

F R E E M A N

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



2011 NATD
OCTOBER 26, 2011 @
OTTAWA CONVENTION CENTRE
OCTOBER 27, 2011 @
CONNAUGHT RANGES

STATIC DISPLAY & CONFERENCE **OCTOBER 26, 2011** **OTTAWA CONVENTION CENTRE**

SERVICE INFORMATION (PAGES 1-2 AND 5-7)

BOOTH EQUIPMENT

Each 10' X 10' booth will include an 8' high draped back wall, 3' high draped side walls, one 6' X 30" high draped table and two chairs.

EXHIBIT HALL CARPET

The exhibit area is carpeted. Should you require individual booth carpet, please see the enclosed Carpet Order Form.

DISCOUNT PRICE DEADLINE DATE

To receive the advance discount rates listed on the order forms, we must receive your order with payment by **October 7, 2011**.

SPECIALTY FURNISHING / LABOUR DEADLINE DATE

The Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form must be submitted before **October 7, 2011**. Freeman cannot guarantee pricing and availability of these items after this deadline.

Save money and order labour 48 hours in advance. All labour orders placed after **October 20, 2011** will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday, October 24, 2011 8:00 am - 9:00 pm (Exhibitors with 300 sq.ft. or more) *

Tuesday, October 25, 2011 7:00 am - 9:00 pm (Exhibitors with 300 sq.ft. or less) *

* Should additional move-in time be required after 9:00 pm, authorization MUST be obtained from CADSI, call Catherine Lyons @ 613-235-5337, Ext. 27.

EXHIBIT HOURS

Wednesday, October 26, 2011 9:00 am - 5:00 pm

EXHIBITOR MOVE-OUT

Wednesday, October 26, 2011 5:00 pm - 11:00 pm

Should you require additional time for the dismantle of your exhibit, you MUST contact Freeman to schedule @ Exhibitor Services Department, 613-748-7180, Ext. 234.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers October 26, 2011 between 5:00 pm - 7:00 pm.
- All exhibitor materials must be removed from the exhibit facility by October 26, 2011 11:00 pm.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check in October 26, 2011 @ 8:00 pm.

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

Phone: 613-748-7180 ext 234
Fax: 613-748-5977
Email: freemanottawaes@freemanco.com

FREEMAN ELECTRICAL

Phone: 613-241-6555 ext 286
Fax: 613-748-5977
Email: electrical.ottawa@freemanco.com

FREEMAN TRANSPORTATION AND CUSTOMS

Phone Toll Free (U.S. and Canadian Exhibitors): 1-855-328-2841
Phone (Intl/Overseas Exhibitors): Country Code 1 778-328-2841
Fax: 778-328-2845
Email: mfowler@nalsi.com

AVW-TELAV (AV, INTERNET & PHONE)

Phone: 613-688-9058 ext. 650
Fax: 613-688-9069
Email: robert.pallen@avwtelav.com

ADDITIONAL SERVICE CONTRACTOR CONTACTS/INFORMATION

DE SYSTEMS (COMPUTER RENTALS)

Phone: 613-723-1166
Fax: 613-723-8756
Email: internet@desystems.com

OTTAWA CONVENTION CENTRE (BUILDING SERVICES) (BOOTH CLEANING, TEMPORARY WATER)

Fax: 613-563-7646

SHIPPING INFORMATION

Warehouse shipping address:

2011 NATD/STATIC DISPLAY ONLY

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 **September 23, 2011** at the above address. Material arriving after **October 14, 2011** will be received at the warehouse with an additional after deadline charge. **Please Note: The warehouse will be closed on October 10, 2011 in observance of Thanksgiving, shipments will not be accepted on this date.**

Show site shipping address:

2011 NATD/STATIC DISPLAY ONLY

Exhibiting Company Name _____

Booth # _____

Ottawa Convention Centre

Room 301-302

C/O Freeman

55 Colonel By Drive

Ottawa, Ontario, Canada K1N 9J2

Freeman will receive shipments at the Ottawa Convention Centre beginning **October 24, 2011 from 8:00 am until 5:00 pm and October 25, 2011 from 7:00 am to 5:00 pm**. Shipments arriving before this date will be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

RESTRICTIONS @ OTTAWA CONVENTION CENTRE

Loading Bays:

5 loading bays can accept tractor trailers

- 4 standard loading bays with dock levelers can accept a vehicle up to a 77' in length with cab
- 1 loading bay with a built-in scissor lift

Loading Areas:

3 loading areas can accept 5 ton trucks or smaller vehicles

- ground level loading/unloading

Loading bays/areas are for temporary pick-up and delivery only. Parking is prohibited.

Floor Weight Allowance

All heavy objects to be placed on the floor in the facility must be approved by Freeman.

Elevator Specifications – Service/Freight

For the safety of all individuals, freight elevators are not intended for passenger use. Materials cannot be transported in the public passenger elevator or on escalators.

STATIC DISPLAY & DYNAMIC DEMONSTRATION OCTOBER 27, 2011 CONNAUGHT RANGES

SERVICE INFORMATION (PAGES 3-4 AND 5-7)

BOOTH EQUIPMENT

Each 8' X 6' table top includes one 6' draped table, two chairs, one 110V electrical outlet and one wastebasket. Exhibit area is in a tent with a wooden sub-floor.

DISCOUNT PRICE DEADLINE DATE

To receive the advance discount rates listed on the order forms, we must receive your order with payment by **October 7, 2011**.

