift Equipment:	_____ x _____	hrs @ _____	= \$ _____	

ESTIMATED INSTALLATION COST: \$ _____

DISMANTLE Estimate

Time required to dismantle est. @ 50% of total installation estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Disassembly Labour:	_____ x _____	hrs @ _____	= \$ _____	
Removal Labour:	_____ x _____	hrs @ _____	= \$ _____	
Lift Equipment:	_____ x _____	hrs @ _____	= \$ _____	

ESTIMATED DISMANTLE COST: \$ _____

TOTAL COST

SUBTOTAL	\$ _____
13% HST Tax	\$ _____
HST# R101889426	
GRAND TOTAL	\$ _____

FREEMAN hanging sign labor

GUIDELINES FOR BANNER HANGING

The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

All banners must adhere to the requirements below. Delays, additional equipment, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using Freeman Electrical's Sign & Banner Hanging Order form.

1. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Freeman Electrical Services will notify the owner/hanging party whether truss is required and whether any additional charges may apply.
2. All banners must include grommets and pole pockets.
3. All non-exhibitor banner hanging orders should be placed through Freeman Electrical Services directly at least two weeks prior to the event move-in date. An order will be considered placed and pricing confirmed when Freeman Electrical Services issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.
4. Banner hanging placement must be approved by the facility. Please contact your Event Manager directly.
5. facility exterior banners (if permitted) must meet the following guidelines:
 1. Approximately two thirds of the area of an exterior banner should consist of mesh.
 2. Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
 3. All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
 4. Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
 5. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
 6. Banners must be made of lightweight, water-resistant, material
 7. In the event of a severe weather notice, banners may have to be removed, or install delayed
 8. All banners must be made to the following specifications in order to be hung:
 - i. Width: 4 ft. – 11 in. (59 inches max)
 - ii. Height/Length: 28 ft. – 6 in.
 - iii. Top/Bottom Pipe Pocket (1 ¼" pipe rod): 5-6 inches depth
 - iv. Each of the (10) mount position includes: (2) single sided Banners & (1) Double sided Banner

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-241-6555 or at electrical.ottawa@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

FREEMAN

940 Belfast Road

Ottawa, Ontario, Canada K1G 4A2

Ph: 613.241.6555 • Fax: 613.748.7859

E: electrical.ottawa@freemanco.com



INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

CANSEC 2012

CE Centre, May 30-31, 2012

Project# 285258 | WT# 20086

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor for the above show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the ASSOCIATION, the OTTAWA CONVENTION CENTRE/CE CENTRE, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

EXHIBITING COMPANY: _____ BOOTH#: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ DATE" _____

E-MAIL: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ DATE" _____

E-MAIL: _____

Please complete and return form to:

FREEMAN Electrical

940 Belfast Road

Ottawa, ON K1G 4A2

Fax# 613.748.7859 or Email: electrical.ottawa@freemanco.com

FREEMAN structural integrity statement

FREEMAN

940 Belfast Road
 Ottawa, Ontario, Canada K1G 4A2
 Ph: 613.241.6555 • Fax: 613.748.7859
 E: electrical.ottawa@freemanco.com



CANSEC 2012
 CE Centre, May 30-31, 2012

**DISCOUNT PRICE
 DEADLINE DATE**

Tuesday, May 15, 2012

**INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER**

Project# 285258 | WT# 20086

FREEMAN mechanical services

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

For fast, easy ordering, go to www.freemanco.com

MECHANICAL SERVICES

Compressed Air

QTY	Discount Price	Standard Price	TOTAL
_____ 0 to 4 cu.ft. per min.	\$ 285.00	\$370.50	= \$ _____
_____ 5 to 10 cu.ft. per min.	\$ 420.00	\$546.00	= \$ _____
_____ 11 to 20 cu.ft. per min.	\$ 616.00	\$800.80	= \$ _____
_____ 21 to 38 cu.ft. per min.	\$ 724.00	\$941.20	= \$ _____
_____ 24hrs Continuous Service	\$ 75.00	\$ 97.50	= \$ _____

