

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth space will be set with 8' high black back drape, 3' high black side dividers, one 6' x 30" H draped skirted table in black, two side chairs, one wastebasket and a 7" x 44" booth identification sign.

EXHIBIT HALL CARPET

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

DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at www.freemanco.com/store by: **July 15, 2016.**

If you are unable to order online, please ensure that the Method of Payment is included with your order. Orders without payment will not be processed. The Method of payment can be found on page 6 of the Complete Service Manual.

Save money by ordering labour in advance. All display labour orders placed at show site will be charged an additional 30% above the advance rate.

Please note that all prices in this manual are in Canadian Funds.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to:

www.freemanco.com/preshowFAQ

Sunday	August 7, 2016	12:00 PM - 9:00 PM
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All exhibits must be fully installed by **9:00 PM on August 7, 2016.**

EXHIBIT HOURS

Monday	August 8, 2016	9:00 AM - 6:00 PM
Tuesday	August 9, 2016	9:00 AM - 5:30 PM
Wednesday	August 10, 2016	9:00 AM - 5:30 PM
Thursday	August 11, 2016	9:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to:

www.freemanco.com/postshowFAQ

Thursday	August 11, 2016	4:00 PM - 9:00 PM
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Freeman will begin returning empty containers at the close of the show. The entire process will take approximately **one** hour.

All labour services performed between 4:00 pm and 6:00 pm (M-F), between 8:00 am and 4:00 pm (Sat-Sun) will have overtime charges applied. All labour services performed between 6:00 pm and 8:00 am (M-F) and between 4:00 pm and 8:00 am (Sat-Sun) will have double-time charges applied. Please refer to the enclosed Labour Order Form. All material handling services performed after 4:00 pm (M-F) and all day Saturday and Sunday will have overtime charges applied. Please refer to the enclosed Material Handling Order Form.

SERVICE CENTRE HOURS - We will have staff available at the Freeman Service Centre as follows:

Monday	August 7, 2016	12:00 PM - 9:00 PM
Thursday	August 11, 2016	4:00 PM - 9:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **9:00 PM on August 11, 2016.** To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **8:00 PM on August 11, 2016.**

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 Freeman direct may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

MATERIAL HANDLING

Exhibitors may hand-carry their own freight into the exhibit facility. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor. The use of pump trucks and other mechanical equipment however, is not permitted. Any material handled by Freeman will be charged according to the rates listed within the service manual.

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

If you do not wish Freeman to handle your freight, please complete the Material Handling Exemption Form contained in the service manual and return to exhibitor services. As well, a representative of your company is required on the loading dock to receive and sign for your shipments at the time of arrival or you will be charged accordingly. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/move out.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for quoted rates and rules applicable to the disposal of your exhibit properties.

ADVANCE WAREHOUSE SHIPPING INFORMATION

Exhibiting Company Name / Booth #
ISAAC Conference 2016
C/O Freeman
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

Freeman will accept crated, boxed or skidded materials beginning **July 8, 2016** at the above address. All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. To avoid additional late arrival charges, materials must arrive by **July 29, 2016**. The warehouse will receive shipments Monday through Friday between 8:00 AM and 4:30 PM. To check on the arrival of your freight, please call 416-252-3361. If required, provide your carrier with this phone number: 416-252-2420.

SHOW SITE SHIPPING INFORMATION

Exhibiting Company Name / Booth #
ISAAC Conference 2016
C/O Freeman
Westin Harbour Castle
One Harbour Square
Toronto, Ontario, Canada M5J 1A6

Freeman will receive shipments at the exhibiting facility beginning **12:00 PM on August 7, 2016.**

All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: 416-252-2420.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **July 15, 2016**.

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect – **before, during and after your show**. Additionally, you can now access Freeman Online from any device – desktop, laptop, tablet or via our new Freeman Online Mobile App.

To place online orders, you will be required to login with your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, go to: <http://www.freemanco.com/store/show/showInformation.jsp?showID=433791&nav=02>

You can also download and use the FOL Mobile App from the Apple or Android store, or here:

folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the Mobile App.

EXHIBIT TRANSPORTATION AND CUSTOMS

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **ISAAC Conference 2016**.

Our Exhibit Transportation Department is available at our toll free number at 1-877-478-1113 should you wish to contact us regarding your shipping and or customs requirements

AS A REMINDER

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

SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

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

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".

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 416-252-2420 or via email at FreemanTorontoES@freemanco.com.

LABOUR INFORMATION

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

FREEMAN GENERAL INFORMATION**PRIVACY POLICY**

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

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

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date: **JULY 15, 2016.**

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 do not accept Hazardous Materials. If you ship any hazardous materials, you could be in violation of federal laws and may be subject to fines & penalties.

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to:

www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to:

www.freemanco.com/postshowFAQ.

Should you have any questions or need assistance, please contact Freeman's Exhibitor Services department at 416-252-2420 or via email at FreemanTorontoES@freemanco.com.

WE APPRECIATE YOUR BUSINESS!



Reducing Your Footprint

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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



Personnel and Best Practices

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



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365



DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016

INCLUDE THIS FORM
WITH YOUR ORDER
Please use black ink

Freeman method of payment

NAME OF SHOW:		ISAAC CONFERENCE 2016	
COMPANY NAME:		BOOTH#:	
ADDRESS:		BOOTH SIZE X	
<small>(STREET)</small>		<small>(P.O. BOX)</small>	
<small>(CITY)</small>		<small>(STATE/ PROVINCE)</small> <small>(ZIP/POSTAL CODE)</small>	
PHONE #:	EXT.:	FAX #:	
SIGNATURE:		PRINT NAME:	
E-MAIL FOR INVOICE:			
CUSTOMER #		OR <input type="checkbox"/> CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER	

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

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHEQUE

Please make cheque payable to:
Freeman Expositions, Ltd.
Cheques must be in CDN funds drawn on a Canadian Bank or U.S. funds drawn on a U.S. bank.
Please reference (job # 433791) on your remittance.
GST # R101889426 // HST 101 889 426 RT 0001

☐ CREDIT CARD

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

☐ BANK TRANSFER

Please note that customers are responsible for any bank processing fees of \$15.00 CDN.

Beneficiary Name: Freeman Expositions, Ltd.
61 Browns Line, Toronto, Ontario, Canada M8W 3S2

Bank Transfer to Royal Bank of Canada
Bank # 003 - 200 Bay Street, Toronto, Ontario, Canada M5J 2J5
Transit or Bank ID: 00002 - Freeman Account # 000021048693

Foreign Exhibitors wiring funds from Overseas should use:
Swift Code: ROYCCAT2

If sending USD use:
Intermediary Bank: JP Morgan Chase Manhattan, New York, NY
Swift Code: CHASUS33 - ABA: 021000021

IBAN Number: Canadian Banks do not carry IBAN numbers
Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.

AMERICAN EXPRESS MASTERCARD VISA

Account No.: _____ Exp. Date _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS	CARPET	SHOW SPECIAL	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	TOTALFLEX	SIGNS & GRAPHICS
INSTALLATION LABOUR	DISMANTLE LABOUR	TRANSPORTATION & CUSTOMS	MATERIAL HANDLING	OTHER	OTHER	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store. **We do not accept credit card information via email**
- 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/?433791>

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365



ISAAC CONFERENCE 2016

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 VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

☐

ALL FREEMAN SERVICES

☐

TRANSPORTATION/CUSTOMS

☐

I&D LABOUR/SUPERVISION

☐

MATERIAL HANDLING

☐

RENTAL FURNITURE/CARPET/SIGNS

☐

OTHER

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/PROVINCE/ZIP/POSTAL CODE:

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/STATE/PROVINCE/ZIP/POSTAL CODE:

FREEMAN third party authorization

PAYMENT AND LABOUR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO EXHIBIT TRANSPORTATION'S "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO SERVICES PROVIDED BY EXHIBIT TRANSPORTATION 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. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) 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 labor and/or rental equipment is placed by Exhibitor with Freeman.

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

2. PACKAGING AND CRATES. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped 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. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

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 IS NOT 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. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

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, 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 Exhibitor's 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 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 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 PROVINCE OF ONTARIO WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN TORONTO, ONTARIO. 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 Canadian 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 relation to this Contract, or the breach, thereof, shall be settled by arbitration administered by the Canadian 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 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; and/or 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.

15. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.



EXHIBIT transportation transport d'exposition

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

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

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

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

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

EXHIBIT TRANSPORTATION **services**

services de TRANSPORT D'EXPOSITION

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

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

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

questions?

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

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

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

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

questions ?

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

F R E E M A N



CANADA customs douanes CANADIENNES

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

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

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

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

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

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

Call our transportation experts at 877-478-1113.
Appelez nos experts du transport au 877-478-1113.