SPECIALTY FURNISHING / LABOUR DEADLINE DATE

The Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form must be submitted before **October 7, 2011**. Freeman cannot guarantee pricing and availability of these items after this deadline. Save money and order labour 48 hours in advance. All labour orders placed after **October 20, 2011** will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Tuesday, October 25, 2011	9:00 am - 2:00 pm
Thursday, October 27, 2011	6:00 am - 8:30 am

EXHIBIT HOURS

Thursday, October 27, 2011	8:30 am - 6:30 pm
----------------------------	-------------------

EXHIBITOR MOVE-OUT

Thursday, October 27, 2011	6:30 pm - 11:00 pm
Friday, October 28, 2011	9:00 am - 5:00 pm

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers October 27, 2011 at 9:00 pm
- All exhibitor materials must be removed from the exhibit facility by October 28, 2011 @ 5:00 pm .
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check in October 28, 2011 @ 11:00 am.

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

Phone: 613-748-7180 ext 234
Fax: 613-748-5977
Email: freemanottawaes@freemanco.com

FREEMAN TRANSPORTATION AND CUSTOMS

Phone: 778-328-2841 or 855-328-2841
Fax: 778-328-2845
Email: mfowler@nalsi.com

SHIPPING INFORMATION

All shipments MUST be shipped directly to show site on October 24, 2011 between 9:00 am and 5:00 pm. Please contact our Customs Representative to ensure that all goods have proper paperwork. Freeman will accept freight on site October 24, 2011 from 9:00 am to 5:00 pm. All equipment will be stored in a secure locked area on site.

Show site shipping address:

2011 NATD/DYNAMIC DEMONSTRATION

Exhibiting Company Name

Booth # _____

Connaught Ranges and Primary Training Centre

35 Shirley Blvd.

Nepean, Ontario, Canada K2K 2W6

RESTRICTIONS @ CONNAUGHT RANGES

The loading areas for the building does not have dock level docks. Please plan accordingly, should you have any questions, please contact Freeman Exhibitor Services.

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 **2011 NATD** without using the link, go to <http://www.freemanco.com/store/show/showInformation.jsp?showID=275489&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.

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.

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.

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 **2011 NATD**. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however if you wish to contact us, please call Mark Fowler at 778-328-2841.

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/freeman/privacy.jsp#Canada>

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 **October 7, 2011**.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

Age policy: due to insurance coverage requirements, persons under the age of 18 years of age are not permitted at the show, 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.

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

F R E E M A N



Dear **2011 NATD** Exhibitor:

We are delighted to announce that **Freeman** has been named as your Official Services Contractor **and Transportation and Customs Clearance Service Provider** for 2011 NATD.

Our entire Ottawa Team is looking forward to making your 2011 Show a successful event.

Please take a few minutes to familiarize yourself with each section of our Exhibitor kit and what it contains.

TIPS:

- 1 Refer to the Quick Facts for important dates, deadlines and shipping information.*
- 2 Order early to take advantage of advance order discount rates.*
- 3 Save time on site and have peace of mind by shipping to advance receiving warehouse.*
- 4 Have copies of all orders and confirmations from tradeshow vendors with you on site - bring shipment tracking information too!*

Our Exhibitor Service Staff will be more than happy to assist you with any questions or special requests.

Sincerely,

F R E E M A N

940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
Phone: 613-748-7180
Fax: 613-748-5977

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW:		2011 NATD	
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			
<input type="checkbox"/> 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 (275489) on your remittance.
GST # R101889426**

☐ CREDIT CARD

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

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

Account No.:

Exp. Date

☐ Personal Credit Card

☐ Company Credit Card

Cardholder Name (Print):

Signature:

Cardholder Billing Address:

City, Province/State, Postal/Zip Code:

ENTER TOTALS HERE

FURNISHINGS	CARPET	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/?275489>

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: **2011 NATD**

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:

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

☐

ALL FREEMAN SERVICES

☐

FREEMAN TRANSPORTATION & CUSTOMS

☐

I&D LABOUR/SUPERVISION

☐

RENTAL FURNITURE/CARPET/SIGNS

☐

MATERIAL HANDLING/IN & OUT

☐

ELECTRICAL & SIGN HANGING

☐

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

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



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:

2011 NATD

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
___	210101	Grey Carson Arm Chair	41.00	53.30	___
___	210105	Opal Side Chair	23.85	31.00	___
___	210108	Limerick Chair	29.75	38.70	___
___	210112	Black or Grey Casey Stool	50.00	65.00	___
___	71090	Black Diamond Arm Chair	63.45	82.40	___
___	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	81.50	___
___	72065	Bugle Base Table	50.25	65.35	___
___	11441	Grouping: Includes	110.00	143.00	___
BugleBaseTable, 2 Chairs, 1 Wastebasket					

Black Only

___	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

___	124430	4' Draped Table/30"H*	51.00	66.30	___
___	124630	6' Draped Table/30"H*	61.00	79.30	___
___	124830	8' Draped Table/30"H*	71.00	92.30	___
___	1240630	4th Side Draping-6' X 30"H* .	30.30	39.40	___
___	1240830	4th Side Draping-8' X 30"H* .	30.30	39.40	___
___	124442	4' Draped Table/42"H*	78.00	101.40	___
___	124642	6' Draped Table/42"H*	88.00	114.40	___
___	124842	8' Draped Table/42"H*	98.00	127.40	___
___	1240642	4th Side Drape-6' x 42"H*	40.40	52.50	___
___	1240842	4th Side Drape-8' x 42"H*	40.40	52.50	___

UNDRAPED

___	125430	4' Undraped Table/30"H	31.50	40.95	___
___	125630	6' Undraped Table/30"H	41.50	53.95	___
___	125830	8' Undraped Table/30"H	51.50	66.95	___
___	125442	4' Undraped Table/42"H	56.75	73.80	___
___	125642	6' Undraped Table/42"H	61.75	80.30	___
___	125842	8' Undraped Table/42"H	65.75	85.50	___

Soho Tables (Black Only):

___	72067	Soho Cafe Table 30"Hx36"D..	84.50	109.85	___
___	72068	Soho Bistro Table 42"Hx36"D	95.00	123.50	___
___	72069	Soho Cafe Table 30"Hx24"D..	84.50	109.85	___
___	72070	Soho Bistro Table 42"Hx24"D	95.00	123.50	___

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	62.70	___
___	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	124.55	___
___	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	308.00	___
___	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 **October 7, 2011** Freeman cannot guarantee pricing and availability of these items after this deadline.

