
SERVICE INFORMATION**BOOTH EQUIPMENT**

Floor marking for booth identification purposes during move-in is included in your exhibit space. One booth identification floor sticker will be provided for each booth.

All inline booths are required to have their booth area defined. You can order drape for your back wall and side rails, or bring your own hard wall structure. Please refer to the [booth package](#) order forms located in the exhibitor manual to place your order.

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

Order early to take advantage of advance order discount rates, place your order by: **APRIL 9, 2018**

SHOW SCHEDULE**EXHIBITOR MOVE-IN**

For more information and helpful hints on preshow procedures and move-in, please go to:
<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Preshow.pdf>

Monday	April 30, 2018	7:00 AM - 3:00 PM
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All exhibits must be fully installed by **3:00 PM on April 30, 2018**.

EXHIBIT HOURS

Monday	April 30, 2018	4:00 PM - 6:00 PM
Tuesday	May 1, 2018	8:00 AM - 6:30 PM
Wednesday	May 2, 2018	8:00 AM - 6:30 PM
Thursday	May 3, 2018	8:00 AM - 11:00 AM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to:
<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Post-Show.pdf>

Thursday	May 3, 2018	11:00 AM - 6:00 PM
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Freeman will begin returning empty containers at the close of the show. The entire process will take approximately **2 hours**.

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.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **6:00 PM on May 3, 2018**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **4:00 PM on May 3, 2018**

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

61 Brownsline
Toronto, Ontario, Canada M8W 3S2
(416) 252-2420 fax (416) 252-2365
FreemanTorontoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(877) 478-1113 for US & Canadian Exhibitors
(905) 951-1612 for International Exhibitors
exhibittrans.canada@freemanco.com

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

Monday	April 30, 2018	7:00 AM - 4:00 PM
Tuesday	May 1, 2018	8:00 AM - 4:00 PM
Wednesday	May 2, 2018	8:00 AM - 4:00 PM
Thursday	May 3, 2018	8:00 AM - 6:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store/index.jsp by **April 9, 2018**

Using the enhanced FreemanOnline, 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 FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. 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 FreemanOnline 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 app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or (512) 982-4186 Local and International

To access this event on Freeman Online, go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=46612&nav=02>

MATERIAL HANDLING

Exhibitors may hand-carry their own freight into the exhibit facility through front doors. No material handling equipment is permitted. Access to the freight doors is not permitted without Freeman personnel. 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.**

Please note: All items not ordered through Freeman direct may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. **Please refer to the Material Handling Order Form contained in this service manual for charges.**

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 #

6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS

C/O Freeman / YRC

3965 Still Creek Avenue

Burnaby, British Columbia, Canada V5C 4E2

Freeman will accept crated, boxed or skidded materials beginning **April 3, 2018** 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 **April 23, 2018**. The warehouse will receive shipments Monday through Friday between 8:30 AM and 4:00 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

PLEASE REFER TO THE DOCK RESTRICTIONS INFORMATION LOCATED IN THIS MANUAL

Exhibiting Company Name / Booth #

6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS

C/O Freeman

Vancouver Convention Centre East

999 Canada Place, East Route

Vancouver, British Columbia, Canada V6C 3C1

Freeman will receive shipments at the exhibiting facility beginning **April 30, 2018**.

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.

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 **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

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:Fullfillment Centres, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

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

LABOUR INFORMATION

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.

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@freeman.com

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Toronto Exhibitor Services at 416-252-2420 or Freeman's Customer Support Centre at 1-888-508-5054, Toll Free in the US & Canada, or 512-982-4186 for International exhibitors.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date: **APRIL 9, 2018.**

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

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:

<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Preshow.pdf>

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

<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Post-Show.pdf>

Should you have any questions or need assistance, please contact Freeman's Exhibitor Services department at 416-252-2420 or via email at FreemanTorontoES@freeman.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 are smart and trendy, like a USB storage drive with your content already loaded.

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
APRIL 9, 2018

INCLUDE THIS FORM
WITH YOUR ORDER
Please use black ink

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X
(STREET) (P.O. BOX)

PHONE #: _____ EXT.: _____ FAX #: _____
(CITY) (STATE/ PROVINCE) (ZIP/POSTAL CODE)

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR ☐ 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 # 466612) on your remittance.
GST # R101889426 // HST 101 889 426 RT 0001

☐ CREDIT CARD / DEBIT CARD (NOT INTERAC)

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:

We do not accept credit card information via email

☐ 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	BOOTH PACKAGE	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	SIGNS & GRAPHICS
INSTALLATION LABOUR	DISMANTLE LABOUR	TRANSPORTATION & CUSTOMS	MATERIAL HANDLING	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.freeman.com
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

For secure and fast payment by credit / debit card, click here to enter your payment information
<https://payments.freemanco.com/?DepartmentId=6B6D0227-678B-475D-B823-FED1966E131F>

FREEMAN method of payment

FREEMAN

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

6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS

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:

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

We do not accept credit card information via email

THIRD PARTY CREDIT CARD / DEBIT CARD (NOT INTERAC) 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:

For secure and fast payment by credit / debit card, click here to enter your payment information
<https://payments.freemanco.com/?DepartmentId=6B6D0227-678B-475D-B823-FED1966E131F>

PAYMENT & 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" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies and related entities, including, but not limited to, any subcontractors FREEMAN may appoint. "EXHIBITOR" means the Exhibitor and 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 cheques 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 order or services by EXHIBITOR, a onehour "per person, per hour" charge will be applied for all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If Prestige carpet, custom-cut carpet, modular rental exhibits or 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 cancelled 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 Centre Representative of problems with any orders and to check 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 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 pre-approved 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 prepaid 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, CANADA. In the event of any dispute between 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 their own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labour time & materials, utility services or equipment usage, 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 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 EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and 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 EXHIBITOR. All invoices are due and payable upon receipt by either party.

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 and 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, BUT NOT LIMITED TO, LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT 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 attorney's 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 option. 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, judgements or expenses (including, but not limited to, reasonable attorney's 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 or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. 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 BINDING 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 labour and/or rental equipment is placed by Exhibitor with Freeman. Please note that your material handling charges do not include disposal of exhibit properties. Contact Freeman for rates and rules applicable to the disposal of your exhibit properties.

1. DEFINITIONS. For purposes of this Contract, "Freeman" means Freeman Expositions, Ltd., and its employees, directors, officers, agents, assigns, affiliated companies and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and customs purposes. "Exhibitor" means the Exhibitor and its employees, agents and representatives.

2. PACKAGING/CRATES AND STORAGE. 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 or labelled materials. 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 or 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 WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier; during such times, Exhibitor 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 recommends arranging security services through facility or show management. All MHAs 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 centre 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 ARISING OUT OF IMPROPER LOADING OR LABELLING OF MATERIALS.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor's 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. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for, loss, delay or damage due to strike, work stoppage, natural elements, vandalism, Act of God, civil disturbance, power failure, explosion, act 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. 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 date when Exhibitor's materials are delivered to the carrier for transportation from 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 Exhibitor and Freeman relative to any loss, damage or claim, Exhibitor shall not be entitled to and shall not withhold 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 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 CAD\$1.10 per kilogram (CAD\$0.50 per pound) per article with a maximum liability of CAD\$100.00 per item or CAD\$1,500.00 per shipment, whichever is a less. For unmarked, unlabelled or improperly packaged television monitors, the maximum liability is the lesser of CAD\$6.60 per kilogram (CAD\$3.00 per pound) or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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 IS ON NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED, TO LOST PROFITS, LOSS OF USE AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of declared value are between 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 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.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF ONTARIO, CANADA 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 THE COURT OF ONTARIO, CANADA.