CANADA customs douanes CANADIENNES

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

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

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

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

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:

**ISAAC CONFERENCE 2016
AUGUST 8-11, 2016**

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
1-877-478-1113 (Toll Free) or by fax at 905-951-3145
WE LOOK FORWARD TO WORKING WITH YOU**

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

Name: _____

Email: _____

Fax: _____ Tel: _____

Company Name: _____

City: _____ State: _____ Zip Code: _____

Booth#: _____

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**



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

NAME OF SHOW:

ISAAC CONFERENCE 2016

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FAX #:

PICK UP AND/OR CUSTOMS INFORMATION

Requested Pick Up Date:

Contact Person:

Company Name:

Tax ID #:

Pick Up Address:

City:

Prov/State:

Postal/Zip Code:

E-mail address:

Phone #:

PLEASE NOTE WHEN ORDERING

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

ORDERING SERVICE

- Schedule pick-up by calling TOLL FREE: **1-877-478-1113**
- Fax this Order Form with the Canada Customs Invoice (if applicable) to **416-252-2365**

Section 1: PLEASE SELECT

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

Section 2: DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**
- ISAAC Conference 2016
Company Name, Booth # _____
C/O Freeman
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

SHIPMENTS ACCEPTED BEGINNING JULY 8, 2016**TO AVOID DEADLINE CHARGES DELIVER BY JULY 29, 2016**

- ☐ I will be shipping to **SHOW SITE**
- ISAAC Conference 2016
Company Name, Booth # _____
C/O Freeman
Westin Harbour Castle
One Harbour Square
Toronto, Ontario, Canada M5J 1A6

**DO NOT DELIVER BEFORE EXHIBITOR MOVE-IN 12:00 PM ON
AUGUST 7, 2016**

Section 3: OUTBOUND SHIPPING

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

Number of Labels: _____

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

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

*Some restrictions may apply.

- ☐ 2 Day: Delivery by 5:00 P.M. second business day

- ☐ Deferred: Delivery within 3 - 4 business days

- ☐ Declared Value \$ _____

(Additional charges will apply for declared value)

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

GROUND

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

Section 5: SHIPPING AND/OR CUSTOMS INFORMATION**Items to be shipped**

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

Size of largest piece: (H) _____ (W) _____ (L) _____

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

Section 6: METHOD OF PAYMENT FORM

No shipments will be picked up or delivered without payment.

Please fill-out your credit card information on the METHOD OF PAYMENT FORM, located in this Exhibitor Service Manual and return a signed copy by Fax to Freeman at 416-252-2365.

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

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

JOB #: 433791

FREEMAN exhibit transportation & customs



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 61 Browns Line Toronto, Ontario M8W-3S2 Show: Vegetables Fair Booth#: _____		3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur) "Your IRS or Fed Tax ID"	
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		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
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"/>	

Canadian Customs Clearance by: Freeman 1-877-478-1113



CANADA CUSTOMS INVOICE

North American Logistics Inc

Page _____ of _____

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) <div style="display: flex; justify-content: space-between; margin-top: 20px;"> Show: Booth#: </div>		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	
7. Country of Origin of Goods Pays d'origine des marchandises		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
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.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada <div style="text-align: center; margin-top: 20px;">Via</div>		10. Currency of Settlement / Devises du paiement	

11. No. of Pkgs. Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques, p. ex. Classe, qualite)	13. Quantity (State Unit) Quantite (Preciser l'unité)	14. Unit Price Prix Unitaire	15. Total
CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113				

XI.1 Total Number of Pieces / Nombre total de pieces			
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>		16. Total Weight / Poids total <div style="display: flex; justify-content: space-between;"> Net _____ Gross / Brut _____ </div>	
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 a 25 sont sans objet, cocher cette case <div style="text-align: right; font-size: 1.5em; border: 1px solid black; padding: 2px;">XX</div>	

23. If included in field 17 indicate amount Si compris dans le total a 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 a 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; margin: 10px 0;"><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; margin: 10px 0;"><input type="checkbox"/></div>
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TERMS & CONDITIONS

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE CANADIAN PROVINCES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE PROVINCE OF ONTARIO WITHOUT GIVING EFFECT TO THE PROVINCE'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 TORONTO, ONTARIO, AND THE RULES OF THE CANADIAN 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 TORONTO, ONTARIO

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

TERMS & CONDITIONS

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF ONTARIO 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 TORONTO, ONTARIO. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the Canadian Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

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

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

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 set up.
- 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, and shipments that require additional time, equipment or labour to unload. Federal Express, UPS and Purolator are included in this category due to their delivery procedures.

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

Carpet and/or Pad Only: shipments that consists of loose carpet and/or padding only that require additional labour and equipment to unload.

- 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 centre. 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 centre 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 Centre

- 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 on Freeman's carrier choice or delivered back to the warehouse at the 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 labour will be dispatched once a company representative signs the labor order at the Service Centre.
- 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

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61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365
E-mail: FreemanTorontoES@freemanco.com



**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

EMAIL ADDRESS:

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 page 2) 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, no documentation and shipments that require additional time, equipment or labour to unload. **Federal Express, UPS, Purolator & 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 points.
- CARPET AND/OR PAD ONLY:** Shipments that consists of loose carpet and/or padding only that require additional labour & equipment to unload

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

Description	Price Per	Min
	CWT	200 Lbs

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) beginning (July 8, 2016)

Crated or Skidded Shipment.....	\$ 87.00	174.00
Special Handling Shipment.....	\$ 113.00	226.00
Carpet and/or Pad Only Shipment.....	\$ 130.50	261.00

Show Site Shipment (200 lb. minimum) beginning (12:00 PM on August 7, 2016)

Crated or Skidded Shipment.....	\$ 77.00	154.00
Special Handling Shipment.....	\$ 100.50	201.00
Uncrated or Pad Wrapped Shipment.....	\$ 115.50	231.00
Carpet and/or Pad Only Shipment.....	\$ 115.50	231.00

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment..... \$ 45.00

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

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after Deadline (July 29, 2016)	\$ 26.00	52.00
Show Site Shipment after Deadline (9:00 AM on August 8, 2016).....	\$ 23.50	47.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 19.25	38.50
Special Handling Shipment.....	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 29.00	58.00
Carpet and/or Pad Only Shipment.....	\$ 29.00	58.00

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 19.25	38.50
Special Handling Shipment.....	\$ 25.00	50.00
Uncrated or Pad Wrapped Shipment.....	\$ 29.00	58.00
Carpet and/or Pad Only Shipment.....	\$ 29.00	58.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
Surcharges (i.e. Overtime, Late)	÷ 100 =			
Let Freeman Online® estimate your material handling charges for you. Log on to www.freemanco.com/store , select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.				Subtotal
				13% HST
				Total

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labour/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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, labour, 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 labour 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, Purolator & DHL) without an individual Bill of Lading, requiring additional time, labour and equipment to process.

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, carpet and/or pad only shipments, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only that require additional labour and equipment to unload.

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RETURN TO FREEMAN
PRIOR TO THE FIRST
DAY OF MOVE-IN

NAME OF SHOW:	ISAAC CONFERENCE 2016		
COMPANY NAME:			BOOTH #:
CONTACT NAME:			PHONE #:
E-MAIL ADDRESS:			FAX #:

MATERIAL HANDLING EXEMPTION - 25-90-950

Return this form by fax at 416-252-2365 or via email at FreemanTorontoES@Freemanco.com

Freeman has been appointed the Official Material Handling service provider for this event. The Material Handling rates/order form is located in this exhibitor manual.

Should you prefer to be responsible for the off-loading of materials, please complete and return this **Material Handling Exemption Form** to Freeman prior to the first day of move-in

With the completion of this form, you (or your company's representative) are responsible for ensuring your materials are off-loaded from your carrier; moved to your booth location; that empty containers are removed from the facility during the event; returned by you (or your representative) at the conclusion of the event; that your materials are moved to the loading docks and loaded with your carrier at move-out

Please note that Show Management, Freeman or the Facility do not provide off-loading equipment (carts, dollies, etc.) The use of pump trucks and other mechanical equipment is not permitted.

On-site self-storage may not be available (space restrictions, Facility and/or Fire Marshal regulations, etc).

Please note that Freeman will not sign or be held accountable for your shipments under this Material Handling Exemption. Please ensure that you or your representative is at the loading dock to receive and sign for your shipments at the time of arrival.

Freeman controls access to the loading docks in order to provide for a safe and orderly move in/move out. All carriers (or privately owned vehicles) must check-in with Freeman personnel upon arrival. Once a dock space becomes available, you will be directed to the appropriate dock. The maximum time allotted for vehicle off-loading is 30 minutes. After this maximum time allotment has passed, Show Management reserves the right to authorize Freeman to off-load your materials. All applicable charges are the responsibility of the exhibitor. Invoices must be settled prior to the conclusion of the show. For rates, please refer to the Material Handling Order form located in this manual.