FURNISHING TOTAL

Subtotal	+	13% HST	=	Total
----------	---	---------	---	-------

FREEMAN furnishing

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

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

NAME OF SHOW: 2011 NATD

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

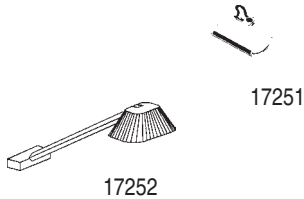
E-MAIL ADDRESS _____

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

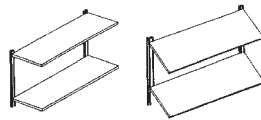
For fast, easy ordering, go to www.freemanco.com

ACCESSORIES FOR RENTAL UNITS

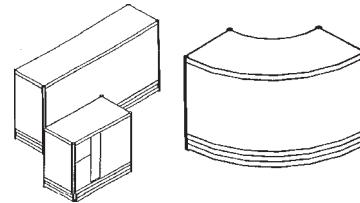
LIGHTS



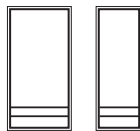
SHELVES



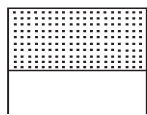
CABINETS



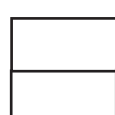
Wall Panels



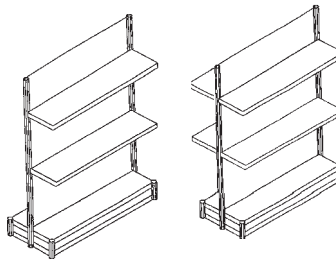
Perfboard



Poster Board



GONDOLAS



SHOW CASE



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 K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

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

NAME OF SHOW: **2011 NATD**
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. please call our Exhibitor Services Department (613) 748-7180
- **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.**
- Custom Cut Classic Carpet is subject to a 100% Cancellation Charge.

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

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

- Our 16 oz. Standard Classic Carpeting is available in three standard colours.

CHOOSE YOUR CARPET COLOUR:

☐ Blue ☐ Grey ☐ Red ☐ Black

Qty	Description	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	126.60	164.60	\$ _____
_____	10' x 20' Classic Carpet	242.00	314.60	\$ _____

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

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in three standard colours.
- Rental - Price is per sq. ft. (100 sq. ft. minimum)

CHOOSE YOUR CARPET COLOUR:

☐ Blue ☐ Grey ☐ Red ☐ Black

Booth size	Discount Price	Standard Price	Total
_____ x _____ = _____ sq. ft. @ \$ 1.75		\$2.30	\$ _____

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

- Price is per sq.ft.

Booth Size: _____ x _____ = _____

Qty	Description	Discount Price	Standard Price	Total
_____	Carpet Padding 1/2" (100 sq. ft. minimum).....	1.00	1.30	\$ _____
_____	Visqueen Covering (100 sq. ft. minimum).....	0.50	0.65	\$ _____

TOTAL COST

Subtotal + 13% HST = Total

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

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

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

NAME OF SHOW: **2011 NATD**

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.*

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

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

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

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

NAME OF SHOW: **2011 NATD**

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

FREEMAN rental exhibits

CHOOSE YOUR PANELS	
<u>VERSION A</u>	<u>VERSIONS B & C</u> (HARDWALL)
<input type="checkbox"/> BLUE FABRIC	<input type="checkbox"/> BEIGE
<input type="checkbox"/> GREY FABRIC	<input type="checkbox"/> NAVY
<input type="checkbox"/> BLACK FABRIC	<input type="checkbox"/> FOREST GREEN
<input type="checkbox"/> WHITE HARDWALL	<input type="checkbox"/> WHITE
	<input type="checkbox"/> BLACK
<u>VERSION D</u>	
<input type="checkbox"/> CUSTOM PANEL COLOUR An Exhibitor Sales Specialist will contact you to assist in making your selections	
CARPET	
Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colours are available. Check colour choice <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> 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	
<ul style="list-style-type: none"> • 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
<u>VERSIONS A & B</u> Circle the font style for your header identification sign, and then indicate your colour preference. <div> CLARENDON MEDIUM <i>ENVIRO</i> EUROSTILE BOLD HELVETICA BOLD TIMES NEW ROMAN Other _____ </div> Indicate colour of background: <div> <input type="checkbox"/> Beige <input type="checkbox"/> Navy <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Forest Green </div> 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: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
10' X 20' Rental Exhibits indicate copy of second header: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
Custom Logo Header <input type="checkbox"/> Please check to have an Exhibitor Sales Specialist contact you regarding pricing.
<u>VERSIONS C & D</u> 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, Ext 242.
TOTAL COST
<div> <div>Subtotal</div> <div>+</div> <div>13% HST</div> <div>=</div> <div>Total</div> </div>

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

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

NAME OF SHOW: **2011 NATD**
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	Price	QTY.	TOTAL
Size 8' H x 10' W	\$700.00	_____	_____
PURCHASE*			
Size 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

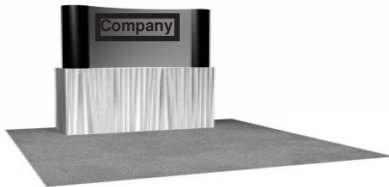
Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

