

# F R E E M A N

940 Belfast Road  
Ottawa, Ontario, K1G 4A2  
(613) 748-7180 • Fax: (613) 745-8303  
freemanottawaES@freemanco.com

**FMI PD WEEK 2008  
NOVEMBER 24-28, 2008**

**HILTON LAC LEAMY  
GATINEAU, QUEBEC**

FREEMAN quick facts

## **SERVICE INFORMATION**

### **BOOTH EQUIPMENT**

Each 8'X10' booth includes 8' high back wall, 3' high side walls, one 6' skirted table and two side chairs

### **EXHIBIT HALL CARPET**

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

### **DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order with payment by **November 10, 2008**.

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

## **SHOW SCHEDULE**

### **EXHIBITOR MOVE-IN**

Sunday November 23, 2008 12:00pm - 5:00pm

### **EXHIBIT HOURS**

Monday	November 24, 2008	8:00am - 4:00pm
Tuesday	November 25, 2008	8:00am - 4:00pm
Wednesday	November 26, 2008	8:00am - 4:00pm
Thursday	November 27, 2008	8:00am - 4:00pm
Friday	November 28, 2008	8:00am - 12:00pm

### **EXHIBITOR MOVE-OUT**

Friday November 28, 2008 12:00pm - 3:00pm

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

- Freeman will begin returning empty containers as soon as the show is closed
- All exhibitor materials must be removed from the exhibit facility by **Friday, November 28, 2008 @ 3pm**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Friday, November 28, 2008 @ 1:30pm**.

### **SERVICE CENTRE HOURS**

We will have staff available at show site at the Freeman Exhibitor Service Centre.

### **POST SHOW PAPERWORK AND LABELS**

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

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

## **SERVICE CONTRACTOR CONTACTS/INFORMATION**

### **FREEMAN**

940 Belfast Road  
Ottawa, Ontario, Canada K1G 4A2  
Phone: 613-748-7180 Fax: 613-745-8303

### **FREEMAN TRANSPORTATION/CUSTOMS**

Phone: 877-478-1113  
Fax: 905-951-3145

### **SHIPPING INFORMATION**

#### **Warehouse shipping address:**

##### **FMI PD Week 2008**

Exhibiting Company Name

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

C/O Freeman

940 Belfast Road

Ottawa, Ontario, Canada K1G 4A2

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

Freeman will accept crated, boxed or skidded material beginning **October 23, 2008** at the above address. Material arriving after **November 17, 2008** will be received at the warehouse with an additional after deadline charge.

#### **Show site shipping address:**

##### **FMI PD Week 2008**

Exhibiting Company Name

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

3 boul du Casino

Gatineau, Quebec, Canada J8Y6X4

Shipments will be received at the exhibit facility beginning **November 23, 2008**. 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.

#### **PLEASE NOTE**

The Loading dock can receive two trucks at one time. Trucks should be a maximum of 23' including cab. Each dock is 8'9" wide and 8'3" high. The dock capacity is 12000 Lbs.

### **LABOUR INFORMATION**

Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk. Refer to the order form under Display Labour for Straight Time and Overtime hours.

### **ASSISTANCE**

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

### **PRIVACY POLICY**

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

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us at (613) 748-7180. You may contact our privacy officer at [barbara.baird@freemanco.com](mailto:barbara.baird@freemanco.com).

French order forms are available upon request.

**WE APPRECIATE YOUR BUSINESS.**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

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

### **HELPFUL HINTS**

#### **SAVE MONEY**

Take advantage of the advance discount rates by placing your order by **NOVEMBER 10, 2008**.

#### **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 you 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.

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

### **EXHIBITOR ASSISTANCE**

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

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

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

# F R E E M A N

940 Belfast Road  
Ottawa, On K1G 4A2  
(613) 748-7180 Fax: (613) 745-8303  
FreemanOttawaES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 10, 2008**

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

---

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

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

CITY/STATE/PROVINCE/ZIP/POSTAL CODE: \_\_\_\_\_

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer

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

**METHOD OF PAYMENT**

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

- COMPANY CHECK**  
Please make cheque payable to: Freeman. Cheques must be in Canadian funds drawn on a Canadian bank or U.S. Funds drawn on a U.S. bank.  
**Please reference (226692) on your remittance.**  
GST # R001889426
- CREDIT CARD**  
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:
- AMERICAN EXPRESS**    
  **MASTER CARD**    
  **VISA**
- BANK TRANSFER**  
Bank transfer to Bank of Nova Scotia, Bank # 002 Scotia Plaza  
44 King West at Bay  
Toronto, Ontario, Canada  
Transit or Branch #47696 ACCT # 800020348619 Freeman Foreign Exhibitors wiring funds from Overseas should use Swift Code: NOSCCATT  
Bank ABA #: 026002532  
IBAN #: Canadian banks do not carry IBAN numbers  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees of \$10.00 CDN.**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