For further details on the Material Handling Exemption procedure, please contact Exhibitor Services at 416-252-2420 or via email at FreemanTorontoES@Freemanco.com

FREEMAN

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OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE THIS FORM AND RETURN IT TO THE FREEMAN SERVICE DESK.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
PHONE#: _____ ATTN: _____

BILL TO: ☐ SAME AS SHIP TO

COMPANY NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

- ☐ **Freeman Exhibit Transportation**
Charges will appear on your Freeman invoice.
- ☐ **Other Carrier**
Carrier Name: _____
Carrier Phone: _____

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by all other carriers are the responsibility of the exhibitor.)

Select a Level of Service:

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

Select Shipment Options:

- ☐ Have loading dock ☐ Lift gate required
☐ Inside delivery ☐ Air ride required
☐ Pad wrap required ☐ Residential
☐ Do not stack

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

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return the completed material Handling Agreement to the Freeman service desk. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

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

- ☐ Reroute via Freeman's choice.
- ☐ Delivery back to warehouse at Exhibitor's expense*
* Return to warehouse rates are based on weight. A minimum charge of \$174.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees. A \$175/ month minimum charge will be added to your account.

FREEMAN outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY: JULY 29, 2016

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
61 BROWNS LINE
TORONTO, ONTARIO
CANADA
M8W 3S2**

WAREHOUSE

EVENT: ISAAC CONFERENCE 2016

BOOTH NO: _____ NO. _____ OF _____ PCS
_ _ _ _ _

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY: JULY 29, 2016

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
61 BROWNS LINE
TORONTO, ONTARIO
CANADA
M8W 3S2**

WAREHOUSE

EVENT: ISAAC CONFERENCE 2016

BOOTH NO: _____ NO. _____ OF _____ PCS
_ _ _ _ _

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

F R E E M A N
R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: AUGUST 7, 2016 AT 12:00 PM

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
WESTIN HARBOUR CASTLE
ONE HARBOUR SQUARE
TORONTO, ONTARIO
CANADA
M5J 1A6**

SHOW SITE

EVENT: ISAAC CONFERENCE 2016

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N
R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: AUGUST 7, 2016 AT 12:00 PM

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
WESTIN HARBOUR CASTLE
ONE HARBOUR SQUARE
TORONTO, ONTARIO
CANADA
M5J 1A6**

SHOW SITE

EVENT: ISAAC CONFERENCE 2016

BOOTH NO: _____ NO. _____ OF _____ PCS

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

FURNISHING essentials AMEUBLEMENT essentiel



Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

Votre espace d'exposition devrait être un reflet de l'allure et du style distincts de votre société, d'où l'importance de choix de meubles pour le remplir. La gamme d'ameublement essentiel de Freeman à tout ce dont vous avez besoin, avec un assortiment de meubles professionnels dans des formes et des styles attrayants pouvant satisfaire à tout budget ou toute conception. En outre, les normes de contrôle de la qualité et l'entretien à l'interne de Freeman sont hors pair, donc vous êtes toujours confiants d'avoir les meilleurs meubles possibles pour la réussite de votre événement.

Découvrez tout cela dans cette brochure et si vous ne trouvez pas exactement ce que vous voulez, ne vous en souciez pas - nous travaillerons avec vous tout le long du processus afin de nous assurer que vous obtenez exactement ce que vous désirez. Nos prix sont tout inclus et comprennent les frais d'expédition et de manutention, sans frais cachés. Freeman possède également plusieurs sites d'entreposage dans le pays entier; la livraison de vos meubles se fait donc toujours rapidement et en toute simplicité.



FURNISHING essentials
AMEUBLEMENT essentiel

seating/sièges

black diamond side chair

21"W 23"L 32"H – 71089

chaise sans bras black diamond

21"Large 23"L 32"H – 71089



black diamond stool

22"W 18"L 46"H – 71088

tabouret black diamond

22"Large 18"L 46"H – 71088



black diamond armchair

20"W 21"L 33"H – 71090

chaise avec bras black diamond

20"Large 21"L 33"H – 71090





limerick® chair by Herman Miller

Grey

18"W 17.75"L 33"H – 210108

chaise limerick® by Herman Miller

grise

18"Large 17.75"L 33"H – 210108



casey padded stool

Black or Grey Fabric

20"W 21.5"L 42.5"H – 210112

tabouret casey

Tissu noir ou gris

20"Large 21.5"L 42.5"H – 210112



grey gaslift stool

24"W 20"L 46"H – 71047

tabouret sténo gris

24"Large 20"L 46"H – 71047

grey gaslift chair

26"W 20"L 38"H – 71045

chaise sténo grise

26"Large 20"L 38"H – 71045

Telescoping height adjustment;
five-caster base rolls with ease.
Base à cinq roulettes et ajustement
télescopique de la hauteur.





tables



studio series

black end table

17"W 17"L 18"H – 115104

table de bout noire

17"Large 17"L 18"H – 115104

black cocktail table

36"W 20"L 15"H – 115103

table à cocktail noire

36"Large 20"L 15"H – 115103

soho series

Black pedestal table

36" Diam. 30"H – 72067

Table-piedestal noire

36" Diam. 30"H – 72067





display/présentoir



display cylinders

Black

low

30"Diam 15"H – 75020

medium

18"Diam 20"H – 75021

high

24"Diam 36"H – 75022

présentoir cylindrique

Noir

bas

30"Diam 15"H – 75020

moyen

18"Diam 20"H – 75021

haut

24"Diam 36"H – 75022



orion computer kiosk

Black

28"L 28"D 40.5"H – 75079

(Computer not included.)

comptoir à ordinateur orion

Noir

28"Large 28"D 40.5"H – 75079

(Ordinateur non inclus.)

draped or undraped tables & counters

Coloured draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white plastic tops.

tables (30" height)

	4'	6'	8'
Draped	124430	124630	124830
Draped on fourth side		1240630	1240830
Undraped	125430	125630	125830

counters (42" height)

	4'	6'	8'
Draped	124442	124642	124842
Draped on fourth side		1240642	1240842
Undraped	125442	125642	125842



black/noir



blue/bleu



dark green/vert



gold/doré



grey/gris



plum/prune



red/rouge



white/blanc

tables et comptoirs avec ou sans jupe

Les tables sont recouvertes de vinyle blanc et d'une jupe sur 3 côtés. Nous pouvons installer une jupe au 4e côté. Les tables sans jupe sont également recouvertes de vinyle blanc.

tables avec jupe

(30" hauteur)	4'	6'	8'
Avec jupe	124430	124630	124830
Avec jupe au 4e côté		1240630	1240830
Sans jupe	125430	125630	125830

comptoirs avec jupe

(42" hauteur)	4'	6'	8'
Avec jupe	124442	124642	124842
Avec jupe au 4e côté		1240642	1240842
Sans jupe	125442	125642	125842





accessories



a.



b.



c.



d.

accessoires

a. chrome sign holder

Holds 22"x 28" sign – 220118

a. porte-enseigne chrome

Pour une enseigne 22"x 28" – 220118

b. flat literature rack

10"L 55"H – 750136

Display printed materials in six pockets

b. porte-brochures

10"L 55"H – 750136

Six pochettes

c. small refrigerator empty

19"W 19"L 34"H – 75057

c. petit réfrigérateur vide

19"Large 19"L 34"H – 75057

d. chrome easel
d. trépied chrome

220134

corrugated wastebasket
corbeille à papier (carton ondulé)

220106



*Note: Electrical power must be ordered separately.

*Note: les services électriques doivent être commandés séparément



**e. chrome stanchion with
8' retractable belt**
**e. poteau de foule avec
sangle rétractable 8'**

42"H – 220121

f. chrome bag rack
f. porte-sacs chrome

220110

g. chrome coat tree
g. patère chrome

220109

file cabinet with lock
h. two-drawer

25"W 15"L 28"H – f 74082

i. four-drawer

25"W 15"L 52"H – 74081

classeur avec serrure
h. deux tiroirs

25"Large 15"L 28"H – 74082

i. quatre tiroirs

25"Large 15"L 52"H – 74081

special draping *(not pictured)*

Special drape is available in black, blue, gold, grey, red, teal, white or plum.

3' High

12103

8' High

12108

Refer to page four for colour reference. For drape over 8' please call for availability and prices.

tenture spéciale *(non illustrée)*

Disponible en noir, bleu, doré, gris, rouge, sarcelle, blanc ou prune

3' de hauteur

12103

8' de hauteur

12108

Choix de couleurs en page quatre. Pour les tentures de plus de 8', communiquez avec nous pour la disponibilité et les prix.