Other Colors Also Available for Purchase Units

10'x10' Classic Carpet: ☐ Blue ☐ Grey ☐ Red

TABLE TOP UNIT



PURCHASE*	Price		
Size 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	Qty.	Price	TOTAL
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
----------	---	---------	---	-------

FREEMAN

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



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 7, 2011

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2011 NATD**
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 rpage 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

F R E E M A N

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

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:



28mb TIF file

Not Acceptable Photo Artwork:



8k 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

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



DEADLINE DATE
OCTOBER 20, 2011**

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

NAME OF SHOW: **2011 NATD**

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.....	\$ 43.00	55.90
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.....	\$ 64.50	83.50
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 86.00	111.80

**** All labour forms must be received 48 hours prior to move in. Labour orders placed after October 20, 2011 will be charged show site pricing.**

- 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 = \$ _____						

Freeman installation & dismantle

NAME OF SHOW: **2011 NATD**

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

FREEMAN

Electrical Services

940 Belfast Road • Ottawa, ON K1G 4A2

PH: 613.241.6555 FX: 613.748-5977

Exhibitor Services: electrical.ottawa@freemanco.com

ECRA/ESA Lic 7005180

Electrical~Lighting Order Form for:



2011 NATO

OCTOBER 26

Project #: 275489 | WT#: 19842

STATIC DISPLAY & CONFERENCE

★Advanced Rate Deadline is end of day **OCTOBER 7TH, 2011**★

Booth #:

Company: AFFIX BUSINESS

Name: CARD IF Tel#: _____

PREFERRED

Address: _____

Email: _____ Fax#: _____

QTY	ELECTRICAL SERVICES	ADVANCE RATE (Applicable until end of day OCT 7 th)	STANDARD RATE	LINE TOTAL
_____	1500 Watt, 120 Volt service [shared source /1200W Max usage] [40-7-15]	\$ 120.00	\$ 156.00	_____
_____	15 Amp, 120 Volt dedicated circuit (i.e.-computers / LCD's) [40-7-17]	\$ 131.00	\$ 170.30	_____
_____	*24 HR. CONTINUOUS SUPPLY- 15 Amp, 120 Volt dedicated circuit [40-7-16]	\$ 156.00	\$ 202.80	_____
_____	UNDER CARPET / OVERHEAD installed 15 Amp, 120 Volt dedicated circuit	\$ 189.00	\$ 245.70	_____
_____	20 Amp, 120 Volt dedicated circuit [16A Max usage] [40-7-20]	\$ 168.00	\$ 218.40	_____
<u>QTY</u>	<u>LIGHTING & ACCESSORIES</u>			
_____	300 Watt (2 x 150 watt quartz) light stand [40-19-103]	\$ 64.00	\$ 83.20	_____
_____	Arm Light (150 Watt C-clamp fixture - <u>Hardwall booths ONLY</u>) [40-19-101]	\$ 29.00	\$ 37.70	_____
_____	4 ft Track c/w (3) 150 watt floodlights - <u>Hardwall booths ONLY</u> [40-19-4]	\$ 101.00	\$ 131.30	_____
_____	Extension Cord: 15-Foot (4.57 m.) c/w triple female end [40-30-15]	\$ 22.00	\$ 28.60	_____
_____	Multi-outlet Power strip [40-30-5]	\$ 25.00	\$ 32.50	_____

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, products, Services or assistance we can provide you in ESTABLISHING AND confirming your electrical requirements. **WE VALUE YOUR BUSINESS AND LOOK FORWARD TO YOUR CALL!**

SPECIAL REQUIREMENT: _____ By quotation

SPECIAL REQUIREMENT: _____ By quotation

SUBTOTAL \$ _____

(HST# R101889426) **13% H.S.T** \$ _____

TOTAL AMOUNT PAYABLE \$ _____

*Unless otherwise requested, power may be turned **ON** 1 hr. before event opening each day and turned **OFF** 1 hr. after event closing each day. IF YOU REQUIRE POWER ON A 24 HOUR BASIS, PLEASE ORDER '**24 HR. CONTINUOUS SUPPLY**' circuit(s) above to ensure an uninterrupted electrical supply to your exhibit.

Orders received without payment or after noted discount deadline date will be charged the Standard Rate.

FREEMAN

Electrical Services

940 Belfast Road • Ottawa, ON K1G 4A2

PH: 613.241.6555 FX: 613.748-5977

Exhibitor Services: electrical.ottawa@freemanco.com

ECRA/ESA Lic 7005180

Electrical~Lighting Order Form for:

2011

OCTOBER 27

Connaught Range

Project #: 275489 | WT#: 19851



Booth #:

STATIC DISPLAY & DYNAMIC DEMONSTRATION

★Advanced Rate Deadline is end of day **OCTOBER 7TH, 2011**★

Company: AFFIX BUSINESS

Name: CARD IF Tel#: _____

Address: PREFERRED

Address: _____

Email: _____ Fax#: _____

QTY	ELECTRICAL SERVICES	ADVANCE RATE (Applicable until end of day OCT 7 th)	STANDARD RATE	LINE TOTAL
_____	1500 Watt, 120 Volt service [shared source /1200W Max usage] [40-7-15]	\$ 120.00	\$ 156.00	_____
_____	15 Amp, 120 Volt dedicated circuit (i.e.-computers / LCD's) [40-7-17]	\$ 131.00	\$ 170.30	_____
_____	*24 HR. CONTINUOUS SUPPLY- 15 Amp, 120 Volt dedicated circuit [40-7-16]	\$ 156.00	\$ 202.80	_____
_____	UNDER CARPET / OVERHEAD installed 15 Amp, 120 Volt dedicated circuit	\$ 189.00	\$ 245.70	_____
_____	20 Amp, 120 Volt dedicated circuit [16A Max usage] [40-7-20]	\$ 168.00	\$ 218.40	_____