Natural Gas

_____ Initial 1/2" connection to booth	\$ 350.00	\$455.00	= \$ _____
_____ Additional connection to booth	BY QUOTATION		= \$ _____
_____ 24hrs Continuous Service	\$ 75.00	\$ 97.50	= \$ _____

Water

_____ Fill and Drain container up to 1000 gallons	\$ 139.00	\$180.70	= \$ _____
_____ Fill and Drain container up to 5000 gallons	\$ 227.00	\$295.10	= \$ _____
_____ Fill and Drain container exceeding 5000 gallons	\$ 284.00	\$369.20	= \$ _____
_____ 1/2" Valved cold water connection to booth	\$ 316.00	\$410.80	= \$ _____
_____ Drain connector to booth (gravity) minimum	\$225.00	\$292.50	= \$ _____
_____ Drain connector to booth (pumped) minimum	\$332.00	\$431.60	= \$ _____
_____ Additional air, water, or drain outlets	\$134.00	\$174.20	= \$ _____
_____ Hot Water Tank - [6] imperial gallons	BY QUOTATION		= \$ _____
_____ Hot Water Tank - [40] imperial gallons	BY QUOTATION		= \$ _____
_____ 24hrs Continuous Service	\$ 75.00	\$ 97.50	= \$ _____

SPECIAL REQUIREMENTS

Please don't hesitate to contact us at 613.241.6555 or electrical.ottawa@freemanco.com if you require any additional / special services and/or information.

SPECIAL REQUIREMENT: _____ = \$ _____
 _____ = \$ _____
 _____ = \$ _____
 _____ = \$ _____

Additional Information

To honor the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified representative is permitted to make a connection to any of the facility's mechanical services sources or termination points.

No mechanical equipment shall be restarted after failure until a FREEMAN qualified representative has found and corrected the malfunction. Service Charges may apply.

CANCELLATION: Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services, cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, compressed air, natural gas, water fill & drain, hot water tanks, etc...).

Service rates quoted include installation to the back centre wall of booth area, services while in use, and removal. If required elsewhere in the booth, a scaled floor plan must be included with orders indicating desired location. Additional labour and material charges may apply.

All services are turned prior to show opening and turned off after show closes on show days. If you require 24hr service operation, please indicate.

Natural Gas is available in limited quantity and in specific limited locations. Use of Propane as an alternate fuel may be per permitted subject to facility, TSSA, and Fire Department rules and regulations. For more information, please contact the facility prior to placing your Natural Gas order.

All orders for Natural Gas must comply with current provincial regulations/codes/standards and the manufacturer's certified instructions. Any variation must be accompanied by a certificate/letter from the TSSA (Technical Standards and Safety Authority) approving the variance. Gas Service will not be supplied for any variance unless the above documentation has been provided and TSSA inspection has been completed. The TSSA may be contacted at 1-877-682-8772.

All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and AC or DC current.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

TOTAL COST

SUBTOTAL	\$ _____
13% HST Tax HST# R101889426	\$ _____
GRAND TOTAL	\$ _____

Please include complete Method Of Payment and/or Third Party Authorization with this form for processing.

RIGGING & OVERHEAD SAFETY POLICY

The following policies and procedures are in effect at the facility, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

1. **FREEMAN** can provide, upon request, AutoCAD and PDF scale drawings of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.

2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown on our Rigging Services Price List.

3. For any event for which rigging is required, a rigging plan must be submitted to **FREEMAN** for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable picks. Charges for plan approval are shown on our Rigging Services Price List.

This plan must be submitted for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, **FREEMAN** is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown on our Rigging Services Price List.