CITY/STATE/PROVINCE/ZIP/POSTAL CODE: \_\_\_\_\_

**ENTER TOTALS HERE**

FURNISHINGS	CARPET	CLEANING	RENTAL EXHIBITS	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	TOTALFLEX
SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	EXHIBIT TRANSPORTATION/ CUSTOMS	MATERIAL HANDLING	GRAND TOTAL	

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

**TELL US WHAT YOU THINK**

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

[http://feedback.freemanco.com/? 226692](http://feedback.freemanco.com/?226692)

**FREEMAN method of payment**

# F R E E M A N

940 Belfast Road  
Ottawa, On K1G 4A2  
(613) 748-7180 Fax: (613) 745-8303  
FreemanOttawaES@freemanco.com

FMI PD WEEK 2008 / NOVEMBER 24-28, 2008

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 service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

**BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & 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/PROVINCE/ZIP/POSTAL CODE:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING 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 e-mail.

## THIRD PARTY CREDIT CARD AUTHORIZATION:

- AMERICAN EXPRESS     MASTER CARD     VISA

ACCOUNT NO.:

EXP. DATE.:

CARDHOLDER NAME (PRINT):

SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/PROVINCE/ZIP/POSTAL CODE:

# F R E E M A N

940 Belfast Road  
Ottawa, On K1G 4A2  
(613) 748-7180 Fax: (613) 745-8303  
FreemanOttawaES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 10, 2008**

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

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

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

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

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

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

## FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

### SEATING Pages 1 & 2

___	C210105	Opal Side Chair .....	24.15	31.40	___
___	C210102	Carson Side Chair .....	34.65	45.05	___
___	N71090	Black Diamond Arm Chair ....	64.60	84.00	___
___	N71088	Black Diamond Stool .....	86.30	112.20	___
		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey			
___	C210101	Carson Arm Chair*.....	40.30	52.40	___
___	C210112	Casey Padded Stool*.....	50.95	66.25	___
		<input type="checkbox"/> Black <input type="checkbox"/> Grey			
___	N71047	Grey Gaslift Stool .....	63.85	83.00	___
___	N71045	Grey Gaslift Chair .....	53.00	68.90	___
___	N72065	Bugle Base Table/White .....	52.00	67.60	___

### DISPLAY/TABLES Pages 3 & 4

___	N75020	Black Display Cylinder/Low ..	88.45	115.00	___
___	N75021	Black Display Cylinder/Med	96.75	125.80	___
___	N75022	Black Display Cylinder/Lg ....	104.05	135.25	___
___	N75079	Orion Computer Kiosk .....	212.10	275.75	___
___	N72067	Black-Top Soho Café Table 36"x30".....	87.40	113.60	___
___	C115103	Studio Black Cocktail Table ....	37.35	48.55	___
___	C115104	Studio Black End Table .....	32.85	42.70	___

### TABLE TOP RISERS

___	C150410	4'L x 6"H Single Step Riser.....	N/A	N/A	___
___	C150420	4'L Double Step Riser.....	N/A	N/A	___
___	C150610	6'L x 6"H Single Step Riser.....	N/A	N/A	___
___	C150620	6'L Double Step Riser	N/A	N/A	___

**ALL PRICES ARE  
IN  
CANADIAN  
DOLLARS**

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

### DISPLAY/TABLES Pages 3 & 4 (continued)

Draped Tables - Tables are 24" wide					
		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold			
		<input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White			
___	C130430	Draped Table 4'L x 30"H .....	52.50	68.25	___
___	C130630	Draped Table 6'L x 30"H .....	62.60	81.40	___
___	C130830	Draped Table 8'L x 30"H .....	72.70	94.50	___
___	C12404630	4th Side Drape 6'L x 30"H ....	30.30	39.40	___
___	C12404830	4th Side Drape 8'L x 30"H ....	30.30	39.40	___
___	C130442	Draped Counter 4'L x 42"H ...	82.80	107.65	___
___	C130642	Draped Counter 6'L x 42"H ...	92.90	120.75	___
___	C130842	Draped Counter 8'L x 42"H ...	103.00	133.90	___
___	C12404642	4th Side Drape 6'L x 42"H ..	40.40	52.50	___
___	C12404842	4th Side Drape 8'L x 42"H ..	40.40	52.50	___