QTY	LIGHTING & ACCESSORIES			
_____	300 Watt (2 x 150 watt quartz) light stand [40-19-103]	\$ 64.00	\$ 83.20	_____
_____	Arm Light (150 Watt C-clamp fixture - <u>Hardwall booths ONLY</u>) [40-19-101]	\$ 29.00	\$ 37.70	_____
_____	4 ft Track c/w (3) 150 watt floodlights - <u>Hardwall booths ONLY</u> [40-19-4]	\$ 101.00	\$ 131.30	_____
_____	Extension Cord: 15-Foot (4.57 m.) c/w triple female end [40-30-15]	\$ 22.00	\$ 28.60	_____
_____	Multi-outlet Power strip [40-30-5]	\$ 25.00	\$ 32.50	_____

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, products, Services or assistance we can provide you in ESTABLISHING AND confirming your electrical requirements. **WE VALUE YOUR BUSINESS AND LOOK FORWARD TO YOUR CALL!**

SPECIAL REQUIREMENT: _____ By quotation

SPECIAL REQUIREMENT: _____ By quotation

SUBTOTAL \$ _____

(HST# R101889426) 13% H.S.T \$ _____

TOTAL AMOUNT PAYABLE \$ _____

*Unless otherwise requested, power may be turned **ON** 1 hr. before event opening each day and turned **OFF** 1 hr. after event closing each day. IF YOU REQUIRE POWER ON A 24 HOUR BASIS, PLEASE ORDER '24 HR. CONTINUOUS SUPPLY' circuit(s) above to ensure an uninterrupted electrical supply to your exhibit.

Orders received without payment or after noted discount deadline date will be charged the Standard Rate.

ELECTRICAL~ DISPLAY LIGHTING TERMS & CONDITIONS

1. The facility and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the facility's power sources and/or may wish to use while in the building.
2. Only an authorized **FREEMAN** qualified electrical representative is permitted to make a connection to any of the facility's electrical power sources.
3. No electrical equipment shall be restarted after failure, until a **FREEMAN** qualified electrical representative has found and corrected the cause of the malfunction. Service Call charges may apply.
4. All material and equipment supplied by **FREEMAN** remain the property of **FREEMAN**. The Exhibitor shall be held responsible for loss of such materials as associated with his/her booth, and shall compensate **FREEMAN** in the event of loss or damage.
5. Advance Rates apply to orders received with payment up to fourteen (14) days prior to the event's installation date. Orders received without payment or after deadline date will be charged the Standard Rate. Completed **METHOD OF PAYMENT FORM** must accompany hardcopy order forms for processing.
6. Cancellation: Cancellations must be made by telephone during our regular office hours and accompanied by a fax or email notification. A 50% refund will be given on listed items on order form if cancelled less than two (2) days prior to event installation date. No refund will be given on installed services and/or services cancelled on-site or that require advance planning (i.e.) special electrical circuits, transformers, generators, special lighting, and non-electrical items.
7. **Disputes/Claims: All disputes and claims must be settled prior to official exhibit closing.**
8. Additional and/or special electrical requirements are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used.
9. Electrical rates quoted by **FREEMAN** include installation, services while in use, and removal.
10. ALL SERVICES ARE SUPPLIED TO BACKWALL OF BOOTH. If required elsewhere extension cords will be available from **FREEMAN** upon request for a nominal charge.
11. All electrical power may be turned off after event closes and turned on prior to event opening daily. **IF YOU REQUIRE POWER ON A 24 HOUR BASIS, PLEASE SELECT '24HR. CONTINUOUS' SERVICE ON ORDER FORM.**
12. Permanent building receptacles are not part of booth space. Exhibitors will be charged for their use.
13. All electrical connections, installations, motor connections, or any electrical operating equipment must conform to all Canadian Standard Association requirements and the Canadian Electrical Safety Code (Ontario Hydro). The use of latex or lamp cord wire, duplex/triplex attachment plugs, and/or open clip sockets are all prohibited.
14. All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and current whether AC/DC.
15. We reserve the right to refuse orders without the required payment on the face of the order.

2011

OCTOBER 26

Project #: 275489 | WT#: 19842



STATIC DISPLAY & CONFERENCE

Booth#:

Company:

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display companies, and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labour Order Form for labour 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 available [Hanging Sign Labels](#). This container MUST be received by the warehouse shipping deadline. 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 ESA / CSA. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 100 lbs., notify FREEMAN immediately for special authorization. **See FREEMAN Rigging & Overhead Safety Policy.**
- FREEMAN Rigging & Overhead Safety Policy must be adhered to in order to complete your hang.**

SIGN DESCRIPTION, SIZE & WEIGHT

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

- Material:**
Cloth _____ Metal _____ Wood _____ Other _____
- Shape:**
Square _____ Triangle _____ Rectangle _____ Other _____
- Dimensions:**
Weight _____ Height _____ Length _____ Width _____
- Does Your Sign Require:** Electricity _____ Assembly _____

EQUIPMENT AND LABOUR RATES TO HANG SIGNS

- Rigging Points** (for each point used)
 - \$75 Advance Rate | \$93.75 Standard Rate
- Equipment With Crew**
 - Standard Rates will apply to all labour orders placed at show site
 - Standard Rates will apply if the hanging sign is not received by the warehouse shipping deadline
 - Rates are per lift and crew per hour
 - Condor and Crew consists of condor, operator and rigger.
 - Additional crew and/or equipment will be used if Freeman deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
 - Assembly and Ground Labour is an additional charge.
 - One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
 - Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly
 - Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.

PLEASE NOTE:

Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates. In the event the order and sign are not received by the deadline date, Standard Rates may apply and the sign will be hung when the labour and equipment become available.