11. 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, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labour secured through Freeman; Exhibitor's negligence, wilful misconduct or deliberate act, or the negligence, wilful misconduct or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including, but not limited to, Exhibitor's violation of any federal, provincial/state, county or local ordinance and/or Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that are from time to time in the possession of Freeman and all the proceeds thereof, including, but not limited to, 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 labour from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the PERSONAL PROPERTY SECURITY ACT, as we may be amended from time to time ("PPSA"), and any notice that Freeman is required to give under the PPSA of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for as long as any Obligations remain unpaid or unsatisfied.

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. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCK OWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCK OWNER HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOU, YOUR EMPLOYER AND THE TRUCK OWNER AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN AND ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

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 Cargo Service Request and Shipping Instructions 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 Shipper. 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. "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 Shipper, excluding only Freeman. "Property" means all objects of any type received from Shipper for transport by Freeman as described herein. "Consignee" means 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 of 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 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 warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labelled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification published by the U.S. National Motor Freight Traffic Association. For shipments of perishable commodities, Canadian and U.S. 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. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING, BUT NOT LIMITED TO, 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 CAD\$50.00 PER SHIPMENT OR CAD\$1.10 PER KILOGRAM (CAD\$0.50 PER POUND) 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 CAD\$20.00 PER KILOGRAM (CAD\$9.07 PER POUND) 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 MONTREAL PROTOCOL NO. 4 OF 1975, OR CAD\$20.00 PER KILOGRAM (CAD\$9.07 PER POUND) 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 SERVICE REQUEST AND SHIPPING INSTRUCTIONS 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 CAD\$500.00:

- (a) artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures;
 - (b) clocks, watches, jewellery (including costume jewellery), furs and fur-trimmed clothing;
 - (c) personal effects; and
 - (d) other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and 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 illustration only and not as a limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profit 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 where the alleged loss or damage is claimed to result from negligence, strict liability, product 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), nondelivery, 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 and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's 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, wilful misconduct or deliberate act; Shipper's violation of federal, provincial/state, county or local ordinances; Shipper's violation of show regulations and/or rules as published and set forth by facility and/or show management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

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 five (5) business days of delivery of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freemanco.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must keep the shipping container, all packaging material and contents in the same condition as when damage first was discovered. Receipt of the shipment by Consignee or 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 866-272-1081. The shipment and its container(s) and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred 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) the 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/state law. If the claim is for loss or damage involving international shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by international, federal or provincial/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: Claims Department Sedgwick Claims Mgmt Services: 8649 Baypine Rd, Bldg 7, Suite #300, Jacksonville, FL 32256.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THE CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF CANADA (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, CANADA 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 IN THE JURISDICTION OF TORONTO, ONTARIO, CANADA.

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.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay or damage beyond its reasonable control, including (by way of illustration only and not as a limitation of 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 any delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labelled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification published by the U.S. National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

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

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

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

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

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

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

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

(THE "FAIR MARKET VALUE" EQUALS THE AS IS, WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR CAD\$11.02 PER KILOGRAM (CAD\$5.00 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 kilogram 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. **Notwit standing the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of CAD \$500.00:** (a) Artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures or prototypes; (b) Clocks, jewellery, including costume jewellery, furs and fur-trimmed clothing; (c) Personal effects, including, but not limited to, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards and any other items of extraordinary value. (e) For unmarked, unlabelled or improperly packaged television monitors, the maximum liability is the lesser of CAD\$6.60 per kilogram (CAD\$3.00 per pound) or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of illustration only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profit 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, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE; AND (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current. (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert and contains no hazardous substances, hazardous materials, chemicals, gases, explosives, radioactive materials, biologically hazardous agents or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons or 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 and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's 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, provincial/state, county or local ordinances; Shipper's violation of show regulations and/or rules as published and set forth by facility and/or show management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, postal mail, courier, facsimile or electronic means to Claims Department Sedgwick Claims Mgmt Services: 8649 Baypine Rd, Bldg 7, Suite #300, Jacksonville, FL 32256, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within five (5) business 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. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freemanco.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must keep the shipping container, all packaging material and contents in the same condition as when damage first was discovered. 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.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

11. CHOICE OF FORUM / ARBITRATION. THE CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF CANADA AND THE PROVINCE OF ONTARIO WITHOUT GIVING EFFECT IT'S CONFLICT OF LAW RULES, EXCLUSIVE VENUE FOR ALL DISPUTE ARISING OUR OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT IN THE JURISDICTION OF TORONTO, ONTARIO, CANADA. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the Canadian Arbitration Association in accordance with its Arbitration Rules, and judgement on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof .

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

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Package Program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE CAD\$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 fifteen (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.

RESULTS, DELIVERED

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With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.

DES RÉSULTATS, ASSURÉS

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Avec plus de 85 années d'expérience dans l'industrie événementielle, personne ne comprend le transport des expositions mieux que Freeman. Nos services de transport sont un prolongement direct des produits de première qualité sur lesquels les exposants du monde entier comptent à chaque fois.

Entre nos tarifs forfaitaires et notre service clientèle supérieur, le service de transport des expositions de Freeman est la solution la plus fiable, pratique et rentable qui soit. Notre équipe d'experts a la capacité de rapidement faire face aux changements selon le besoin, demeurant fin prêts à répondre à toutes les conditions de votre événement, quels que soient l'heure et l'endroit.



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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur www.freeman.com

EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freeman.com

Contact our exhibit transportation experts at **877.478.1113** for U.S. and Canadian Exhibitors and at **+1.905-951-1612** for International Exhibitors; or reach us via email at: exhibittrans.canada@freeman.com

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.

SERVICE DE TRANSPORT D'EXPOSITION

Freeman collabore directement avec vous et les responsables de l'événement sur place pour le transport de votre exposition où que ce soit et ce, sans problème.

Le transport d'exposition de Freeman garantit:

- DES TARIFS FORFAITAIRES SANS AUCUN FRAIS ADDITIONNEL POUR RAMASSAGE ET LIVRAISON, Y COMPRIS POUR LES SERVICES DE LA FIN DE SEMAINE ET DE LA NUIT
- UNE FACTURE PRATIQUE COMPRENANT TOUS LES SERVICES DE FREEMAN POUR L'ÉVÉNEMENT
- DES EXPERTS EN TRANSPORT SONT DISPONIBLES SUR PLACE AVANT, PENDANT ET APRÈS L'ÉVÉNEMENT
- UN SERVICE CLIENTÈLE FIABLE SEPT JOURS PAR SEMAINE, OFFRANT UNE VISIBILITÉ COMPLÈTE DE L'EXPÉDITION ET UNE SUPERVISION D'EXPERT

des questions?

Pour recevoir des informations supplémentaires sur nos services, tarifs, dates butoir d'expédition, exigences en matière de documentation, commande et les conditions générales de nos offres de service, rendez-vous sur www.freeman.com

Contactez nos experts en transport d'exposition au **877.478.1113** pour les exposants des États-Unis et du Canada et au **+1.905.951.1612** pour les exposants internationaux, ou par courrier électronique à: exhibittrans.canada@freeman.com

N'OUBLIEZ PAS NOS SERVICES D'EXPÉDITION ENTRANTE! REMPLISSEZ ET ENVOYEZ LE FORMULAIRE DE COMMANDE POUR DEMANDER VOTRE EXPÉDITION ENTRANTE OU SORTANT.