Undraped Tables - Tables are 24" wide					
___	C131430	Undraped Table 4'L x 30"H ..	32.30	42.00	___
___	C131630	Undraped Table 6'L x 30"H ..	42.40	55.10	___
___	C131830	Undraped Table 8'L x 30"H ..	52.50	68.25	___
___	C131442	Undraped Counter 4'Lx42"H	62.60	81.40	___
___	C131642	Undraped Counter 6'Lx42"H	72.70	94.50	___
___	C131842	Undraped Counter 8'Lx42"H	82.80	107.65	___

### ACCESSORIES Pages 5 & 6

___	C220121	Chrome Stanchion w/ belt .....	44.45	57.80	___
___	C220118	Chrome Sign Holder .....	41.40	53.80	___
___	N750136	Flat Literature Rack .....	150.00	195.00	___
___	C220109	Chrome Coat Tree .....	27.25	35.45	___
___	C220134	Chrome Easel .....	22.50	29.25	___
___	C220110	Chrome Bag Rack .....	48.00	62.40	___
___	220107	Wastebasket .....	10.10	13.15	___
___	N75057	Small Refrigerator .....	90.50	117.65	___
___	N74082	File Cabinet/2 Drawer .....	88.95	115.65	___
___	N74081	File Cabinet/4 Drawer .....	117.55	152.80	___

Special Drape					
		<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold			
		<input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White			
___	12103	Special Drape 3'H (per ft.) ....	4.50	5.85	___
___	12108	Special Drape 8'H (per ft.) ...	5.50	7.15	___

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X  
 CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS : \_\_\_\_\_

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

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

**FURNISHINGS**

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SPECIALTY FURNISHINGS</b>					

**Seating**

___	N910205	White Caprice Chair .....	N/A	N/A	___
___	N910132	Chrome Bar Stool.....	N/A	N/A	___
___	N910131	Wrought Iron Bar Stool.....	103.00	133.90	___
___	N910134	Café Chair.....	70.30	91.40	___
___	N910203	Black Leather Sled Chair.....	N/A	N/A	___
___	N910130	Black Leather Banana Bar Stool	92.70	120.50	___
___	N910202	Styx Fabric Chair.....	N/A	N/A	___
___	N930201	Styx Fabric Loveseat.....	N/A	N/A	___
___	N910201	Citi Black Leather Chair.....	N/A	N/A	___
___	N930200	Citi Black Leather Loveseat.....	N/A	N/A	___

**Accessories**

___	N920200	Bistro Table - Chrome.....	N/A	N/A	___
___	N950200	Chrome Table Lamp.....	N/A	N/A	___
___	N950151	Torshe Floor Lamp.....	N/A	N/A	___

**Black Granite Table Series**

___	N920145	42" Round Meeting Table....	92.70	120.50	___
___	N920146	30" Round Bistro Table.....	92.70	120.50	___
___	N920139	End Table - Straight Leg.....	52.00	67.60	___
___	N920138	Coffee Table - Straight Leg...	74.90	97.35	___
___	N920141	End Table - Curved Leg.....	N/A	N/A	___
___	N920140	Coffee Table - Curved Leg....	N/A	N/A	___

**TOTAL COST**

Sub-Total	+	5% GST	=	\$	Sub-Total	+	7.5% PST	=	\$	Total Cost
-----------	---	--------	---	----	-----------	---	----------	---	----	------------

**ALL PRICES ARE  
IN  
CANADIAN  
DOLLARS**

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PLANTS</b>					

**Tropical**

___	42105	Table Size Plant.....	N/A	N/A	___
___	42106	Boston Fern.....	N/A	N/A	___
___	42108	Indoor Tree 7'-9' Tall.....	N/A	N/A	___
___	421071	Floor Plant 6'-7' Marginata....	N/A	N/A	___
___	421072	Floor Plant 6'-7' Benjamina...	N/A	N/A	___
___	421073	Floor Plant 6'- 7' Areca.....	N/A	N/A	___
___	4210100	Planter Box/per sq. ft.....	N/A	N/A	___
___	4210111	Floor Plant up to 5' Marginata	N/A	N/A	___
___	4210112	Floor Plant up to 5' Benjamina	N/A	N/A	___
___	4210113	Floor Plant up to 5' Areca.....	N/A	N/A	___
___	4210114	Floor Plant up to 5' Schefflera.	N/A	N/A	___
___	4210200	Hanging Plant.....	N/A	N/A	___