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: _____

_____ Feet in from the BACK Aisle # _____

_____ Feet in from the LEFT Aisle # _____ Feet in from the RIGHT Aisle # _____

_____ Feet in from the FRONT Aisle # _____

LABOUR RATES

		Advance Rate	Standard Rate
CONDOR:	Condor with crew	\$ 494.00	\$ 642.20
SIGN ASSEMBLY:	Sign Assembly/Ground Labour	\$ 98.00	\$ 127.40

ELECTRICAL ASSEMBLY/GROUND LABOUR:

Straight Time: Monday-Friday, 0800hrs-1700hrs

\$ 75.00/hr

\$ 93.75/hr

Overtime: M-F, 1700hrs-0800hrs and all day Sat, Sun and holidays

\$ 112.50/hr

\$ 140.62/hr

INSTALLATION ESTIMATE			
Est. Hours	@	Hourly Rate	Total Est. Cost
	@		

+

DISMANTLE ESTIMATE			
Est. Hours	@	Hourly Rate	Total Est. Cost
	@		

TOTAL \$ _____

Include completed STRUCTURAL INTEGRITY STATEMENT and METHOD OF PAYMENT FORM with this order for processing

Receipt will be sent via email [5] business days post-dismantle

FREEMAN

Electrical Services

940 Belfast Road • Ottawa, ON K1G 4A2

PH: 613.241.6555 FX: 613.748.5977

Exhibitor Services: electrical.ottawa@freemanco.com

ECRA/ESA Lic 7005180

OTTAWA
CONVENTION
CENTRE



CENTRE
DES CONGRÈS
D'OTTAWA

Hanging Truss & Theatrical Lighting Labour and Equipment Form for:

2011

OCTOBER 26

Project #: 275489 | WT#: 19842



STATIC DISPLAY & CONFERENCE

Booth#:

Company:

INFORMATION

- All rigging must comply with OCC and Show Management rules and regulations and facility limitations.
- All overhead rigging and f own objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or f own objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN Electrical Services requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per rigging person requested, unless 24-hour advance notice is provided in writing.
- Rigging labour is based on a four hour minimum. During run of show, there will be a 2 hour turn on / 2 hour turn off charge, based on the four hour minimum. For Pre Rigging: Please contact FREEMAN for availability
- Freeman Electrical Services installs/dismantles all programmable dimmable lighting f xtures, video walls, audio, and projection.

LIGHTING DESIGNER INFORMATION (Note: OCC RIGGING REGULATIONS MUST BE ADHERED TO)

Company: _____ Contact Person: _____

Email: _____ Tel#: _____

EQUIPMENT

Rates are per lift and crew, per hour

Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show

	Advance Rate	Standard Rate
Crew consists of 1 Operator and 1 Ground Man Condor w/crew	\$ 494.00	\$ 642.20
Scissor Lift w/crew	\$ 325.00	\$ 422.50

STAGEHAND LABOUR (high riggers, ground riggers, programmers and theatrical stage electricians)

Straight Time: Monday-Friday, 0800hrs-1700hrs	\$ 75.00/hr	\$ 93.75/hr
Overtime: M-F, 1700hrs-0800hrs and all day Sat, Sun and holidays	\$ 112.50/hr	\$ 140.62/hr

INSTALLATION ESTIMATE

Est. Hours	@	Hourly Rate	Total Est. Cost
	@		

+

DISMANTLE ESTIMATE

Est. Hours	@	Hourly Rate	Total Est. Cost
	@		

MISCELLANEOUS EQUIPMENT

One Ton Hoist	\$ 175.00	_____
Half Ton Hoist	\$ 175.00	_____
20.5" Box Truss (per foot)	\$ 9.00	_____
12" Box Truss (per foot)	\$ 6.00	_____
Small Rotator	\$ 175.00	_____
Large Rotator	\$ 250.00	_____
Man Lift - per day	\$ 151.00	_____
Genie Hand Crank - per day	\$ 151.00	_____

TOTAL \$ _____

Include completed STRUCTURAL INTEGRITY STATEMENT and METHOD OF PAYMENT FORM with this order for processing

Receipt will be sent via email [5] business days post-dismantle

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **SHOW NAME** 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, 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.

Booth#:

Exhibiting Company: _____

Name: _____ Tel#: _____

Email: _____ Date#: _____

Signature: _____

Display House/Builder (if applicable): _____

Name: _____ Tel#: _____

Email: _____ Date#: _____

Signature: _____

Please complete and return form to:

FREEMAN Electrical
940 Belfast Road
Ottawa, ON K1G 4A2
Fax# 613.748.5977

Include completed Hanging Truss & Theatrical Lighting Labour and Equipment Form / Hanging Sign Labour and Equipment Form and and METHOD OF PAYMENT FORM with this completed statement for processing

NAME OF SHOW: **2011 NATD**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 778-328-2841 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 #
2011 NATD/STATIC DISPLAY & CONFERENCE
C/O: Freeman
940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2
MUST BE DELIVERED BY OCTOBER 21, 2011
- ☐ I will be shipping to the **OTTAWA CONVENTION CENTRE**
Exhibiting Company Name / Booth #
2011 NATD/STATIC DISPLAY & CONFERENCE
C/O: Freeman
55 Colonel By Drive
Ottawa, Ontario, Canada K1N 9J2
CANNOT BE DELIVERED BEFORE OCTOBER 24, 2011
- ☐ I will be shipping to the **CONNAUGHT RANGES**
Exhibiting Company Name / Booth #
2011 NATD/STATIC DISPLAY & DYNAMIC DEMONSTRATION
C/O: Freeman
35 Shirley Blvd.
Nepean, Ontario, Canada K2K 2W6
MUST DELIVER OCTOBER 24, 2011 BETWEEN 9:00 AM AND 5:00 PM.