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 services, 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 libérer 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 customs clearance experts at **877.478.1113** for U.S. and Canadian Exhibitors and at **+1.905.951.1612** for International Exhibitors; or reach us via email at: **exhibitrans.canada@freeman.com**

Appelez nos experts en dédouanement au **877.478.1113** pour les exposants des États-Unis et du Canada et au **+1.905.951.1612** pour les exposants internationaux ou par courrier électronique à: **exhibitrans.canada@freeman.com**

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 structurée. 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**

**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: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

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**

ICLR

Company Name, Booth # _____

C/O Freeman / YRC

3965 Still Creek Avenue

Burnaby, British Columbia, Canada V5C 4E2

SHIPMENTS ACCEPTED BEGINNING APRIL 3, 2018

TO AVOID DEADLINE CHARGES DELIVER BY APRIL 23, 2018

- ☐ I will be shipping to **SHOW SITE**

ICLR

Company Name, Booth # _____

C/O Freeman

Vancouver Convention Centre East

999 Canada Place, East Route

Vancouver, BC, Canada V6C 3C1

DO NOT DELIVER BEFORE APRIL 30, 2018

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 #:

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 / YRC 3985 Still Creek Avenue Burnaby, British Columbia, Canada V5C 4E2 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 Transhipment / 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
			15. Total
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
			\$37.50
XI.1 Total Number of Pieces / Nombre total de pièces		3	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____		16. Total Weight / Poids total Net _____ Gross / Brut 156 lbs.	
19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Same as Consignee	
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
		25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>	



CANADA CUSTOMS INVOICE

North American Logistics Inc

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	
		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.)	
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		10. Currency of Settlement / Devises du paiement	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada <div style="text-align: center; margin-top: 20px;">Via</div>		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)	
CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113		Replacement Value / Valeur de Remplacement	
		14. Unit Price / Prix Unitaire 15. Total	
XI.1 Total Number of Pieces / Nombre total de pieces		16. Total Weight / Poids total <div style="display: flex; justify-content: space-between;"> Net Gross / Brut </div>	
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"/>		17. Invoice Total / Total de la facture	
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; margin-top: 10px;">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 XX	
23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____		24. If not included in field 17 indicate amount Si non compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing Le coût de l'emballage d'exportation \$ _____	
25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <div style="text-align: center; margin-top: 10px;"><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-top: 10px;"><input type="checkbox"/></div>			

FREEMAN

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

VANCOUVER CONVENTION CENTRE EAST LOADING DOCKS INFORMATION

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

EMAIL ADDRESS:

LOADING DOCKS INFORMATION

****PLEASE READ: IMPORTANT LOADING DOCK, DIMENSIONS AND CLEARANCE INFORMATION.****

East building pick-up and deliveries during the move-in and move-out of ICLR 2018 will be directed to the East truck route located at the foot of Howe Street where it meets Canada Place.

The East truck route has one-way access only and is 16' wide (4.88 m). There is an incline of 3'6" (1.07 m) over a 35' (10.67 m) section, as well as an overhang with a clearance of 13'11" (4.24 m) at the access point to the exhibit hall "A". The incline will allow a standard 40' (12.19 m) "Pup" trailer with a bottom clearance of no less than 12" (30.48 cm) to enter exhibit hall "A".

The loading docks area consists of two (2) loading bays, which can accommodate trailers up to 30' (9.14 m) in length. All two bays have levellers.

Loading dock clearance is 13'10" (4.22 m) high, 12' (3.66 m) wide.

Exhibit Hall A has limited drive-on access through roll-up doors for trucks and trailers, if available. Measurements of Exhibit Hall "A" roll-up doors are as follows: 19' (5.79 m) high, 17'6" (5.33 m) wide.

If your carrier has a larger truck (ie. 40' - 53' trailer) and can't fit in the loading dock bays, it is strongly advised that you ship to the advance warehouse. If your carrier arrives at the event site and can't fit, Freeman will have to unload at street level or on to the lane way. Which will incur additional costs to the exhibitor.

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 the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the 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 the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. 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.
- Shipments received without receipts or freight bills, such as Federal Express, UPS, Purolator, DHL and Canada Post, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the 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.
- Shipments received without receipts or freight bills, such as Federal Express, UPS, Purolator, DHL and Canada Post, will be delivered to the booth without guarantee of piece count or condition.
- 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 the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. 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 Material Handling 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 four 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, Purolator, DHL and Canada Post are included in this category due to their delivery procedures.

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

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

- All inbound and outbound shipments are subject to overtime charges if the shipments is received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the 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.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Freeman Service Centre. Once the container is completely empty place a label on each container individually. Labeled empty containers will be picked up periodically and store in non-accessible storage during the event.
- 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 Freeman Service Centre at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Centre.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Centre.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the 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, approved show carriers will be on site to book outbound transportation is you have not made arrangements in advance.

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 Forklift Order Form for available equipment.
- Advance and show site orders for equipment and labour will be dispatched once a company representative signs the labour order at the Freeman 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 Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible 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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Toronto, Ontario, Canada M8W 3S2
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**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

Let Freeman Online® estimate your material handling charges for you.
Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs".
From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING: (See definitions on 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.
UNCRATED:	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 CWT	Min 200 Lbs
-------------	------------------	----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) beginning (April 3, 2018)

Crated or Skidded Shipment.....	\$ 105.00	210.00
Special Handling Shipment.....	\$ 136.50	273.00
Carpet and/or Pad Only Shipment.....	\$ 157.50	315.00

Show Site Shipment (200 lb. minimum) beginning (April 30, 2018)

Crated or Skidded Shipment.....	\$ 95.00	190.00
Special Handling Shipment.....	\$ 123.50	247.00
Uncrated or Pad Wrapped Shipment.....	\$ 142.50	285.00
Carpet and/or Pad Only Shipment.....	\$ 142.50	285.00

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment	\$ 60.00
--------------------	----------

*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 (April 23, 2018).....	\$ 31.50	63.00
Show Site Shipment after Deadline (after 4:00 PM on April 30, 2018)	\$ 28.50	57.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 23.75	47.50
Special Handling Shipment.....	\$ 31.00	62.00
Uncrated or Pad Wrapped Shipment.....	\$ 35.75	71.50
Carpet and/or Pad Only Shipment.....	\$ 35.75	71.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 23.75	47.50
Special Handling Shipment.....	\$ 31.00	62.00
Uncrated or Pad Wrapped Shipment.....	\$ 35.75	71.50
Carpet and/or Pad Only Shipment.....	\$ 35.75	71.50

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges (i.e. Overtime, Late)	÷ 100 =		
		Subtotal	
		5% GST	
		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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Toronto, Ontario, Canada M8W 3S2
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OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

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

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 \$210.00 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 \$225/ 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 APRIL 23, 2018

TO: _____
(EXHIBITOR NAME)

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

WAREHOUSE

EVENT: **ICLR**

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY APRIL 23, 2018

TO: _____
(EXHIBITOR NAME)

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

WAREHOUSE

EVENT: **ICLR**

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

DO NOT DELIVER BEFORE APRIL 30, 2018

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
Vancouver Convention Centre
EAST
999 Canada Place
East Route
Vancouver, BC, Canada
V6C 3C1

SHOW SITE

EVENT: ICLR

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

DO NOT DELIVER BEFORE APRIL 30, 2018

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
Vancouver Convention Centre
EAST
999 Canada Place
East Route
Vancouver, BC, Canada
V6C 3C1

SHOW SITE

EVENT: ICLR

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.

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, so delivering your furniture solution is always quick and simple.

Votre stand devrait être un reflet de l'allure et de la personnalité de votre société, d'où l'importance du choix des meubles pour le remplir. La gamme d'ameublement essentiel de Freeman a 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 assurés d'avoir les meilleurs meubles possibles pour la réussite de votre participation.