4. **FREEMAN** must perform all work required to attach and de-attach equipment to the rigging points, installed rigging equipment and all equipment flown. No other supplier may do so. Upon approval of the rigging plan and receipt of a production schedule, **FREEMAN** will provide a cost estimate for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. **FREEMAN** reserves the right to establish the number of riggers required for your event. The number of riggers (minimum 2) and hours will be based on the work to be done. Hourly rates for Rigging Labour are shown on our Rigging Services Price List.

5. All rigging and lift equipment (including but not limited to scissor, boom, chain hoists, chain falls, hangers etc..) must be ordered through, provided and operated by **FREEMAN**. All rigging and lift operation labour must be ordered through and provided by **FREEMAN**.

6. **FREEMAN** reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, **FREEMAN** may be able to provide alternate equipment, and will do so upon request, as quickly as possible.

7. All equipment attached to truss, pipe, beam, lighting fixture, or hung in any other manner must be secured by means of a steel safety cable.

8. All suppliers hanging equipment from the ceiling must provide the facility with a Certificate of Liability Insurance showing proof of coverage in the amount of \$2,000,000 per occurrence, and specifically holding harmless the facility and FREEMAN. This must be provided no later than 14 days in advance of the load-in day of the event.

9. **FREEMAN can provide a full range of rigging components including truss and will provide a cost estimate upon request. Prices for rigging equipment are shown on our Rigging Services Price List.**

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-241-6555 or at electrical.ottawa@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!




Email Form To cecentre@desystems.com
Fax Form to 613-723-8756
Computer Rental Order Form
May 30-31, 2012 CE Centre Ottawa




All Prices are for the full show period. Unless indicated, Desktops do not include a monitor

Desktops (include Windows 7 Pro MS-Office 2010)

	Price	Quantity Req'd
 Core 2 Duo 3 Ghz, 2 GB RAM, 250 GB HDD, DVD/CDRW, ...\$ 135	...	_____
Core 2 Duo 3 Ghz, 4 GB RAM, 250 GB HDD, DVD-RW ...\$ 155	...	_____
iMAC Core 2 Duo 2 Ghz, 2 GB RAM, 160 GB HDD, DVD-RW ...\$ 325	...	_____
Package Core 2 Duo, 2 GB RAM, same as above, MS-Office Pro, w/ 19" LCD ...\$ 235	...	_____


lenovo

Notebooks (includes Windows 7 Pro Office 2010)

 Pentium 4M Core 2 Duo, 14" TFT, 2 GB RAM, 80 GB HDD, DVD/CDRW ...\$ 185	...	_____
Pentium 4M Core 2 Duo, 15" TFT, 4 GB RAM, 250 GB HDD, DVD-RW ...\$ 245	...	_____
Macbook Pro, Core 2 Duo 2 Ghz, 15" TFT, 4 GB RAM, 250 GB HDD, DVD-RW ...\$ 325	...	_____

TOSHIBA

Printers

 HP Laserjet P2035N BW 30PPM, Network Ready ...\$ 220	...	_____
Lexmark X544N Colour Multifunction 27 ppm ...\$ 250	...	_____
HP Laserjet BW 4014N 45 PPM, Network Ready ...\$ 275	...	_____
HP 4025 Colour Laserjet Printer 35 ppm ...\$ 450	...	_____

**Partial Toner Fee (50%) Included

Monitors

 20" Wide Screen TFT LCD Display ...\$ 75	...	_____
32" Wide Screen TFT LCD Display ...\$ 300	...	_____
42" Wide Screen TFT LCD Display ...\$ 550	...	_____

Kiosk-Touchscreen-iPAD

 Kiosk, 17" Touchscreen, Core 2 Duo, 160 GB, DVD ...\$ 795	...	_____
 Touchscreen PC, 21", Core 2 Duo, 160 GB, DVDRW ...\$ 325	...	_____
 iPAD 2, 64 GB, Wi-Fi enabled ...\$ 200	...	_____