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:
778-328-2845

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

FREEMAN exhibit transportation & customs

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:

2011 NATD

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**

778-328-2841

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#: _____

Attention Exhibitors shipping to 2011 NATD.

We are now just over 3 months from the move in of 2011 NATD. It is important to advise Freeman Co. Transportation and Customs what kinds of products you will display. Display booths are allowed to be imported into Canada Duty Free on a temporary basis, provided the necessary deposits are placed with Canada Border Services Agency. Products will also be allowed to be imported on a temporary basis, as long as they are returned to origin at the completion of the event.

Some of the products that you are bringing to 2011 NATD will be subject to Canadian Import and Export Regulations. To ensure that we can accurately determine what permits may be required we would appreciate if you could advise what products you plan on sending to the conference as well as sufficient descriptive information to enable us to assess which Canadian Government Department is responsible for approving entry into Canada.

Information on various import regulations is available at the following websites.

<http://www.rcmp-grc.gc.ca/cfp-pcaf/fag/im-ex-eng.htm>

http://www.international.gc.ca/controls-controles/about-a_propos/import/importing-importation.aspx

As the “Official Supplier of Transportation and Customs” services to the 2011 NATD, Freeman Co. can quote on moving your display to the Conference on a one way or round trip basis. Please contact us for a quotation on shipping to 2011 NATD.

Thank you,

F R E E M A N



1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada January 1, 2001 > "Shipping Date"	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ACME Company c/o Freeman 940 Belfast Road Ottawa, Ontario K1G 4A2 Show: Vegetables Fair Booth#: _____		5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)	
6. Country of Transshipment / Pays de transbordement		7. Country of Origin of Goods Pays d'origine des marchandises USA	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON		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.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via Ground, Desert City, Sahara		10. Currency of Settlement / Devises du paiement USD	
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
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00
1	Box of give-away Pens	150	\$0.25
		15. Total	
		\$6,000.00	
		\$120.00	
		\$37.50	
XI.1 Total Number of Pieces / Nombre total de pièces		3	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____		16. Total Weight / Poids total Net _____ Gross / Brut 156 lbs.	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Same as Consignee	
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (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 \$ _____ (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 \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser (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 \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>			



CANADA CUSTOMS INVOICE

North American Logistics Inc

1. Vendor (Name and Address) / Vendeur (Nom et Adresse)		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse)		3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)	
		5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of Transshipment / Pays de transbordement	
Show: _____ Booth#: _____		7. Country of Origin of Goods Pays d'origine des marchandises	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9. Condition of Sales and Terms of Payment (i.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement. (Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
		10. Currency of Settlement / Devises du paiement	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via _____		13. Quantity (State Unit) Quantité (Préciser l'unité)	
11. No. of Pkgs. Nb. 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 générale et caractéristiques, p. ex. Classe, qualité)	Replacement Value Valeur de Remplacement	14. Unit Price Prix Unitaire
CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113		15. Total	
		XI.1 Total Number of Pieces / Nombre total de pièces	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>		16. Total Weight / Poids total Net _____ Gross / Brut _____	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) <div style="text-align: center; font-weight: bold;">Same as Consignee</div>	
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case XX	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (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 \$ _____ (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 \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser (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 \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
25. Check (if applicable) Cocher (s'il y a lieu) (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 <div style="text-align: center;"><input type="checkbox"/></div> (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 <div style="text-align: center;"><input type="checkbox"/></div>			

F R E E M A N

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



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

NAME OF SHOW: **2011 NATD @ OTTAWA CONVENTION CENTRE**

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.

UNCRAVED: 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) SEPTEMBER 23, 2011		
Crated or Skidded Shipment.....	\$ 51.00	102.00
Special Handling Shipment.....	\$ 66.30	132.60
Show Site Shipment ST (200 lb. minimum) AS PER EXHIBITOR MOVE-IN SCHEDULE		
Crated or Skidded Shipment.....	\$ 41.00	82.00
Special Handling Shipment.....	\$ 53.30	106.60
Uncrated or Pad Wrapped Shipment.....	\$ 61.50	123.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 35.50	
Per Shipment (after OCTOBER 14, 2011)	\$ 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.

Cart Service - Intended for 'privately owned vehicles'***
Per Trip \$ 76.50

***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 OCTOBER 14, 2011	\$ 12.75	25.50
Show Site Shipment OCT 24, 2011 AFTER 5 PM & OCT 25, 2011 AFTER 5 PM	\$ 10.25	20.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 10.25	20.50
Special Handling Shipment.....	\$ 13.25	26.50
Uncrated or Pad Wrapped Shipment.....	\$ 15.35	30.70
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 10.25	20.50
Special Handling Shipment.....	\$ 13.25	26.50
Uncrated or Pad Wrapped Shipment.....	\$ 15.35	30.70

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. \$ 96.00

6/10 - 52 lbs. charged @ 200 lbs. \$ 96.00

6/11 - 65 lbs. charged @ 200 lbs. \$ 96.00 = \$288.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. @ 200 lbs = \$96.00

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.

F R E E M A N

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



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

NAME OF SHOW: **2011 NATD @ CONNAUGHT RANGES**
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.

UNCRAVED: 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
-------------	------------------	--------------------

All shipments MUST be shipped directly to show site on October 24, 2011 between 9:00 am and 5:00 pm. Please contact our Customs Representative to ensure that all goods have proper paperwork. Freeman will accept freight on site October 24, 2011 from 9:00 am to 5:00 pm. All equipment will be stored in a secure locked area on site.

Should you require movement of your equipment from storage to your exhibit space, please contact Freeman to make arrangements.