F R E E M A N

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
Ph: 416-252-2420 • Fax: 416-252-2365
Email: FreemanTorontoES@freemanco.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016**

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FURNISHINGS						

****Please Circle colour for Casey Padded Stool: Black Grey**

210108	Limerick® Chair by Herman Miller	\$49.75	\$54.75	\$69.65	
210112	Casey Padded Stool**	\$90.00	\$99.20	\$126.30	
71045	Grey Gaslift Chair	\$105.00	\$115.50	\$147.00	
71047	Grey Gaslift Stool	\$145.00	\$159.50	\$203.00	
71088	Black Diamond Stool	\$114.00	\$125.40	\$159.60	
71089	Black Diamond Side	\$88.00	\$96.80	\$123.20	
71090	Black Diamond Arm Chair	\$100.00	\$110.00	\$140.00	

The following items are available in black.

75020	Display Cylinder/Low	\$141.00	\$155.10	\$197.40	
75021	Display Cylinder/Medium	\$155.00	\$170.50	\$217.00	
75022	Display Cylinder/High	\$190.00	\$209.00	\$266.00	
75079	Orion Computer Kiosk	\$308.00	\$338.80	\$431.20	
750136	Flat Literature Rack	\$175.00	\$192.50	\$245.00	
72067	SohoCafeTable/30"H X 36"	\$168.00	\$184.80	\$235.20	

TABLES & RISERS

NOTE: Tables are 24" wide

Please circle colour for table drape:

Black Blue Gold Grey
Dark Green Plum Red White

DRAPED***

124430	4' Draped Table/30"H	\$77.00	\$84.70	\$107.80	
124630	6' Draped Table/30"H	\$98.00	\$107.80	\$137.20	
124830	8' Draped Table/30"H	\$115.00	\$126.50	\$161.00	
1240630	4th Side Draping-6' X 30"H	\$33.25	\$36.60	\$46.55	
1240830	4th Side Draping-8' X 30"H	\$33.25	\$36.60	\$46.55	
124442	4' Draped Table/42"H	\$108.00	\$118.80	\$151.20	
124642	6' Draped Table/42"H	\$127.00	\$139.70	\$177.80	
124842	8' Draped Table/42"H	\$142.00	\$156.20	\$198.80	
12404642	4th Side Drape-6' x 42"H	\$33.25	\$36.60	\$46.55	
12404842	4th Side Drape-8' x 42"H	\$33.25	\$36.60	\$46.55	

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

UNDRAPED

125430	4' Undraped Table/30"H	\$53.00	\$58.30	\$74.20	
125630	6' Undraped Table/30"H	\$64.00	\$70.40	\$89.60	
125830	8' Undraped Table/30"H	\$79.00	\$86.90	\$110.60	
125442	4' Undraped Table/42"H	\$72.00	\$79.20	\$100.80	
125642	6' Undraped Table/42"	\$82.00	\$90.20	\$114.80	
125842	8' Undraped Table/42"	\$97.00	\$106.70	\$135.80	

CORRUGATED RISERS (Available in Black)

1504100	4' x 7" H Table Riser	\$29.25	\$32.20	\$40.95	
1504200	4' x 14" H Table Riser	\$44.75	\$49.25	\$62.65	
1506100	6' x 7" H Table Riser	\$34.25	\$37.70	\$47.95	
1506200	6' x 14" H Table Riser	\$54.75	\$60.25	\$76.65	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FURNISHINGS						

Studio Series Tables:

115103	Studio Series Black Table	\$61.00	\$67.10	\$85.40	
15104	Studio Series Black End	\$59.00	\$64.90	\$82.60	
220106	Corrugated Wastebasket	\$18.50	\$20.35	\$25.90	
220109	Chrome Coat Tree	\$35.00	\$38.50	\$49.00	
220110	Chrome Bag Rack	\$73.00	\$80.30	\$102.20	
220118	Chrome Sign Holder	\$80.00	\$88.00	\$112.00	
220121	Chrome Stanchion w/8' Belt	\$80.00	\$88.00	\$112.00	
220134	Chrome Easel	\$47.00	\$51.70	\$65.80	

***Please circle colour for special drape: Black Blue Gold Grey
Plum Red White

12103	Special Drape- 3'H-per ft**	\$9.50	\$10.45	\$13.30	
12108	Special Drape- 8'H-per ft**	\$10.50	\$11.55	\$14.70	
1330811	Steel-Top Rod (8' to 10' long)	\$12.00	\$13.20	\$16.80	
13803	Steel - Post and Base (3' H)	\$12.00	\$13.20	\$16.80	
13808	Steel - Post and Base (8' H)	\$12.00	\$13.20	\$16.80	
15905	Small Fishbowl	\$32.00	\$35.20	\$44.80	
75057	Refrigerator/4 cubic ft.	\$190.00	\$209.00	\$266.00	
74082	File Cabinet/2 Drawer	\$184.00	\$202.40	\$257.60	
74081	File Cabinet/4 Drawer	\$273.00	\$300.30	\$382.20	

VACUUMING

Price is based on total square footage of your booth, times (X) the number of days (sqft). Standard Price is effective on the first day of exhibitor move-in

610100	Booth Vacuuming-One Time	\$1.00	\$1.40	
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FLORAL

Floral

4220999	Special Arrangement	Call for Pricing	
4220300	Small Vase Arrangements	\$95.00	\$133.00
4220400	Fresh Cut Flower	\$125.00	\$175.00
4220500	Lg Tropical Flowers	\$165.00	\$229.60

TOTAL COST

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

FREEMAN furnishings, vacuuming & floral

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by ordering at www.freemanco.com/store

SPECIALTY

furnishings

Ameublement

HAUT DE GAMME

Freeman Specialty Furnishings is a unique collection of furniture designed to make your exhibit stand out from the rest. Special attention has been given in selecting pieces that are original and of high quality.

L'ameublement haut de gamme de Freeman est spécialement conçu pour attirer l'attention sur votre stand. Un soin particulier a été apporté dans l'originalité et la qualité des pièces sélectionnées.



F R E E M A N

SPECIALTY **furnishings**
Ameublement HAUT DE GAMME

stools / tabourets



**equino stool /
tabouret équino**

14" x 16" x 36" H

white / blanc – 910146

black / noir – 910147

red / rouge – 910148



**lola stool /
tabouret lola**

16" x 16" x 40" H

white / blanc – 910211

black / noir – 910210

red / rouge – 910149



**chrome bar stool /
tabouret fini chrome**

17.5" x 18" x 45" H

white / blanc – 910132

black / noir – 910135



**black café stool /
tabouret café noir**

25" x 28" x 77" H

black / noir – 910212



seating / sièges



**black café chair /
chaise café noire**

17.5" x 15.5" x 34" H
black / noir – 910134



**ripple sled chair /
chaise à dos ondulée**

24" x 22" x 35" H
black / noir – 910213



**armless chair /
fauteuil sans bras**

23" x 28" x 35" H
white / blanc – 910152
black / noir – 910153



**sculpted chair /
fauteuil d'appoint**

33" x 27" x 26" H
white / blanc – 910150
red / rouge – 910151

**sculpted loveseat /
causeuse dossier arrondi**

52" x 27" x 27" H
white / blanc – 930147
red / rouge – 930148



**sculpted sofa /
sofa dossier arrondi**

74" x 27" x 27" H
white / blanc – 930146



**citi black leather chair /
fauteuil en cuir citi**

35" x 28.5" x 28" H
black / noir – 910201

**citi black leather loveseat /
causeuse en cuir citi**

56" x 28.5" x 28" H
black / noir – 930200



**citi black leather sofa /
sofa en cuir citi**

78" x 28.5" x 28" H
black / noir – 930202



tables



**square bistro table /
table bistro carrée**

30" x 30" x 42" H

black / noir – 920147



**round bistro table /
table bistro ronde**

30" Diam x 42" H

white / blanc – 920148

black / noir – 920146



**round bistro chrome table /
table ronde bistro fini chrome**

24" Diam x 42" H – 920149

chrome

**round bistro chrome table /
table ronde bistro fini chrome**

30" Diam x 42" H – 920200

chrome



**square bistro chrome table /
table bistro carrée fini chrome**

24" x 24" x 42" H – 920201



tables



**coffee table steel frame /
table à café fini acier**

24" x 48" x 20" H

white laminate / laminé blanc – 920151

black laminate / laminé noir – 920150



**end table steel frame /
table de coin fini acier**

24" x 24" x 20" H

white laminate / laminé blanc – 920153

black laminate / laminé noir – 920152



**sculpted round end table /
table de coin ronde**

16" Diam x 24" H

white / blanc – 920157

black / noir – 920156



**sculpted round coffee table /
table à café ronde**

24" diam. x 20" H

white / blanc – 920155

black / noir – 920154



accessories / accessoires



large ottoman / grand repose-pied

Red / rouge 72" x 20" x 18" H – 950154



large ottoman / grand repose-pied

black / noir 72" x 18" x 18" H – 950153



ottoman / repose-pied

43" x 19" x 18" H

white / blanc – 950146

black / noir – 950147



cube

18" x 18" x 18" H

white / blanc – 950112

black / noir – 950110

red / rouge – 950111



FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: (416) 252-2365
E-mail: FreemanTorontoES@freemanco.com



ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
STOOLS						
_____	910146	Equino Stool - White	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910147	Equino Stool - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910148	Equino Stool - Red	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910211	Lola Stool - White	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910210	Lola Stool - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910149	Lola Stool - Red	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910132	Chrome Bar Stool - White	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910135	Chrome Bar Stool - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910212	Black Café Stool	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____

CASUAL & LOUNGE SEATING						
_____	910134	Black Café Chair	\$ 101.00	\$ 111.10	\$ 141.40	\$ _____
_____	910213	Ripple Sled Chair - Black	\$ 135.00	\$ 148.50	\$ 189.00	\$ _____
_____	910152	Armless Chair - White	\$ 225.00	\$ 247.50	\$ 315.00	\$ _____
_____	910153	Armless Chair - Black	\$ 225.00	\$ 247.50	\$ 315.00	\$ _____

Sculpted Line						
_____	910150	Sculpted Chair - White	\$ 265.00	\$ 291.90	\$ 371.00	\$ _____
_____	910151	Sculpted Chair - Red	\$ 265.00	\$ 291.90	\$ 371.00	\$ _____
_____	930147	Sculpted Loveseat - White	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	930148	Sculpted Loveseat - Red	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	930146	Sculpted Sofa - White	\$ 450.00	\$ 495.00	\$ 630.00	\$ _____

Citi Line						
_____	910201	Citi Black Leather Chair	\$ 265.00	\$ 291.90	\$ 371.00	\$ _____
_____	930200	Citi Black Leather Loveseat	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	930202	Citi Black Leather Sofa	\$ 450.00	\$ 495.00	\$ 630.00	\$ _____

Ottomans & Cubes						
_____	950153	Large Ottoman - Black (72"x18"x18"h)	\$ 395.00	\$ 434.50	\$ 553.00	\$ _____
_____	950154	Large Ottoman - Red (72"x18"x18"h)	\$ 395.00	\$ 434.50	\$ 553.00	\$ _____
_____	950147	Ottoman - Black (43"x19"x18"h)	\$ 250.00	\$ 275.00	\$ 350.00	\$ _____
_____	950146	Ottoman - White (43"x19"x18"h)	\$ 250.00	\$ 275.00	\$ 350.00	\$ _____
_____	950110	Square Cube - Black	\$ 119.00	\$ 130.90	\$ 166.60	\$ _____
_____	950112	Square Cube - White	\$ 119.00	\$ 130.90	\$ 166.60	\$ _____
_____	950111	Square Cube - Red	\$ 119.00	\$ 130.90	\$ 166.60	\$ _____

TABLES						
Bar Tables						
_____	920147	Square Bistro Table - Black Laminate (30"x30"x42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920201	Square Bistro Table - Chrome Laminate (24"x24"x42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920146	Round Bistro Table - Black Laminate (30"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920148	Round Bistro Table - White Laminate (30"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920149	Round Bistro Table - Chrome Laminate (24"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____
_____	920200	Round Bistro Table - Chrome Laminate (30"diam x 42")	\$ 185.00	\$ 203.50	\$ 259.00	\$ _____

Occasional Coffee & End Tables						
_____	920151	Coffee Table - Steel Frame - White (24"x48"x20"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920150	Coffee Table - Steel Frame - Black (24"x48"x20"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920153	End Table - Steel Frame - White (24"x24"x20"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____
_____	920152	End Table - Steel Frame - Black (24"x24"x20"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____
_____	920155	Sculpted Round Coffee Table - White (28"diam x 14"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920154	Sculpted Round Coffee Table - Black (28"diam x 14"h)	\$ 140.00	\$ 154.00	\$ 196.00	\$ _____
_____	920157	Sculpted Round End Table - White (16"diam x 24"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____
_____	920156	Sculpted Round End Table - Black (16"diam x 24"h)	\$ 95.00	\$ 104.50	\$ 133.00	\$ _____

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

FREEMAN specialty furnishings

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carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several colour options in classic carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman's carpet is manufactured with recycled material.
- Our carpet padding is manufactured with 90-95% recycled foam and is 100% recyclable.

classic CARPET

custom cut

Freeman classic carpet is available in a range of colours and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our Classic carpet comes in a variety of sizes: 10' x 10', 10' x 20', 10' x 30'. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



grey



red

Actual colours may vary sligh

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
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Email: FreemanTorontoES@freemanco.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016**

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

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

CHOOSE YOUR CARPET COLOUR:

☐ Black ☐ Blue ☐ Grey ☐ Red

16 oz. Rental - Price per sq. ft. (100 sq. ft. minimum) Online Price Discount Standard Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @ **\$ 2.50** **\$2.75** **\$ 3.50** \$ _____

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

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Grey ☐ Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 198.00	\$ 217.80	\$ 277.20	\$ _____
_____	10' x 20' Classic Carpet	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	10' x 30' Classic Carpet	\$ 557.00	\$ 612.70	\$ 779.80	\$ _____

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

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 118.50	\$ 130.35	\$ 165.90	\$ _____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 237.00	\$ 260.70	\$ 331.80	\$ _____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 355.00	\$ 390.50	\$ 497.00	\$ _____
_____	10' x 10' Carpet Padding - Double Layer	\$ 180.00	\$ 198.00	\$ 252.00	\$ _____
_____	10' x 20' Carpet Padding - Double Layer	\$ 355.00	\$ 390.50	\$ 574.00	\$ _____
_____	10' x 30' Carpet Padding - Double Layer	\$ 530.00	\$ 583.00	\$ 742.00	\$ _____
_____	Carpet Padding - 1/2" (301 - 700 sq ft - price per sq ft)	\$ 1.20	\$ 1.30	\$ 1.70	\$ _____
_____	Carpet Padding - 1/2" (over 700 sq ft - price per sq ft)	\$ 1.00	\$ 1.10	\$ 1.40	\$ _____
_____	Double Padding - 1/2" (301 - 700 sq ft price per sq ft)	\$ 2.15	\$ 2.35	\$ 3.00	\$ _____
_____	Double Padding (over 700 sq ft - price per sq ft)	\$ 2.00	\$ 2.20	\$ 2.80	\$ _____
_____	Plastic Covering (price per sq ft)	\$ 0.60	\$ 0.65	\$ 0.85	\$ _____

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

TOTAL COST

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

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

FREEMAN carpet

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61 Browns Line
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ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016

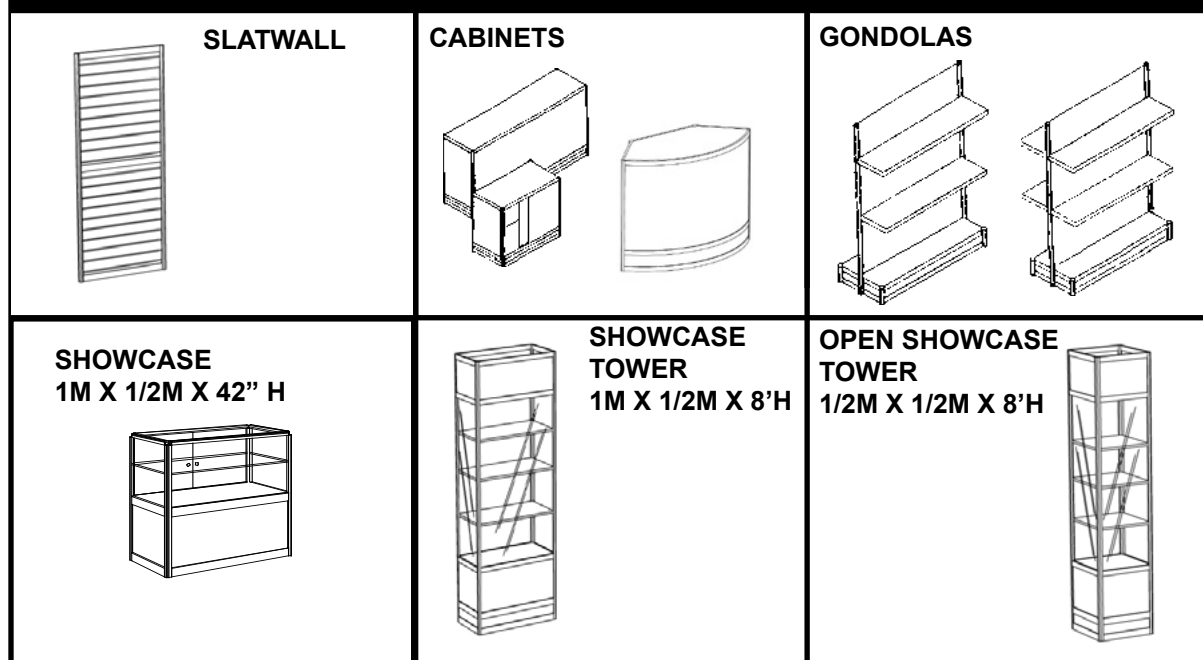
**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