Delivery Information

Event/Show: Cansec 2012

Booth Number _____

Booth Contact _____

Requested Setup Time: _____

Requested Pickup Time: _____

Cell Phone: _____

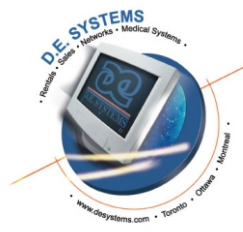
Email: _____

Billing Information

Invoice to:

Method of Payment (COD or Credit Card)

Card Number _____ exp: _____



On-Line Order Forms available soon
at www.desystems.com



Rentals include On-Site service
for duration of the exhibition

Microsoft

Authorized PC Rental Company

D. E. Systems is a Microsoft Authorized Rental
Partner, supplying you with licensed Microsoft
Products.



Email Form to cecentre@desystems.com

Fax Form to 613-723-8756

Internet and Telecom Order Form
May 30-31, 2012 CE Centre Ottawa



Wireless Internet Access



	Price	Quantity Req'd
Wireless Internet Access 1 Day Rate	...\$ 95	_____
Wireless Internet Access Advanced Full Show Period Rate	...\$ 175	_____
Wireless Internet Access On-Site Full Show Period Rate (after May 15, 2012)	...\$ 200	_____
Wired Payment Terminal Connection only	...\$ 175	_____

Wired High Speed Internet Access



	Advanced Rate	Quantity Req'd	On-Site Rate	Quantity Req'd
Wired Internet w/ 1 User	...\$ 475	_____	...\$ 570	_____
Wired Internet w/ Ext.Static IP Address	...\$ 700	_____	...\$ 840	_____
5 MB Wired Internet w/ 1 User	...\$ 750	_____	...\$ 900	_____
5 MB Wired Ethernet w/ 1 Ext.Static IP Address	...\$ 900	_____	...\$ 1080	_____
Additional Users	...\$ 175	_____	...\$ 200	_____



Delivery Information

Event/Show: _____

Booth Number _____

Booth Contact _____

Requested Setup Time: _____

Requested Pickup Time: _____

Cell Phone: _____

Email: _____

Telecom Services



Phone Line	...\$ 225	_____
Phone Line With Handset	...\$ 250	_____
Phone Line With Wireless Handset	...\$ 275	_____
Multiline Handset with 2 Phone Lines	...\$ 350	_____
Polycom Conference Unit Device only	...\$ 150	_____

Billing Information

Method of Payment (COD or Credit Card) _____

Card Number _____ exp: _____

Invoice To: _____



On-Line Order Forms available soon
 at www.desystems.com



On-Site service included
 for duration of the exhibition



D. E. Systems is an Authorized Aruba
 Networks Partner, supplying you with High
 Speed Internet Infrastructure.



Email Form to cecentre@desystems.com

Fax Form to 613-723-8756

**Lead Retrieval Order Form
May 30-31, 2012 CE Centre Ottawa**



	Price	Quantity Req'd
Lead Retrieval Tablet Rental Advanced Rate (bef. May15)	...\$ 300	_____
Lead Retrieval Tablet Rental (after May 15)	...\$ 325	_____
Lead Retrieval Tablet Rental On-site Rate	...\$ 375	_____
Lead Retrieval Application only Advanced Rate	...\$ 225	_____
Lead Retrieval Application only (after May 15)	...\$ 250	_____
*Lead Retrieval Application only-client must supply scanning device and reader		
Optional Booth Delivery	...\$ 175	_____
Add up to 5 additional Qualifiers to your Scan	...\$ 95	_____

Standard Qualifiers included:

- Schedule Meeting
- Call
- Email Literature
- Provide Quote
- Immediate Need
- Purchasing Power

1	_____	4	_____
2	_____	5	_____
3	_____		

Delivery Information

Event/Show: _____

Booth Number: _____

Booth Contact: _____

Requested Setup Time: _____

Requested Pickup Time: _____

Cell Phone: _____

Email: _____

Capture attendee information and data with our "Snapup Leads" Lead retrieval system. Easy to use with a variety of devices including iPad's, iPhones, Blackberries and standard computer devices.