Découvrez nos produits 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 obteniez exactement ce que vous désirez. Nos prix comprennent les frais d'expédition et de manutention, sans frais cachés. Freeman possède également plusieurs sites d'entrepôt; la livraison de vos meubles se fait donc toujours rapidement et en toute sécurité.



SEATING | SIÈGES

GREY PADDED ARM CHAIR 295101

23"W 21"L 33"H

CHAISE GRISE AVEC BRAS 295101

23"Large 21"L 33"H



GREY PADDED SIDE CHAIR 295105

20"W 21"L 32"H

CHAISE GRISE 295105

20"Large 21"L 32"H



GREY PADDED STOOL w/back 295112

22"W 18"L 46"H

TABOURET GRIS /avec dos 295112

22"Large 18"L 46"H



BLACK BAR STOOL 295108

21"W 21"L 33"H

TABOURET DE BAR NOIR 295108

21"Large 21"L 33"H



SEATING | SIÈGES

GREY GASLIFT STOOL
71047

24"W 20"L 46"H

TABOURET STÉNO GRIS
71047

24"Large 20"L 46"H

Telescoping height adjustment;
five-caster base rolls with ease.Base à cinq roulettes et ajustement
télescopique de la hauteur.GREY GASLIFT CHAIR
71045

26"W 20"L 38"H

CHAISE STÉNO GRISE
71047

26"Large 20"L 38"H

YALETOWN PADDED STOOL
TABOURET YALETOWN

black / noir 295127

white / blanc 295126

15"W 16"L 26"H

15"Large 16"L 26"H



TABLES | TABLES

Vancouver Series Vancouver



Available in black or white / Disponible en noire ou blanche

black / noire
195231

30" Round / Diam 27"H

195233

30" Round / Diam 40"H

white / blanche
195230

30" Round / Diam 27"H

195232

30" Round / Diam 40"H

Round Pedestal Glass

195234

30" Round 40"H

Ronde dessus verre

195234

30" Diam 40"H



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 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 (30" HEIGHT)

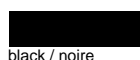
TABLES (30" HAUTEUR)

	4'	6'	8'
Draped Avec jupe	124430	124630	124830
Draped on Fourth Side Avec jupe au 4e Côté		1240630	1240830
Undraped Sans jupe	125430	125630	125830

COUNTERS (42" HEIGHT)

COMPTOIRS (42" HAUTEUR)

	4'	6'	8'
Draped Avec jupe	124442	124642	124842
Draped on Fourth Side Avec jupe au 4e côté		1240642	1240842
Undraped Sans jupe	125442	125642	125842



black / noire



blue / bleue



burgundy/bourgogne



green / verte



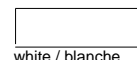
grey / grise



plum / prune



red / rouge



white / blanche

LOUNGE FURNITURE | AMEUBLEMENT

CORBUSIER SERIES | GAMME CORBUSIER



CHAIR | CHAISE

black / noire **995500**

white / blanche **995400**

35"W 32"L 27"H

35"Large 32"L 27"H



LOVESEAT | CAUSEUSE

black / noire **995700**

white / blanche **995600**

56"W 32"L 27"H

56"Large 32"L 27"H



SOFA | SOFA

black / noir **995900**

white / blanc **995800**

76"W 32"L 27"H

76"Large 32"L 27"H

RICHMOND SERIES | GAMME RICHMOND



CHAIR | CHAISE

black / noire **995901**

30"W 31"L 32"H

30"Large 31"L 32"H



LOVESEAT | CAUSEUSE

black / noire **995902**

55"W 31"L 32"H

55"Large 31"L 32"H



SOFA | SOFA

black / noire **995903**

77"W 31"L 32"H

77"Large 31"L 32"H

ACCENT TABLES | TABLES D'APPOINT



END TABLE | TABLE DE COIN

black / noire **295716**

white / blanche **295718**

18"W 18"L 18"H

18"Large 18"L 18"H



COFFEE TABLE | TABLE À CAFÉ

black / noire **295717**

white / blanche **295719**

##"W ##"L ##"H

##"Large ##"L ##"H

ACCESSORIES

CHROME SIGN HOLDER 220118

Holds 22" x 28" sign

PORTE-ENSEIGNE CHROME 220118

Pour une enseigne 22"x 28" - 220118



FOLDABLE LITERATURE RACK 295133

10"L 55"H

PORTE-BROCHURES 295133

10"L 55"H



SMALL REFRIGERATOR EMPTY 75057

19"W 19"L 34"H

PETIT RÉFRIGÉRATEUR VIDE 75057

19"Large 19"L 34"H



ALUMINUM EASEL 220134

TRÉPIED ALUMINIUM 220134



WASTEBASKET 220107

CORBEILLE À PAPIER 220107



CHROME STANCHION WITH 8' RETRACTABLE BELT 220121

42"H

POTEAU DE FOULE AVEC SANGLE RÉTRACTABLE 8' 220121

42"H



ACCESSORIES

CHROME BAG RACK

220110

PORTE-SACS CHROME

220110



CHROME COAT TREE

220109

PATÈRE CHROME

220109



FILE CABINET WITH LOCK (TWO-DRAWER)

74082

25"W 15"L 28"H

CLASSEUR AVEC SERRURE (DEUX TIROIRS)

74082

25"Large 15"L 28"H



FILE CABINET WITH LOCK (FOUR-DRAWER)

74081

25"W 15"L 52"H

CLASSEUR AVEC SERRURE (QUATRE TIROIRS)

74081

25"Large 15"L 52"H



SPECIAL DRAPING (NOT PICTURED)

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

3' HIGH

12103

8' HIGH

12108

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

TENTURE SPÉCIALE (NON ILLUSTRÉE)

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

3' DE HAUTEUR

12103

8' DE HAUTEUR

12108

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

FREEMAN

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

METHOD OF PAYMENT MUST
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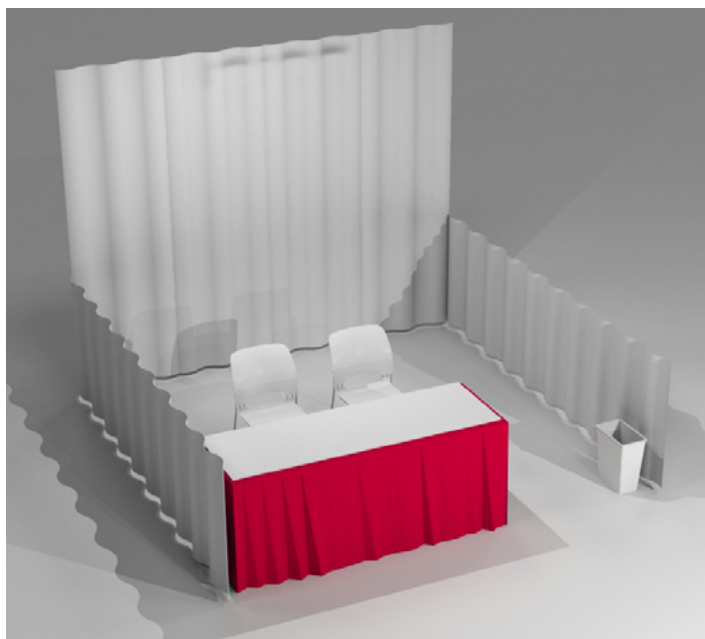
DISCOUNT PRICE
DEADLINE DATE
APRIL 9, 2018

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____



YOUR 10' X 10' BOOTH PACKAGE

Pricing:	Discount	Standard
<input type="checkbox"/> Drape & Furnishings	\$430.00	\$602.00
<i>(As a reminder, drape or hard wall is mandatory)</i>		

(11-80-175 & 11-33-2)

DRAPES & FURNISHINGS PACKAGE INCLUDES:

- 8ft White Draped Back Wall
- 3ft White Draped Side Dividers
- One 6' x 30" Skirted Table (Choice of skirt colour)
- Two Side Chairs
- One Wastebasket
- All set-up and dismantle labour included in the price

**Orders received after the deadline date
or without payment will be charged the
Standard Rates**

**If you do not choose a colour, please note that white
will be appointed to you (labour rates will be appli-
cable to change colours once on show site)**

**Sorry, no substitution.
These packages can't be ordered online, please print
and fax order along with the Method of Payment Form.
Thank you!**

CHOOSE YOUR SKIRT COLOUR

Tables are 24" Wide, skirted on 3 sides. Please circle
desired colour:

Black Blue Red White

**Booth Package Special
available for inline booths
15% off list rates!**

TOTAL COST

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

FREEMAN booth package

FREEMAN

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

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APRIL 9, 2018**

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COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
_____	295105	Padded Side Chair - Grey.....	\$108.00	\$118.80	\$151.20	\$ _____
_____	295101	Padded Arm Chair - Grey	\$140.00	\$154.00	\$196.00	\$ _____
_____	71045	Grey Gaslift Chair	\$244.00	\$268.40	\$341.60	\$ _____
_____	295108	Black Bar Stool (Backless)	\$108.00	\$118.80	\$151.20	\$ _____
_____	295112	Padded Stool with Back - Grey	\$179.00	\$196.90	\$250.60	\$ _____
_____	295126	Yaletown Stool - White	\$187.00	\$205.70	\$261.80	\$ _____
_____	295127	Yaletown Stool - Black	\$187.00	\$205.70	\$261.80	\$ _____
_____	71047	Gray Gaslift Stool.....	\$272.00	\$299.20	\$380.80	\$ _____

TABLES

Pedestal Tables - Vancouver Series

_____	195230	Pedestal Table 30" diam x 27" H - White	\$248.00	\$272.80	\$347.20	\$ _____
_____	195231	Pedestal Table 30" diam x 27" H - Black.....	\$248.00	\$272.80	\$347.20	\$ _____
_____	195232	Pedestal Table 30" diam x 40" H - White	\$275.00	\$302.50	\$385.00	\$ _____
_____	195233	Pedestal Table 30" diam x 40" H - Black.....	\$275.00	\$302.50	\$385.00	\$ _____
_____	195234	Pedestal Table 30" diam x 40" H - Glass	\$275.00	\$302.50	\$385.00	\$ _____

Draped & Undraped Tables & Counters

☐ Black ☐ Blue ☐ Burgundy ☐ Green
☐ Grey ☐ Plum ☐ Red ☐ White

Draped Tables - Tables are 24" wide

_____	124430	Draped Table 4'L x 30"H.....	\$148.50	\$163.35	\$207.90	\$ _____
_____	124630	Draped Table 6'L x 30"H.....	\$187.00	\$205.70	\$261.80	\$ _____
_____	124830	Draped Table 8'L x 30"H.....	\$204.00	\$224.40	\$285.60	\$ _____
_____	12404630	4th Side Drape 6' x 30"H.....	\$60.00	\$66.00	\$84.00	\$ _____
_____	12404830	4th Side Drape 8'L x 30"H.....	\$60.00	\$66.00	\$84.00	\$ _____
_____	124442	Draped Counter 4'L x 42"H.....	\$187.00	\$205.70	\$261.80	\$ _____
_____	124642	Draped Counter 6'L x 42"H.....	\$222.00	\$244.20	\$310.80	\$ _____
_____	124842	Draped Counter 8'L x 42"H.....	\$233.00	\$256.30	\$326.20	\$ _____
_____	12404642	4th Side Drape 6'L x 42"H.....	\$83.00	\$91.30	\$116.20	\$ _____
_____	12404842	4th Side Drape 8'L x 42"H.....	\$83.00	\$91.30	\$116.20	\$ _____

Undraped Tables - Tables are 24" wide

_____	125430	Undraped Table 4'L x 30"H.....	\$105.00	\$115.50	\$147.00	\$ _____
_____	125630	Undraped Table 6'L x 30"H.....	\$138.00	\$151.80	\$193.20	\$ _____
_____	125830	Undraped Table 8'L x 30"H.....	\$160.00	\$176.00	\$224.00	\$ _____
_____	125442	Undraped Counter 4'L x 42"H.....	\$105.00	\$115.50	\$147.00	\$ _____
_____	125642	Undraped Counter 6'L x 42"H.....	\$138.00	\$151.80	\$193.20	\$ _____
_____	125842	Undraped Counter 8'L x 42"H.....	\$160.00	\$176.00	\$224.00	\$ _____

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com

FREEMAN

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COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOCAL FLAIR LOUNGE						
Lounge Seating						
_____	995400	Corbusier Chair - White	\$545.00	\$599.50	\$763.00	\$ _____
_____	995500	Corbusier Chair - Black	\$545.00	\$599.50	\$763.00	\$ _____
_____	995600	Corbusier Loveseat - White	\$715.00	\$786.50	\$1,001.00	\$ _____
_____	995700	Corbusier Loveseat - Black	\$715.00	\$786.50	\$1,001.00	\$ _____
_____	995800	Corbusier Sofa - White	\$897.00	\$986.70	\$1,255.80	\$ _____
_____	995900	Corbusier Sofa - Black	\$897.00	\$986.70	\$1,255.80	\$ _____
_____	995901	Richmond Chair - Black	\$545.00	\$599.50	\$763.00	\$ _____
_____	995902	Richmond Loveseat - Black	\$715.00	\$786.50	\$1,001.00	\$ _____
_____	995903	Richmond Sofa - Black	\$897.00	\$986.70	\$1,255.80	\$ _____
Occasional Tables						
_____	295719	Coffee Table White / Chrome - 48" L x 24"W x 21"H....	\$275.00	\$302.50	\$385.00	\$ _____
_____	295718	End Table White / Chrome - 18" x 18" x18".....	\$226.00	\$248.60	\$316.40	\$ _____
_____	295717	Coffee Table Black / Chrome - 48" L x 24"W x 21"H....	\$275.00	\$302.50	\$385.00	\$ _____
_____	295716	End Table Black / Chrome - 18" x 18" x18".....	\$226.00	\$248.60	\$316.40	\$ _____

ACCESSORIES

Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt	\$150.00	\$165.00	\$210.00	\$ _____
_____	220118	Chrome Sign Holder	\$140.00	\$154.00	\$196.00	\$ _____
_____	295133	Foldable Literature Rack- 10" x 55"H"	\$150.00	\$165.00	\$210.00	\$ _____
_____	220109	Chrome Coat Tree	\$77.00	\$84.70	\$107.80	\$ _____
_____	220134	Aluminum Easel.....	\$57.00	\$62.70	\$79.80	\$ _____
_____	220110	Chrome Bag Rack	\$99.00	\$108.90	\$138.60	\$ _____
_____	220107	Wastebasket	\$30.00	\$33.00	\$42.00	\$ _____
_____	15905	Fishbowl.....	\$40.00	\$44.00	\$56.00	\$ _____
_____	74082	File Cabinet w/ Lock - Two Drawer - Standard Size	\$248.00	\$272.80	\$347.20	\$ _____
_____	74081	File Cabinet w/ Lock - Four Drawer - Standard Size....	\$325.00	\$357.50	\$455.00	\$ _____
_____	75057	Small Refrigerator	\$407.00	\$447.70	\$569.80	\$ _____

FREEMAN furnishings

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by ordering at www.freeman.com

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CONTACT NAME:

PHONE#:

EMAIL ADDRESS:

PLANTS					
Qty	Part #	Description	Discount Price	Standard Price	Total

Tropical

_____	42105	Table Size Plant.....	70.00	98.00	_____
_____	42106	Boston Fern.....	85.00	119.00	_____
_____	4210200	Hanging Plant.....	85.00	119.00	_____
_____	4210202	3'- 4' Tall Tropical Plant.....	107.00	149.80	_____
_____	4210113	Up to 5' all Tropical Plant.....	160.00	224.00	_____

FLORAL					
Qty	Part #	Description	Discount Price	Standard Price	Total

Floral

_____	4220501	Potted Flowers (seasonal).....	94.00	131.60	_____
_____	4220300	Small Vase Arrangements ...	176.00	246.40	_____
_____	4220500	Lg Tropical Arrangements ...	215.00	301.00	_____
_____	4220999	Special Arrangement	call for pricing	_____	_____



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

FREEMAN plants & floral

FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colourfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in our classic line.

- Colourfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup

DE LA BASE VERS LE HAUT

Surprenez votre public dès qu'il met le pied dans votre stand grâce aux tapis personnalisés de Freeman. Nos tapis traités contre la décoloration ne changeront jamais de teinte et le rembourrage dépasse les normes de l'industrie, assurant donc que vous resterez étonnés par sa qualité. Les options de personnalisation de Freeman comprennent les bordures, les motifs et les applications de logo pour notre ligne de tapis classique.

- La technologie du traitement contre la décoloration des tapis garantit un aspect uniforme et professionnel pour toute la durée de votre exposition
- Les différentes options de personnalisation garantissent que les normes de votre produit seront respectées
- Tous les tapis et rembourrages sont fabriqués avec du matériel recyclé
- Les tarifs de location sont forfaitaires; aucun frais de manipulation de matériel n'est dissimulé



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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur www.freeman.com

CLASSIC CARPET | TAPIS CLASSIQUE

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. 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.

Coupe personnalisée

Le tapis classique de Freeman est disponible dans toute une gamme de couleurs et comprend la livraison, le recouvrement avec Visqueen, l'installation, le ruban à tapis l'enlèvement et tous les frais de manipulation de matériel liés au tapis. Un rembourrage en mousse est disponible pour un tarif minimal. Si votre commande est importante, communiquez avec nous pour déterminer si des rabais pour volume pourraient s'appliquer.

Coupe standard

Notre tapis classique est offert dans de nombreuses tailles différentes. Les prix comprennent la livraison, l'installation, le ruban à tapis, l'enlèvement et tous les frais de manipulation de matériel liés au tapis. Le rembourrage en mousse et le recouvrement en Visqueen sont disponibles pour un tarif minimal.



black | noir



blue | bleu



grey | gris



red | rouge



green | vert



burgundy | bourgogne

Actual colours may vary slightly | Les couleurs véritables peuvent varier légèrement.

FREEMAN

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

**METHOD OF PAYMENT MUST
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COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

- Orders received after the deadline date or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance
- Pricing includes delivery, material handling, installation and removal.
-  All carpets, padding and plastic covering contain recycled content and are recyclable.

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

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

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

CHOOSE YOUR CARPET COLOUR:

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red

16 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)

Online Price

Discount

Standard

Total

Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @ **\$ 3.25** **\$3.60** **\$ 4.55** **\$ _____**

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

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Grey ☐ Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 204.00	\$ 224.40	\$ 285.60	\$ _____
_____	10' x 20' Classic Carpet	\$ 396.00	\$ 435.60	\$ 554.40	\$ _____

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

- Price is per sq. ft.

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding - 1/2" (100 - 700 sq ft)	\$ 1.45	\$ 1.60	\$ 2.05	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft)	\$ 1.20	\$ 1.30	\$ 1.70	\$ _____
_____	Double Padding - 1/2" (100 - 700 sq ft)	\$ 2.65	\$ 2.90	\$ 3.70	\$ _____
_____	Double Padding - 1/2" (Over 700 sq ft)	\$ 2.40	\$ 2.65	\$ 3.35	\$ _____
_____	Plastic Covering (per sq ft)	\$ 1.00	\$ 1.10	\$ 1.40	\$ _____

TOTAL COST

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

FREEMAN carpet

Take advantage of the Online price
by ordering online at www.freemanco.com/store

RENTAL EXHIBITS THAT IMPRESS

When it comes to your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

DES LOCATIONS DE STANDS QUI IMPRESSIONNENT

Quand il s'agit de votre exposition, des solutions efficaces ne nécessitent pas des investissements onéreux. Évitez le stress de votre prochain événement en louant votre stand auprès de Freeman. Avec des options de location de qualité qui seront adaptées à votre budget, nous installerons et préparerons votre stand à l'avance, sans les tracas liés à l'entretien de votre propre stand.

PACKAGE 1 | FORFAIT 1



10' X 20'



10' X 10'

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

OPTIONS D'AMÉLIORATIONS DU FORFAIT 1

Avec graphiques et cabinet



10' X 10'

FREEMAN

PACKAGE 2 | FORFAIT 2



10' X 20'



10' X 10'

PACKAGE 3 | FORFAIT 3



10' X 20'



10' X 10'

PACKAGE 4 | FORFAIT 4



10' X 20'



10' X 10'

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

OPTIONS D'AMÉLIORATIONS

DU FORFAIT 2

Avec graphiques et cabinet

10' X 10'



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

OPTIONS D'AMÉLIORATIONS

DU FORFAIT 3

Avec graphiques et cabinet

10' X 10'



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

OPTIONS D'AMÉLIORATIONS

DU FORFAIT 4

Avec graphiques et cabinet

10' X 10'



FREEMAN

PACKAGE 5 | FORFAIT 5



10' X 20'



10' X 10'

PACKAGE 6 | FORFAIT 6



10' X 20'



10' X 10'

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

OPTIONS D'AMÉLIORATIONS

DU FORFAIT 5

Avec graphiques et cabinet

10' X 10'



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

OPTIONS D'AMÉLIORATIONS

DU FORFAIT 6

Avec graphiques et cabinet

10' X 10'



FREEMAN

Other upgrade options available that allow you to change the panels to slatwall or add shelves, change the metal colour and add cabinets as a storage option with the dual purpose of a reception counter.

Autres options d'amélioration disponibles qui vous permettent de changer les panneaux en slatwall ou d'ajouter des étagères, de changer la couleur du métal et d'ajouter des cabinets comme option d'entreposage avec le double objectif d'un comptoir de réception.



10' X 10'

SLATWALL | SLATWALL



10' X 10'

COLOURED PANELS | PANNEAUX COLORÉS



10' X 10'

SHELVES | ÉTAGÈRES



10' X 10'

BLACK METAL | MÉTAL NOIR



CABINETS | CABINETS

Booth Panels – Colour Options Included with Rental Package

Panneaux de stand – Options de couleurs comprises dans le forfait de location



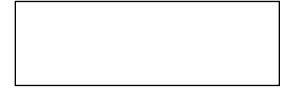
black fabric | tissu noir



blue fabric | tissu bleu



grey fabric | tissu gris



white | blanc

Classic Carpet (16 oz.) – Colour Options Included with Rental Package Options Above

Tapis Classique (16 onces) – Options de couleurs comprises dans les forfaits de location ci-dessus



black | noir



blue | bleu



grey | gris



red | rouge



green | vert



burgundy | bourgogne

Actual colours may vary slightly | Les couleurs véritables peuvent varier légèrement

Rental exhibits include:

- 10'x10' or 10'x20' Classic Carpet
- Exhibit Installation and Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and labour to install the lights)

Tous les stands clé en main comprennent:

- Tapis Classique 10' x 10' ou 10' x 20'
- Installation et démontage du stand
- Manipulation de matériel du stand
- Aspirateur quotidien
- 2 lampes à bras par 10 pieds et la main-d'oeuvre associée pour l'installation
- Électricité pour les LUMIÈRES seulement (500 watts)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

des questions?