ISAAC CONFERENCE 2016

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

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ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHELVES (Circle Colour) Black or White						
_____	17201	1M Straight (37" x 12")	\$45.00	49.50	63.00	_____
_____	17206	1M Angled (37" x 12")	\$45.00	49.50	63.00	_____
LITERATURE POCKETS						
_____	174015	For 8 1/2" x 11" Literature	\$25.75	28.35	36.05	_____
_____	174016	For 4" Literature	\$25.75	28.35	36.05	_____
CABINETS & LOCKS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	17305	1M x 1/2M x 36" High	\$285.00	313.50	399.00	_____
_____	17306	1M x 1/2M x 42" High	\$285.00	313.50	399.00	_____
_____	17308	2M x 1/2M x 36" High	\$380.00	418.00	532.00	_____
_____	17309	2M x 1/2M x 42" High	\$380.00	418.00	532.00	_____
_____	173010	1M Radius x 1/2M x 36" H	\$410.00	451.00	574.00	_____
_____	173011	1M Radius x 1/2M x 42" H	\$410.00	451.00	574.00	_____
_____	17301	Aluminum Cabinet Lock	\$10.00	11.00	14.00	_____
WALL PANELS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	173521	1M x 8' High	\$235.00	258.50	329.00	_____
_____	173525	1/2M x 8' High	\$135.00	148.50	189.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SLATWALL PANELS						
(Circle Colour) Black, White, Maple						
_____	11736100	1M x 8' High	\$345.00	379.50	483.00	_____
GONDOLAS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	174541	Single Sided 1M x 4' High	\$298.00	327.80	417.20	_____
_____	174542	Double Sided 1M x 4' High	\$405.00	445.50	567.00	_____
_____	174581	Single Sided 1M x 8' High	\$380.00	418.00	532.00	_____
_____	174582	Double Sided 1M x 8' High	\$487.00	535.70	681.80	_____
SHOWCASE* (White PVC Only)						
_____	1755800	Showcase 1M x 1/2M x 8'H	\$575.00	632.50	805.00	_____
_____	1755801	Showcase 1/2M x 1/2M x 8'H	\$415.00	456.50	581.00	_____
_____	17551206	Showcase 1M x 1/2M x 42"H	\$340.00	374.00	476.00	_____
*Please note that power is not included with the showcases and must be ordered with the electrical vendor.						

04/15 (16H)

TOTAL COST

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

FREEMAN accessories

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FREEMAN

61 Browns Line

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DISCOUNT PRICE

DEADLINE DATE

JULY 15, 2016

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FREEMAN show special

NAME OF SHOW: **ISAAC CONFERENCE 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____



SHOW SPECIAL INCLUDES

- Carpet
- 1-Black Soho Pedestal Table
- 2- Black Diamond Side Chairs
- All set-up and dismantle labour included in the price
- Fascia header sign with company name

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

Electrical & Cleaning Services are not included in the price of your rental exhibit.

	Discount	Standard
<input type="checkbox"/> 10' x 10'	\$1,230.00	\$1,722.00
<input type="checkbox"/> 10' x 20'	\$1,980.00	\$2,772.00

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CHOOSE YOUR PANELS

Your choice of panels is included in the price of your Rental Exhibit. Please contact Exhibitor Sales for other options.

☐ BLUE FABRIC ☐ GREY FABRIC

☐ BLACK FABRIC ☐ WHITE HARDWALL

You may upgrade your panels to Slatwall at an additional cost of \$100.00 per panel plus applicable taxes.

☐ WHITE SLATWALL ☐ BLACK SLATWALL

☐ MAPLE SLATWALL

CARPET

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

☐ Blue ☐ Red ☐ Grey ☐ Black

☐ **Custom Logo Header** - Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

If you have any questions or need assistance in completing your order, please call Exhibitor Sales @ (416) 252-3361

HEADER IDENTIFICATION SIGN

A personalized header/sign on a white background is included in the price of your Rental Exhibit. Circle the font style for your header identification sign, and then indicate your colour preference.

CLARENDON MEDIUM

ENVIRO

EUROSTILE BOLD

HELVETICA BOLD

TIMES NEW ROMAN

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:

TOTAL COST

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



RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



Package 6 upgraded with graphics and cabinet

* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labour to hang arm lights.

Questions? All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to www.freemanco.com.

Carpet Colour Options - Classic Carpet



grey



blue



black

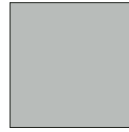


red

Colour Options - Fabric and Hardwall Panels



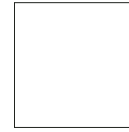
blue fabric



grey fabric



black fabric



white hardwall

Questions?

All packages can be customized or modified. To speak to a rental exhibit specialist call the number listed on Quick Facts. For additional custom examples click on the link below.

Upgrade options available. Sample upgrades shown below.



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Coloured Panels

To view additional custom designs



www.freemanco.com/customexhibits

FREEMAN

61 Browns Line

Toronto, Ontario, Canada M8W 3S2

416-252-2420 • Fax: 416-252-2365

E-mail: FreemanTorontoES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

For assistance, please call 416-252-3361 to speak with one of our experts.

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

All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watt) for lights ONLY and labour to install and remove the arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	1,915.00	2,681.00	<input type="checkbox"/> 10' x 20'	3,125.00	4,375.00	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,330.00	1,862.00	<input type="checkbox"/> 10' x 20'	2,100.00	2,940.00	_____
Package 3	<input type="checkbox"/> 10' x 10'	1,700.00	2,380.00	<input type="checkbox"/> 10' x 20'	2,575.00	3,605.00	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,100.00	2,940.00	<input type="checkbox"/> 10' x 20'	3,785.00	5,299.00	_____
Package 5	<input type="checkbox"/> 10' x 10'	1,728.00	2,419.20	<input type="checkbox"/> 10' x 20'	3,015.00	4,221.00	_____
Package 6	<input type="checkbox"/> 10' x 10'	1,800.00	2,520.00	<input type="checkbox"/> 10' x 20'	2,395.00	3,353.00	_____

- 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 ☐ Grey Fabric ☐ Black Fabric ☐ White Hardwall

CARPET

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

Check colour choice:

☐ Black ☐ Blue ☐ Grey ☐ Red

You may want to add padding or upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line, now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for colour selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labour to install and remove the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watt.

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Colour _____
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

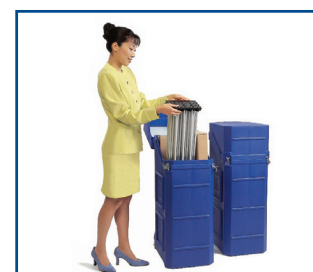
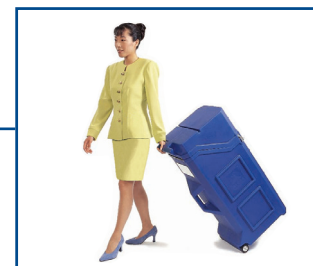
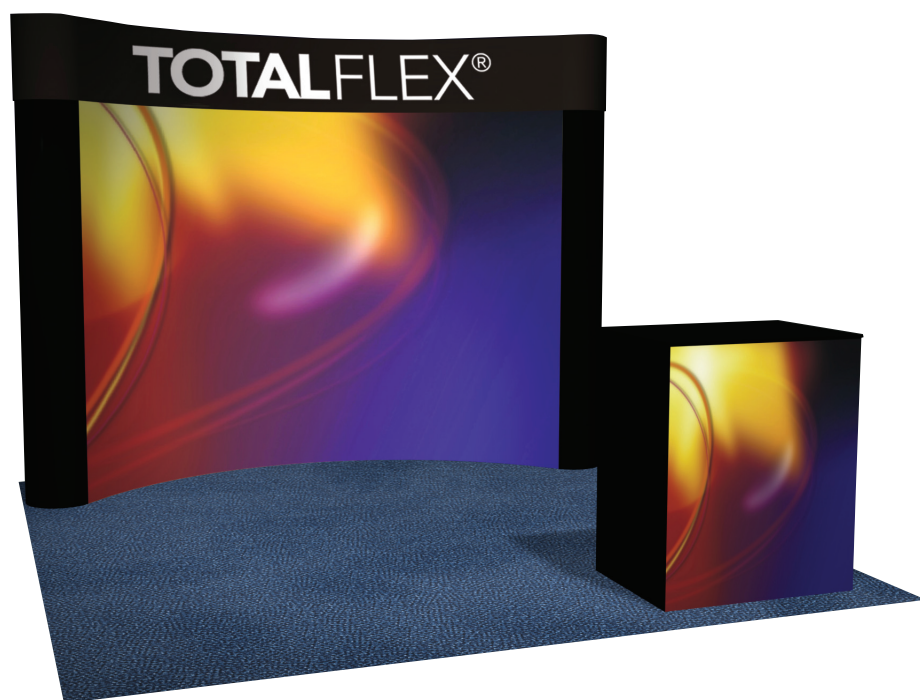
☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Coloured Metal ☐ Recyclable Graphics
☐ Coloured Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