**Floral**

___	4220200	Assorted Corsages.....	N/A	N/A	___
___	4220300	Small Vase Arrangements....	N/A	N/A	___
___	4220400	Fresh Cut Flowers.....	N/A	N/A	___
___	4220500	Large Tropical Flowers.....	N/A	N/A	___

**TOTAL COST**

Sub-Total	+	5% GST	=	\$	Sub-Total	+	7.5% PST	=	\$	Total Cost
-----------	---	--------	---	----	-----------	---	----------	---	----	------------

**CLEANING**

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

- Price is based on total square footage of booth regardless of area to be cleaned.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors & exhibiting personnel to provide this service.
- 100 sq. ft. minimum
- Service includes emptying of your booth's watebasket at time of vacuuming

**Booth Vacuuming (per sq. ft.)**

___	610100	Booth Vacuuming One Time	.23	.30	___
___	610200	Booth Vacuuming - 2 Days....	.31	.40	___
___	610300	Booth Vacuuming - 3 Days....	.42	.55	___
___	610400	Booth Vacuuming - 4 Days....	.53	.70	___

**TOTAL COST**

Sub-Total	+	5% GST	=	\$	Sub-Total	+	7.5% PST	=	\$	Total Cost
-----------	---	--------	---	----	-----------	---	----------	---	----	------------

# F R E E M A N

940 Belfast Road  
Ottawa, On K1G 4A2  
(613) 748-7180 Fax: (613) 745-8303  
FreemanOttawaES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 10, 2008**

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

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X \_\_\_\_\_

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

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

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

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

## ACCESSORIES FOR RENTAL UNITS

<p><b>LIGHTS (use only on rentals)</b></p>	<p><b>SHELVES (use only on rentals)</b></p>	<p><b>CABINETS</b></p>
<p><b>GONDOLAS</b></p>	<p><b>RADIUS COUNTER (does not have doors)</b></p>	<p><b>LITERATURE POCKETS</b></p>

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labour to install lights not included)</b>					

___	17251	Arm Light (200w) .....	42.65	55.45	___
___	172514	4' Tracklight (3 lights) .....	N/A	N/A	___
___	17252	Halogen Light .....	52.20	67.85	___

### CABINETS & LOCKS

<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	187.25	243.45	___
___	17306	1M x 1/2M x 42" High.....	187.25	243.45	___
___	17308	2M x 1/2M x 36" High.....	241.30	313.70	___
___	17309	2M x 1/2M x 42" High.....	241.30	313.70	___
___	173010	1M Radius x 1/2M x 36" High..	193.00	250.90	___
___	173011	1M Radius x 1/2M x 42" High..	193.00	250.90	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	20.80	27.05	___
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4' High..	150.85	196.10	___
___	174542	Double Sided 1M x 4' High .	211.20	274.55	___
___	174581	Single Sided 1M x 8' High..	235.00	305.50	___
___	174582	Double Sided 1M x 8' High.	301.20	391.55	___

### SHELVES

___	17201	1M Straight (37" x 12") ...	29.15	37.90	___
___	17206	1M Angled (37" x 12") .....	29.15	37.90	___

### LITERATURE POCKETS

___	174015	For 8 1/2 x 11 Literature ...	20.00	26.00	___
-----	--------	-------------------------------	-------	-------	-----

<b>TOTAL COST</b>								
Sub-Total	+	5% GST	= \$	Sub-Total	+	7.5% PST	= \$	Total Cost

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (613) 748-7180.

# F R E E M A N

940 Belfast Road  
 Ottawa, On K1G 4A2  
 (613) 748-7180 Fax: (613) 745-8303  
 FreemanOttawaES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 NOVEMBER 10, 2008**

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

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X \_\_\_\_\_

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

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

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

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (613) 748-7180.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**

**For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.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 standard colours.