Tous les forfaits peuvent être personnalisés ou modifiés pour s'adapter à vos besoins spécifiques. Pour parler avec un spécialiste en ventes pour exposants, appelez le numéro figurant dans les Infos rapides.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.



FORFAIT “EMPREINTE ÉCOLOGIQUE RÉDUITE”

Lorsque vous sélectionnez le forfait « Empreinte écologique réduite » votre stand sera conçu uniquement avec des matériaux qui peuvent être réutilisés ou recyclés. Plancher, éclairage, mobilier et structure de stand retournent en inventaire pour être utilisés à nouveau. Vos panneaux graphiques personnalisés employés pour votre stand seront imprimés sur un substrat réutilisable et recyclable.

FREEMAN

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EMAIL ADDRESS: _____

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

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

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'	2,185.00	3,059.00	<input type="checkbox"/> 10' x 20'	3,548.00	4,967.20	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,513.00	2,118.20	<input type="checkbox"/> 10' x 20'	2,448.00	3,427.20	_____
Package 3	<input type="checkbox"/> 10' x 10'	1,975.00	2,765.00	<input type="checkbox"/> 10' x 20'	2,943.00	4,120.20	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,448.00	3,427.20	<input type="checkbox"/> 10' x 20'	4,345.00	6,083.00	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,175.00	3,045.00	<input type="checkbox"/> 10' x 20'	3,465.00	4,851.00	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,250.00	3,150.00	<input type="checkbox"/> 10' x 20'	3,795.00	5,313.00	_____

- 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 ☐ Burgundy ☐ Green ☐ Grey ☐ Red

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
☐ Coloured Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo

TOTAL COST

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

FREEMAN

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

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
APRIL 9, 2018**

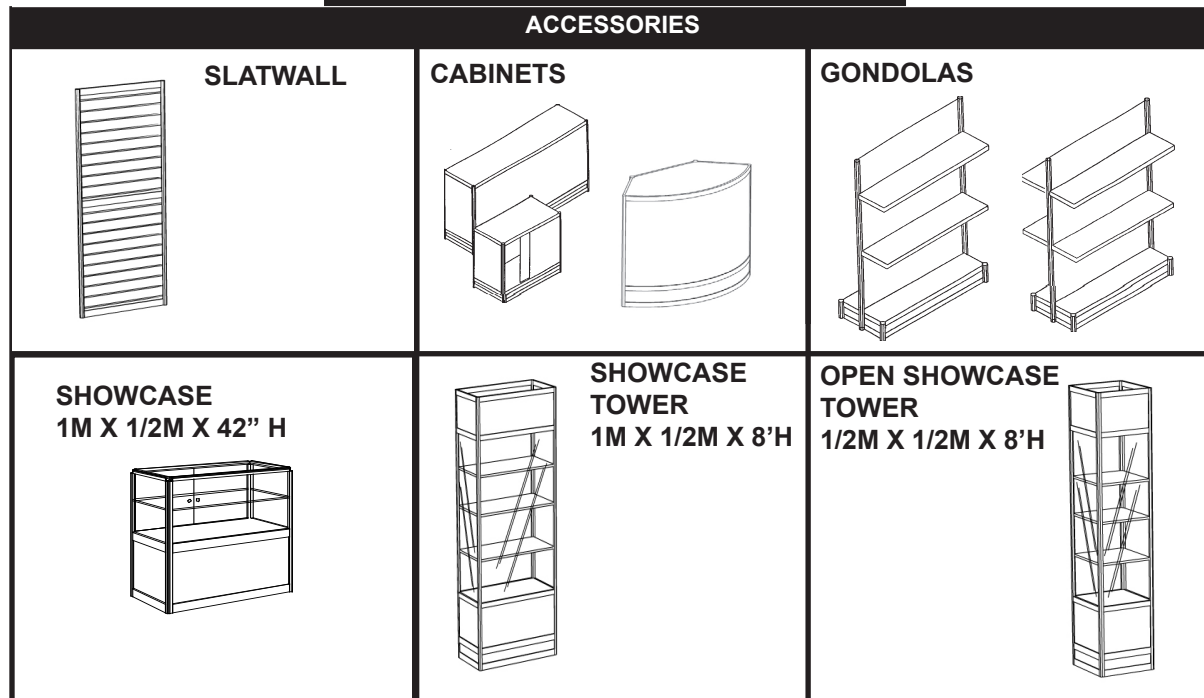
NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

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



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHELVES (Circle Colour) Black or White						
_____	17201	1M Straight (37" x 12")	\$61.00	67.10	85.40	_____
_____	17206	1M Angled (37" x 12")	\$61.00	67.10	85.40	_____
LITERATURE POCKETS						
_____	174015	For 8 1/2" x 11" Literature	\$32.00	35.20	44.80	_____
_____	174016	For 4" Literature	\$32.00	35.20	44.80	_____
CABINETS & LOCKS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	17305	1M x 1/2M x 36" High	\$506.00	556.60	708.40	_____
_____	17306	1M x 1/2M x 42" High	\$506.00	556.60	708.40	_____
_____	17308	2M x 1/2M x 36" High	\$616.00	677.60	862.40	_____
_____	17309	2M x 1/2M x 42" High	\$616.00	677.60	862.40	_____
_____	173010	1M Radius x 1/2M x 36" H	\$633.00	696.30	886.20	_____
_____	173011	1M Radius x 1/2M x 42" H	\$633.00	696.30	886.20	_____
_____	17301	Aluminum Cabinet Lock	\$29.00	31.90	40.60	_____

WALL PANELS

(Circle Colour) Blue , Grey or Black Fabric, White PVC

_____	173521	1M x 8' High	\$396.00	435.60	554.40	_____
_____	173525	1/2M x 8' High	\$341.00	375.10	477.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GONDOLAS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	174541	Single Sided 1M x 4' High	\$506.00	556.60	708.40	_____
_____	174542	Double Sided 1M x 4' High ...	\$616.00	677.60	862.40	_____
_____	174581	Single Sided 1M x 8' High	\$710.00	781.00	994.00	_____
_____	174582	Double Sided 1M x 8' High ...	\$825.00	907.50	1155.00	_____

SHOWCASE* (White PVC Only)

_____	1755800	Showcase 1M x 1/2M x 8'H	\$853.00	938.30	1194.20	_____
_____	1755801	Showcase 1/2M x 1/2M x 8'H	\$616.00	677.60	862.40	_____
_____	17551206	Showcase 1M x 1/2M x 42"H	\$556.00	611.60	778.40	_____
_____	17551202	Showcase 1M x 1/2M x 42"H (Full view)	\$611.00	672.10	855.40	_____

*Please note that power is not included with the showcases and must be ordered with the electrical vendor.