TOTAL COST

Sub-Total _____ + HST (13%) _____ = TOTAL _____

TOTALFLEX[®]

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit

floor units

8'w x 8'h Floor Standing Unit

10'w x 8'h Floor Standing Unit

table top units

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit



FREEMAN

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E-mail: FreemanTorontoES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016**

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

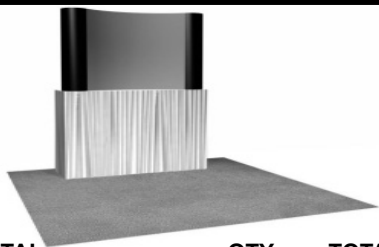
FREEMAN totalflex

NAME OF SHOW: **ISAAC CONFERENCE 2016**
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

For Assistance, please call 416-252-3361 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL	QTY.	TOTAL
Size Price		
40" H x 6' W \$1,335.00	_____	_____
40" H x 8' W \$1,435.00	_____	_____

PURCHASE*

Size Price	
40" H x 6' W \$1,425.00	_____
40" H x 8' W \$1,505.00	_____

*Shipping Not Included

Rental Units Include:

Draped Table (Select colour below)
Classic Carpet (Select colour below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light
500 Watt electrical Outlet**

Purchase Units Include:

1-Case
One Time Installation & Dismantle
at your next Freeman show.

Fabric Panel Colours for All Units: ☐ Black ☐ Grey

**** A 500 watt electrical outlet is included for the light on rental units. Additional power should be ordered with the electrical vendor.**

Classic Carpet: ☐ Blue ☐ Black ☐ Grey ☐ Red

Table Drape:

☐ Black ☐ Blue ☐ Gold ☐ Dark Green
☐ Grey ☐ Plum ☐ Red ☐ White

Other Colours Also Available for Purchase Units

FLOOR UNIT



RENTAL	QTY.	TOTAL
Size Price		
8' H x 8' W \$2,055.00	_____	_____
8' H x 10' W \$2,450.00	_____	_____

PURCHASE*

Size Price	
8' H x 8' W \$2,650.00	_____
8' H x 10' W \$3,250.00	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet (Select colour below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
2-200 Watt Halogen Lights
500 Watt electrical Outlet**
1-Podium - 8'H x 10'W unit only

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
at your next Freeman show
2-200 Watt Halogen Lights
(electrical outlet not included)
1-Podium - 8'H x 10'W unit only

Fabric Panel Colours for All Units: ☐ Black ☐ Grey

**** A 500 watt electrical outlet is included for the lights on rental units. Additional power should be ordered with the electrical vendor.**

Classic Carpet: ☐ Blue ☐ Black ☐ Grey ☐ Red

Other Colours 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	RENTAL	PURCHASE	TOTAL
Part # Description	Qty. Price	Qty. Price	
1715800 2-200 Watt Halogen Light Kit*	_____ N/A	_____ \$295.00	_____
1715801 1-200 Watt Halogen Light Kit*	_____ N/A	_____ \$150.00	_____
1715802 Straight Shelf	_____ \$ 92.00	_____ \$120.00	_____
1715803 Angle Shelf	_____ \$ 92.00	_____ \$120.00	_____

* Available with purchase of Floor Unit only. A 500 watt outlet is included for the lights (only). Additional power should be ordered with the electrical vendor

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 40% over prices indicated.**

TOTAL COST

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

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

04/15 (16H)



digital graphics



creating visual excitement

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

state-of-the-art capabilities

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

superior quality control

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

depth of resources

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

freeman specializes in the digital graphic reproduction and installation of:

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

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com/store.

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E-mail: FreemanTorontoES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
JULY 15, 2016

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

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

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see the artwork guidelines on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq. ft.
sq. ft. _____ x \$18.15 = \$ _____

- \$18.15 per sq. ft. (standard price \$27.25)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphic
- Round sq. ft. to next whole increment

File conversion, retouching, cloning or colour correcting may incur additional labour charges.

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colours _____

Backing Material:

Showcard ☐ Plexi ☐

PVC ☐ Other ☐

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

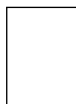
	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$41.00	\$61.50 = \$	_____
7" x 22"	_____ @	\$44.00	\$66.00 = \$	_____
7" x 44"	_____ @	\$68.50	\$102.75 = \$	_____
9" x 44"	_____ @	\$80.00	\$120.00 = \$	_____
11" x 14"	_____ @	\$50.00	\$75.00 = \$	_____
14" x 22"	_____ @	\$79.00	\$118.50 = \$	_____
14" x 44"	_____ @	\$95.00	\$142.50 = \$	_____
22" x 28"	_____ @	\$102.00	\$153.00 = \$	_____
28" x 44"	_____ @	\$130.00	\$195.00 = \$	_____
20" x 60" (white only)	_____ @	\$150.00	\$225.00 = \$	_____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical



Horizontal



Use Your Judgment For Sign Layout



Background Colour: _____

Lettering Colour: _____

Font: _____

TOTAL COST

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. The purpose is to assist you in the process of creating files that are acceptable for production. If you are sending finished print ready files, please pass this information along to your graphic designer or art department. Please use the acceptable software and file types listed below. Make certain to follow the resolution guide to help make your image quality ideal for viewing. Also, accurate *colour* matching can be realized if you follow the *colour* guidelines. Adhering to these guidelines will greatly enhance the accuracy of your artwork for production.

Please Provide the Following When Submitting Artwork

RASTER ART (photos, logos containing any continuous tone images):

- Art Submitted at 1:1 (100%), resolution should be no less than 60dpi (100dpi preferred)
- Art Submitted at 2:1 (50%), resolution should be no less than 120dpi (200dpi preferred)
- Art Submitted at 4:1 (25%), resolution should be no less than 240dpi (400dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS:

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

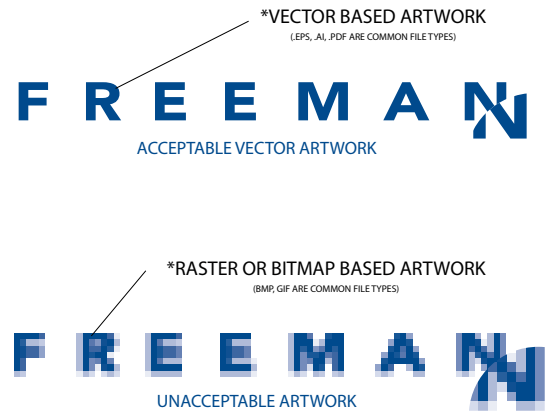
Colour when colour match is required follow these requirements:

- If PMS colour matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone Names will result in printing default colour (CMYK).
- CMYK artwork will be produced "As Is". Our colour output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified colour Proofs (Gracol, Swop, Fogra), please provide ICC profile information used to print your samples. Best option would be to include our ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ARTWORK EXAMPLE



Acceptable Software



Freeman prefers Adobe Creative Suite software (PC).

Please always provide:

- **Native files with fonts and links** (zipped)
- **High-res PDF-X/4 exports of the files.**

If you are an Illustrator CC user: "Packaging" feature is highly recommended. For all other versions of Adobe AI (CS6, CS5... etc) please embed linked images and convert fonts to outlines. InDesign files should always be Packaged.

Acceptable File Types and Support Files

NATIVE FILES:

- **AI CLOUD (CC) file** with Packaged supporting links and fonts. You may keep images linked for faster file opening, but Packaging feature must be used.
- **AI (CS6, CS5, CS4...) file** with embedded links and outlined fonts
- **EPS file** with embedded links and outlined fonts
- **INDD file** with Packaged supporting links and fonts

PRINT FILES:

- **High-res PDFX/4** (preferred)
- **AI with PDF content** (choose this option when saving file)
- **EPS files** with embedded links and outlined fonts

RASTER OR BITMAP ART:

- **Photoshop EPS** (Preferred, use 8-bit preview, Max. Quality JPG compression)
- **PSD** (make sure font layers are rasterized)
- **TIFF, JPG** (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

Verifying resolution on a screen

Adjust zoom till this page measures 8.5" in width. Observe images from different distances. We noticed that from a few feet away anything above 60dpi looks acceptable!