Billing Information

Method of Payment (COD or Credit Card)

Card Number: _____ exp: _____

Invoice To: _____



On-Line Order Forms available soon
at www.desystems.com



On-Site service included
for duration of the exhibition



D. E. Systems is an Authorized Aruba Networks Partner, supplying you with High Speed Internet Infrastructure.



➤ **Audiovisual Request for Estimate** ◀

Return a scanned copy of the completed form to leroux.roger@duoson.com
or fax it back to 1-613-742-3434

Duoson Multimedia will send you a detailed written estimate that includes equipment, accessories, cables, labour, shipping and taxes.

Name		Event: CANSEC 2012	
Company		Location: CE Centre, Ottawa	
Address		Booth number (s):	
City, Prov., PC		Event date(s): May 30-31, 2012	
Phone		Delivery date & time	
Fax		Pickup date & time	
Cell Phone		On-site contact person	
E-mail		Cell phone for on-site person	
Credit Card		Card Number	Expiration
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX			
Name (print) _____		Signature _____	

QTY	DESCRIPTION	Show Rate	Rate After May 4, 2012
DISPLAY MONITORS and PROJECTORS			
	32" data-video LCD monitor	\$250	\$300
	37" data-video monitor	\$450	\$540
	42" data-video plasma monitor	\$370	\$445
	50" data-video plasma monitor	\$500	600
	55" data-video LCD HD monitor	\$600	\$720
	2500 lumen data/video projector	\$250	\$300
	5' x 5' tripod screen with bottom skirt	\$50	\$60
	6' x 8' truss frame screens with velour dress kit (front or rear projection)	\$280	\$335
	Tall floor stand for monitors	\$100	120
	AV cart / projector stand with skirt	\$30	\$35
	<i>Other monitors, projectors and screens available on request</i>	on request	on request
VISUAL SOURCE INPUT			
	Laptop computer	\$250	\$300
	Industrial DVD player	\$90	\$110
AUDIO			
	Table top speaker, <i>Fostex SPA12 (2 inputs, volume control)</i>	\$70	\$85
	Stand mounted speaker, <i>QSC K8 (2 inputs, volume control, stand)</i>	\$100	\$120
	Booth sound system <i>(wired microphone on stand, mixer, two amplified speakers on tall stands)</i>	\$330	\$395
	Pair of additional amplified speakers on stands, <i>Electro Voice SXA-360</i>	\$200	\$240
	Slim gooseneck microphone for podium or table top	\$60	\$70
	Hand-held vocal microphone <i>with floor or table stand</i>	\$40	\$50
	Wireless microphone (hand-held or lavalier)	\$170	\$205
	Wireless headset microphone	\$220	\$265
	Audio mixer <i>with 6 microphones + 4 stereo inputs, Mackie 1402</i>	\$90	\$110
	Industrial CD player	\$50	\$60
	Professional digital audio recorder	\$150	\$180
	Media pool feed, 16 outputs	\$170	\$205
PRESENTATION SUPPORT			
	Teleprompter system, <i>presidential style</i>	\$900	\$1,080
	Computer for teleprompter	\$300	\$360
	Wireless remote slide advancer <i>for 2 computers simultaneously</i>	\$150	\$180
	Black heavy velour drape, 12'w x 16'h, free standing on pipes	\$160	\$190
	Presidential podium	\$230	\$275
	Flipchart with pad and pen	\$30	\$35
	Sign easel	\$25	\$30
SPECIAL PRODUCTS & SERVICES			
	Wireless tour guide package: <i>lapel mic, transmitter, 25 receivers with headsets</i>	\$400	\$480
	Multi-language simultaneous interpretation system	on request	on request



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Food and Beverage sampling guidelines

Great Canadian Plates is proud to be the exclusive food and beverage provider for the CE Centre. Great Canadian Plates strictly prohibits any and all food and beverage, candy, water etc., from being brought into the CE Centre without prior authorization.