TOTAL COST

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

0417(18V)

FREEMAN accessories

Take advantage of the Online price
by ordering online at www.freemanco.com/store

SEEING IS BELIEVING

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

LE VOIR C'EST LE CROIRE

Des graphiques de qualité contribuent grandement à l'impact de votre stand. Avec des capacités de pointe dans les domaines du design et de l'impression, Freeman insuffle un dynamisme unique et impressionnant à vos bannières, panneaux, et graphiques liés à votre stand. Nos produits graphiques redéfinissent "haute définition", ce qui signifie que votre produit aura un aspect que vous ne lui connaissiez pas.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including PVC, acrylic, fabric, vinyl and materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman's extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located

- Impression haute résolution/de qualité photographique sur toute une gamme de matériel aux rigides ou enroulés, y compris en Polyfoam, PVC, acrylique, tissu et vinyle
- Les imprimantes grand format fournissent des impressions numériques haute résolution de bannières simples ou double face dans pratiquement toutes les tailles
- Le transfert électronique de fichier, l'impression à l'interne et la normalisation des procédures à l'échelle de l'entreprise nous permettent de maîtriser la qualité, les coûts et la programmation à l'échelle du pays
- Les ressources croissantes de Freeman assurent que les réparations et remplacements de dernière minute sont effectués de façon efficace selon les besoins, quel que soit l'endroit où se déroule l'événement



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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur www.freeman.com

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 high-resolution 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, along with two additional graphic locations for additional support and for special requirements.

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 show to show basis. Last minute repairs and replacements are handled efficiently through our resources.

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-colour, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

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



CRÉER UN ÉVEIL VISUEL

Des graphiques de qualité contribuent grandement à l'impact de votre exposition. Des couleurs vives et des images nettes attirent l'attention, créent de la circulation, et communiquent les messages de façon plus efficace. Freeman a investi dans la dernière technologie d'impression et a les compétences nécessaires pour vous offrir une reproduction graphique numérique haute définition de très grande qualité.

CAPACITÉS DE POINTE

Freeman peut offrir des impressions numériques haute résolution de qualité photographique en quatre couleurs, pour pratiquement toutes les tailles de bannières, panneaux, graphiques sur le stand, et bien plus encore. Chaque site Freeman a des capacités d'impression autonomes, ainsi que deux sites additionnel qui fournissent du soutien supplémentaire et remplissent les conditions spéciales.

CONTRÔLE SUPÉRIEUR DE LA QUALITÉ

Le transfert électronique de fichier, les impressions à l'interne et la normalisation des procédures à l'échelle de l'entreprise nous permettent de maîtriser la qualité, les coûts et la programmation pour vos clients sur une base d'événement à événement. Les réparations et remplacements de dernière minute sont effectués de façon efficace par l'entremise de nos ressources à l'échelle du pays.

ÉTENDUE DES RESSOURCES

- Les imprimantes à rouleaux 5M UV fournissent des impressions numériques haute résolution en quatre couleurs, grand format de bannières simple ou double face mesurant jusqu'à 10 pieds de large dans pratiquement toutes les tailles, avec coutures.
- Les imprimantes 3M Dye Sublimation fournissent des graphiques en tissu de 10 pieds qui s'adaptent parfaitement dans notre système à panneaux SmartWall.
- Les imprimantes UV à plat impriment directement sur toute une gamme de matériaux striés et offrent des graphiques recyclables à 100 % lorsqu'elles utilisent un substrat carton.
- Les imprimantes à solvants écologiques à grand format produisent des graphiques de haute qualité pour des applications sur les murs, tapis et fenêtres.
- Les massicots numériques à grande vitesse 3M permettent la coupe précise d'applications à panneaux multiples et également de créer des panneaux graphiques personnalisés, découpés à la forme.
- Des services de design et de mise en page graphiques assistés par ordinateur sont disponibles au besoin.

REPRODUCTION ET INSTALLATION

- Bannières suspendues
- Reproduction de logos
- Panneaux photo graphiques décoratifs
- Affichages et fresques rétroéclairés
- Panneaux et bannières grand format
- Impression d'image pour tapis en quatre couleurs

FREEMAN

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

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
DEADLINE DATE
APRIL 9, 2018**

FREEMAN signs & graphics

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq. ft.
sq. ft. _____ x \$21.50 = \$ _____

- \$21.50 per sq. ft. (standard price \$32.25)
- 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 labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colours _____

Backing Material:

Showcard ☐ Plexi ☐
PVC ☐ Other ☐

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$50.00	\$75.00 = \$	_____
7" x 44"	_____ @	\$61.00	\$91.50 = \$	_____
11" x 14"	_____ @	\$72.00	\$108.00 = \$	_____
14" x 22"	_____ @	\$94.00	\$141.00 = \$	_____
22" x 28"	_____ @	\$113.00	\$169.50 = \$	_____
28" x 44"	_____ @	\$156.00	\$234.00 = \$	_____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Colour: _____

Lettering Colour: _____

Font: _____

TOTAL COST

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

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.

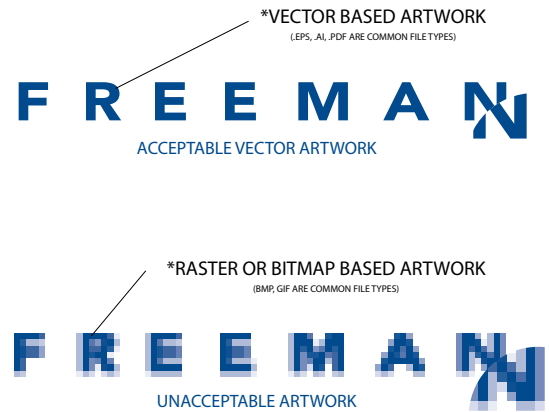
Colour when colour match is required follow these requirements:

- 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

6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS

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

CAMW - CONSTRUCTION MAINTENANCE & ALLIED WORKERS UNION

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

MATERIAL HANDLING

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

TIPPING

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

SAFETY

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

LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.

ON S'OCCUPE DE TOUT

Les spécialistes de Freeman sont prêts à vous aider avec toutes vos questions sur l'exposition du début à la fin. Quand il s'agit d'installer et de démonter les stands, nous ne faisons pas d'exceptions. Qu'il s'agisse d'expédier ou d'entreposer, de réparations d'urgence sur place, d'une installation ou d'un démontage de base ou la coordination des services de soutien, y compris les systèmes électriques, l'aménagement et bien plus encore, Freeman a les ressources et les capacités d'assurer que votre participation soit un succès complet.



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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur www.freeman.com

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labour coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labour on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.

Les experts en installation et démontage de Freeman travaillent en collaboration étroite avec vous pour coordonner chaque phase de votre participation au salon professionnel, y compris:

- Préplanification et consultation sur le budget
- Main-d'œuvre qualifiée assortie à la coordination des services de soutien - systèmes électroniques, aménagement, arrangements floraux, transport, et audiovisuel
- Superviseurs avec des gestionnaires directs dévoués, sur place
- Évaluations postévénement se concentrant sur des améliorations progressives pour répondre aux conditions rapidement changeantes du marché sur la base des commentaires des clients
- Évaluations postévénement qui aident à identifier de petits changements qui ont eu un impact énorme

SUPERVISION SUR PLACE

Il est possible que vous souhaitiez superviser la main d'œuvre par vous-même, mais si vous avez besoin d'aide, les experts en installation et démontage de Freeman s'occuperont de tout comme s'ils étaient un prolongement de votre équipe.

Si vous utilisez le personnel de Freeman

Les stands peuvent être installés avant votre arrivée sous la direction des superviseurs en installation et démontage de Freeman.

FREEMAN

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

DISCOUNT PRICE
DEADLINE DATE
APRIL 9, 2018

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

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

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	\$114.00	\$ 160.00
Overtime-	4:00 P.M. to 6:00 P.M.	Monday through Friday	\$171.00	\$ 240.00
	8:00 A.M. to 4:00 P.M.	Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays		\$228.00	\$ 319.00

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

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

INSTALLATION LABOUR

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

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

Emergency contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOUR

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

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

Emergency contact: _____ Phone Number: _____

☐ Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

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

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

Freeman installation & dismantle

NAME OF SHOW: **6TH INTERNATIONAL CONFERENCE ON LEARNING REPRESENTATIONS**

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 \$210.00 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 \$250/ 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.

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