Ways to Submit Final Artwork

- Files below 10MB can be delivered via email.
- Larger files can be sent via disc or uploaded to the Freeman FTP site: Please contact your Account Manager for instructions to the ftp site.



UNION REGULATIONS

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

LABOURERS' INTERNATIONAL UNION OF NORTH AMERICA

Currently we have an agreement with the Local 506 Labourers Union to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 506. Labour can be ordered in advance by returning the Display Labour order form, or on showsite, at the Freeman service desk.

MATERIAL HANDLING

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

TIPPING

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

SAFETY

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



installation & dismantle

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

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

do i need to order labour?

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

installation and dismantling services available

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

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

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

if you use Freeman staff

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

if you supervise yourself

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

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

questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at www.freemanco.com/store.

FREEMAN

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Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365
E-mail: FreemanTorontoES@freemanco.com



**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **ISAAC CONFERENCE 2016**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

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

DISPLAY LABOUR (One Hour Minimum per Worker)

			Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:00 P.M.	Monday through Friday	\$101.00	\$ 142.00
Overtime-	4:00 P.M. to 6:00 P.M.	Monday through Friday	\$151.50	\$ 212.00
	8:00 A.M. to 4:00 P.M.	Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays		\$202.00	\$ 283.00

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

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

INSTALLATION LABOUR

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

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

Emergency contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	

Freeman Supervision (30%/45.00) = \$ _____

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

13% HST = \$ _____

Total Installation = \$ _____

DISMANTLE LABOUR

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

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

Emergency contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	
		_____ x _____	_____ = _____	_____ @ \$ _____	_____ = \$ _____	

Freeman Supervision (30%/45.00) = \$ _____

13% HST = \$ _____

Total Dismantle = \$ _____

Freeman installation & dismantle

NAME OF SHOW:

ISAAC CONFERENCE 2016

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

EMAIL ADDRESS:

FREEMAN SUPERVISED Labour

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Showsite _____ Date Shipped _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Colour _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day*

☐ 2nd Day

☐ Deferred

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

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

Carrier Phone Number: (_____) _____

Freight Charges

☐ Prepaid

☐ Collect

Bill To: _____

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

☐ **Reroute via Freeman's choice.**

☐ **Delivery back to warehouse at Exhibitor's expense***

* Return to warehouse rates are based on weight . A minimum charge of \$174.00 plus applicable taxes will apply.

* Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees.

A \$175/ month minimum charge will be added to your account.

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

F R E E M A N

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365
E-mail: FreemanTorontoES@freemanco.com



WESTIN HARBOUR CASTLE HOTEL DOCK RESTRICTIONS

NAME OF SHOW:	ISAAC CONFERENCE 2016	
COMPANY NAME:		BOOTH#:
CONTACT NAME:		PHONE#:
EMAIL ADDRESS:		

WESTIN HARBOUR CASTLE HOTEL - DOCK RESTRICTIONS

PLEASE READ: WEIGHT ALLOWANCE AND NOISE ORDINANCE, FLOOR CAPACITY AND FREIGHT ELEVATORS IMPORTANT INFO.

All material handling equipment must be supplied by the Show Services. Dock operations are restricted to loading and unloading only. Dock operations are restricted between the hours of 11:00 PM and 7:00 AM per noise ordinance enforced by the City of Toronto. All engines must be shut down while docked

FLOOR CAPACITY

The floor load capacity throughout the convention floor and exhibits area is 125 pounds per square foot. For equipment in excess of this, special arrangements must be made through The Westin Harbour Castle's Engineering department.

CONFERENCE CENTRE

Dimensions: 23'10" long x 8'9" wide x 8'3" high
Capacity: 12, 000 pounds

Access to the Conference Centre service elevator is via the service lane and receiving dock on the east side of the Conference Centre.

Trade Show Power & HSIA Order Form

Event Name		Load in date and Time	
Event Date(s)		Load out Date and Time	
Company Name		Room Name	
		Booth#	
Contact Name		Onsite Contact	
Contact Phone		Onsite Phone	
Contact Email		Onsite E-Mail	

Electrical (includes cost of electricity only)

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)	Setup Notes
	15 Amp - 120 Volt Dedicated Circuit- <i>Exhibit set-ups only</i>	\$85.00	\$106.25		\$ -	
	15 Amp - 120 Volt Dedicated Circuit - 24hour supply	\$120.00	\$150.00		\$ -	
	15 Amp - 120 Volt Dedicated Circuit - with Under Carpet Wiring (includes 2 extension cords)	\$175.00	\$218.75		\$ -	
	20 Amp - 120 Volt Dedicated Circuit	\$165.00	\$206.25		\$ -	
	15' Extension Cord and Power Strip	\$20.00	\$25.00		\$ -	
	HSIA hard wired line, DHCP - per device, no sharing	\$350.00	\$437.50		\$ -	
	HSIA wireless access - per device, no sharing (no minimum 1 hour labour applied)	\$15.00	\$18.75		\$ -	
	Telephone line - inbound/outbound calls, long distance call charges extra	\$100.00	\$125.00		\$ -	

* For Any Other Requests That Are Not Listed Please Contact (416) 304 0262 for Pricing *

* PSAV is the Exclusive Rigging Provider at the Westin Harbour Castle Hotel. Only PSAV riggers may hang items overhead. If any Sign or Banner hanging is required please contact us for pricing *

Labour Rate

Please Select the Appropriate Labour Rate in the far left Column.

(example: If the setup and dismantle both take place between 9AM-5PM enter "1" in the "Day Rate" box.

If the setup is between 5PM-9AM and the dismantle is on a weekend enter "0.5" in the "Evening/Early Morning Rate" and "0.5" in the "Weekend/Holiday" box.)

Labour Rate	Description	Advance Booking	Onsite Request	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
1	Setup/Dismantle Day Rate (9AM-5PM)	\$80.00	\$120.00	0	\$ -
	Setup/Dismantle Evening/Early Morning Rate (5PM-9AM)	\$120.00	\$180.00	0	\$ -
	Setup/Dismantle Holiday Rate	\$160.00	\$240.00	0	\$ -

* PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM *

Additional Comments:

Subtotal \$ -

Labour \$ 80.00

18% Service Charge \$ -

13% HST \$ -

Total Order \$ -

Minimum Labor Charge Shown.
Labor Charges will be adjusted on final invoice

Credit Card Authorization

I, _____ authorize PSAV, inside the Westin Harbour Castle, to use the noted Credit Card for the charges listed above.	
Credit Card Number: _____	Expiry Date: _____
Name on Card: _____ (Please Print)	Signature: _____

NOTE: The Above Credit Card number will be used for the sole purpose as indicated above and will be in the strictest of confidence by PSAV's accounting department.

I Agree to the above:

Date:

Please sign and return via Email (01084PSAV@westin.com) or fax to (847-624-7726).

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid a %50 cancellation charge. If services have already been provided at the time of cancellation full charges will apply. Costs associated with the replacement or repairs to damaged, lost or items returned not in original presented condition will be the responsibility of the contact/company name listed above.



Westin Harbour Castle Hotel
One Harbour Square
Toronto Ontario
M5J 1A6
ph. 416.304.0262 Fax. 847-621-7726
01084PSAV@westin.com

Promo code:

Trade Show AV Order Form

Event Name		Load in date and Time	
Event Date(s)		Load out Date and Time	
Company Name		Room Name	
		Booth#	
Contact Name		Onsite Contact	
Contact Phone		Onsite Phone	
Contact Email		Onsite E-Mail	

Electrical (includes cost of electricity only)

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)	Setup Notes
	20" LCD Monitor (for Computer Only)	\$135.00	\$168.75		\$ -	
	32" Flat Panel Monitor	\$290.00	\$362.50		\$ -	
	42" Flat Panel Monitor with upright floor stand	\$450.00	\$562.50		\$ -	
	52" Flat Panel Monitor with upright floor stand	\$510.00	\$637.50		\$ -	
	LCD Projector Package - Includes Projector and Small Tripod Screen	\$575.00	\$718.75		\$ -	
	Laptop Computer (Windows XP and Microsoft Office)	\$340.00	\$425.00		\$ -	
	Wireless Mouse and Keyboard	\$85.00	\$106.25		\$ -	
	DVD Player	\$85.00	\$106.25		\$ -	
	Music Player Sound System CD Player MP3 Player PATCH (circle one)	\$230.00	\$287.50		\$ -	
	Wireless Microphone Package Handheld Lavalier (circle one) Includes: 1 Speaker Amplifier, Stand, Mixer	\$370.00	\$462.50		\$ -	
	Small Powered Computer Speaker	\$55.00	\$68.75		\$ -	

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Additional Comments:

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