In order to obtain authorization from Great Canadian Plates to distribute any food and/or beverage sampling items, all of the following conditions must exist:

1. The party interested in distributing food or non-alcoholic beverage must be the Manufacturer or Official Distributor of said product.
2. The Manufacturer or Official Distributor of said product must be present during the entire time of the show.
3. The interested party must only distribute SAMPLE sizes (2 Oz of pre-packaged food items or 4 Oz of non-alcoholic beverages) of his/her product.
4. No cash sales of said product are allowed during the show.
5. Only one sample per visitor is handed out.
6. It is the responsibility of the client/exhibitor to comply with all local health and safety regulations.
7. Having submitted and received back a signed authorization form from Great Canadian Plates to distribute the specific requested sample foods and non-alcohol beverages.

If a party brings unauthorized food or beverage into the CE Centre and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized items from their exhibit or meeting space.

If this is not possible, Great Canadian Plates will pick up the product from the party's exhibit or meeting space and hold it in paid storage until after the close of the event.

Any and all questions can be directed to your Great Canadian Plates Sales Manager for this show at sales@greatcanadianplates.com

Thank you for your cooperation with the above waiver policy and for observing all the rules and regulations of the CE Centre.

Great Canadian Plates is looking forward to assisting in making your event a success.

Great Canadian Plates at the CE Center, 4899 Uplands Drive, Ottawa ONT K1V 2N6 Canada
info@greatcanadianplates.com www.cecentre.com [Disclaimer*](#)



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EXHIBITOR SAMPLING AUTHORIZATION REQUEST & WAIVER FORM

BOOTH NUMBER and HALL NUMBER _____
COMPANY NAME _____
COMPANY PHONE # (____) _____ ext ____ CELL # (____) _____ FAX # (____) _____
SHOW NAME _____ SHOW DATES FROM ____/____/____ TO ____/____/____ (d/m/y)
EXHIBITOR NAME _____
ADDRESS _____

Product(s) for Sampling: (very detailed description!)

Pls, Sign off on all applicable lines:

- I/we are the manufacturer or distributor of the SAMPLE products listed above.
- I/we agree to only sample 2 Oz or less of PRE-PACKAGED food and 4 Oz or less of non-alcoholic beverage.
- I/we agree to distribute these samples FREE OF CHARGE to the show visitors and only ONE SAMPLER per visitor.
- I/we agree to be present during the entire time of the show as the Manufacturer or Official Distributor of said sampling product.
- I/we agree to comply with all local health and safety regulations.
- I/we would like to request permission from Great Canadian to only sample 2 oz or less of prepackaged food and 4 oz or less of non-alcoholic beverage.

Only once you have received back a signed authorization form from Great Canadian Plates, you are authorized to bring these sampling items into the CE Centre. *(All catering orders or authorization requests must be received Four (4) weeks prior to the event date.)*

RELEASE AND INDEMNITY AGREEMENT

This Agreement is by and between Great Canadian Plates and _____

In consideration of the terms and conditions set forth below, Caterer and Exhibitor, intending to be legally bound, agree as follows:
Exhibitor hereby agrees to indemnify, defend and hold harmless Great Canadian Plates and CE Centre, its subsidiaries, affiliates, employees, agents, officers and directors from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by Great Canadian Plates and CE Centre and arising out of or relating to Exhibitor's distribution of food and non-alcoholic beverage service at the Facility or any other activity related thereto, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property.

Above Named Customer

Exhibitor Signature & Date

_____/____/____ (d/m/y)

Great Canadian Plates Food and Beverages Manager & Date

_____/____/____ (d/m/y)

Save and send the completed form to FB@GreatCanadianPlates.com

Great Canadian Plates at the CE Center, 4899 Uplands Drive, Ottawa ONT K1V 2N6 Canada
info@greatcanadianplates.com www.cecentre.com [Disclaimer*](#)