RATE CLASSIFICATIONS:

Show Site Shipment ST (200 lb. minimum) ONLY ON OCTOBER 24, 2011 @ 9:00 AM & 5:00 PM		
Crated or Skidded Shipment.....	\$ 41.00	82.00
Special Handling Shipment.....	\$ 53.30	106.60
Uncrated or Pad Wrapped Shipment.....	\$ 61.50	123.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 35.50	

*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.

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
	÷ 100 =		
Tips to Save on Material Handling		13% HST	
Consolidate shipments When total weight is less than 200lbs. For example:		Total	

3 Separate Shipments

6/08 - 60 lbs. charged @ 200 lbs. \$ 96.00
6/10 - 52 lbs. charged @ 200 lbs. \$ 96.00
6/11 - 65 lbs. charged @ 200 lbs. \$ 96.00 = \$288.00

1 Consolidated Shipment

3 pieces (1 shipment)
177 lbs. @ 200 lbs = \$96.00

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

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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: **2011 NATD**

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 OCT 21, 2011

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA

K1G 4A2

WAREHOUSE

Event **2011 NATD / STATIC DISPLAY ONLY**

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY OCT 21, 2011

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA

K1G 4A2

WAREHOUSE

Event **2011 NATD / STATIC DISPLAY ONLY**

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

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE OCT 24, 2011

TO: _____

c/o **Freeman**

55 COLONEL BY DRIVE

OTTAWA, ONTARIO, CANADA

K1N 9J2

OTTAWA CONVENTION CENTRE

Event **2011 NATD / STATIC DISPLAY ONLY**

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE OCT 24, 2011

TO: _____

c/o **Freeman**

55 COLONEL BY DRIVE

OTTAWA, ONTARIO, CANADA

K1N 9J2

OTTAWA CONVENTION CENTRE

Event **2011 NATD / STATIC DISPLAY ONLY**

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

RUSH

DO NOT DELAY

MUST DELIVER OCT 24, 2011 9AM-5PM

TO: _____

c/o **Freeman**

35 SHIRLEY BLVD.

NEPEAN, ONTARIO, CANADA

K2K 2W6

CONNAUGHT RANGES

Event **NATD / STATIC DISPLAY & DYNAMIC DEMO**

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST DELIVER OCT 24, 2011 9AM-5PM

TO: _____

c/o **Freeman**

35 SHIRLEY BLVD.

NEPEAN, ONTARIO, CANADA

K2K 2W6

CONNAUGHT RANGES

Event **NATD / STATIC DISPLAY & DYNAMIC DEMO**

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.

FREEMAN



MOTOR CARGO

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 Transportation. 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 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 Services, Inc., 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 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 for inbound shipments and after loading on the applicable carrier for outbound shipments, 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 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. 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 or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. 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 may be subject to additional charges. 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 Freeman, 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, if applicable, 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 \$25.00**

(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 or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (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, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 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 OF SUCH DAMAGES.**

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, 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 Freeman or 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, 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, U.S. 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 CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF 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 exclusively 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. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of 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.

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 Services, Inc., 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 ZIP 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. 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 or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. 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 applicable rates, 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, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

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

APPENDIX B

BOOTH CLEANING

Cleaning services include vacuuming and garbage pick-up.

BOOTH NUMBER OR ROOM NUMBER

SHOW NAME

COMPANY NAME

SHOW DATE

TELEPHONE

EXHIBITOR NAME

FAX

ADDRESS

Cost

CLEANING TIMES	NUMBER OF 8'X10', 10'X10'	CHARGE PER BOOTH PER DAY CDN. FUNDS	TOTAL
Prior to show opening		\$20.00	
First show day overnight		\$20.00	
Second show day overnight		\$20.00	
Third show day overnight		\$20.00	
		TOTAL	
		13% HST	
		TOTAL BOOTH CLEANING	

Method of payment

(Must be made at time of ordering):

CHEQUE ☐ made payable to the Ottawa Convention Centre

CREDIT CARD (please check): ☐ Visa ☐ Mastercard ☐ AMEX

CARDHOLDER'S NAME (Please print)

CARD NUMBER

CARDHOLDER'S SIGNATURE

EXP. DATE

CLIENT SIGNATURE

DATE

Save, print and fax the completed form to the Ottawa Convention Centre at 613-563-7646.

APPENDIX C

TEMPORARY COLD WATER SERVICE

Bringing cold water supply to booth complete with ½" shut-off valve at booth
Water service is available on Level 2 – Gatineau Salon (205,206) and Ottawa Salon (213,214),
Level 3 – Parliament Foyer (pre-function area), Canada Hall (301-303) and Level 4 – Trillium Ballroom
No guarantee can be made on minimum pressure.

SHOW NAME	BOOTH NUMBER	
SHOW DATE	COMPANY NAME	
EXHIBITOR NAME	TELEPHONE	FAX
ADDRESS	WATER INSTALL DATE	WATER REMOVAL DATE

Cost

ITEM REQUIRED	NUMBER OF CONNECTIONS	CHARGE PER CONNECTION CDN. FUNDS	TOTAL
Water (standard ¾" hose connection supplied to booth)		\$100.00	
Drainage (1 ½" drain)		\$75.00	
Labour (for connect)		\$46.00/hr (minimum 1 hour)	
*Late Charge		\$50.00	
<i>*Late charges will apply to orders received less than 48 hours prior to show move-in time</i>		TOTAL	
		13% HST	
		TOTAL BOOTH CLEANING	

Method of payment

(Must be made at time of ordering):

CHEQUE ☐ made payable to the Ottawa Convention Centre

CREDIT CARD (please check): ☐ Visa ☐ Mastercard ☐ AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER
CARDHOLDER'S SIGNATURE	EXP. DATE
CLIENT SIGNATURE	DATE

Save, print and fax the completed form to the Ottawa Convention Centre at 613-563-7646.