**CHOOSE YOUR CARPET COLOUR:**

Black     Blue     Grey     Red

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

**16 oz. Carpet Rental**

**Discount    Standard**

Per sq. ft.    Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \$ **1.70** \$ **2.20** \$ \_\_\_\_\_

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

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

**CHOOSE YOUR CARPET COLOUR:**

Black     Blue     Grey     Red

Qty	Description	Discount	Standard	Total
_____	8' x 10' Classic Carpet .....	\$ <b>133.00</b>	\$ <b>172.90</b>	\$ _____
_____	8' x 20' Classic Carpet .....	\$ <b>248.25</b>	\$ <b>322.75</b>	\$ _____
_____	8' x 30' Classic Carpet .....	\$ <b>N/A</b>	\$ <b>N/A</b>	\$ _____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (80 - 700 sq. ft.)	\$ <b>1.00</b>	\$ <b>1.30</b>	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.)	\$ <b>N/A</b>	\$ <b>N/A</b>	\$ _____
_____	Plastic Covering .....	\$ <b>.45</b>	\$ <b>.60</b>	\$ _____

TOTAL COST				
_____	+	_____	= \$	_____
Sub-Total		5% GST		Sub-Total
_____	+	_____	= \$	_____
		7.5% PST		Total Cost

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

# F R E E M A N

940 Belfast Road  
Ottawa, On K1G 4A2  
(613) 748-7180 Fax: (613) 745-8303  
FreemanOttawaES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 10, 2008**

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

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X \_\_\_\_\_

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

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

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

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

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

*To place your order, please check the appropriate box and complete the reverse side.*

	VERSION A	VERSION B	VERSION C
<b>SYSTEM 1 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 2,417.65 10x10 - Part# 1000 1,208.80	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 3,838.70 10x10 - Part# 1020 1,919.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 6,468.60 10x10 - Part# 1040 3,234.30
<b>SYSTEM 2 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 2,482.15 10x10 - Part# 2000 1,241.10	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 3,896.95 10x10 - Part# 2020 1,948.50	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 6,672.50 10x10 - Part# 2040 3,336.20
<b>SYSTEM 3 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 2,532.10 10x10 - Part# 3000 1,266.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 3,938.55 10x10 - Part# 3020 1,969.30	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 6,672.50 10x10 - Part# 3040 3,336.20
<b>SYSTEM 4 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 2,621.55 10x10 - Part# 4000 1,310.80	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 4,019.75 10x10 - Part# 4020 2,009.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 6,732.80 10x10 - Part# 4040 3,366.40

### CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

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

FREEMAN rental exhibits

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME:

BOOTH #:

BOOTH SIZE: X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

### CHOOSE YOUR PANELS

#### VERSION A

- BLUE FABRIC
- GREY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

#### VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

### CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. Please choose from the following available colours:

- Black
- Grey
- Blue
- Red

You may upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for colour selections and pricing.

### LIGHTING

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

**Note: Electrical power and labour to install lights must be ordered using the electrical order form included in your service manual.**

### QUICK TIPS

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

### HEADER IDENTIFICATION SIGN

#### VERSIONS A & B

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

- |   |   |
|---|---|
| <input type="checkbox"/> CLARENDON MEDIUM | <input type="checkbox"/> ENVIRO         |
| <input type="checkbox"/> EUROSTILE BOLD   | <input type="checkbox"/> HELVETICA BOLD |
| <input type="checkbox"/> TIMES NEW ROMAN  |   |

Other \_\_\_\_\_

Indicate colour of background:

- Beige
- Navy
- White
- Black
- Forest Green

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

Letter colour desired: \_\_\_\_\_

Indicate exactly how you want your company name to appear:

**10' X 20' Rental Exhibits:** indicate copy of second header: (\*Only applies to units pictured with a second header\*)

#### VERSION C

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

### CONTACT FOR PRICING

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

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

#### TOTAL COST

Sub-Total	+	5% GST	= \$	Sub-Total	+	7.5% PST	= \$	Total Cost
-----------	---	--------	------	-----------	---	----------	------	------------

# F R E E M A N

940 Belfast Road  
Ottawa, On K1G 4A2  
(613) 748-7180 Fax: (613) 745-8303  
FreemanOttawaES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 10, 2008**

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

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

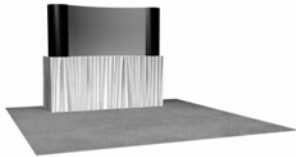
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	N/A	_____	_____
40"H x 8"W	N/A	_____	_____

PURCHASE*		QTY	TOTAL
Size	Price		
40"H x 6"W	1,223.10	_____	_____
40"H x 8"W	1,180.70	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Draped Table (select colour below)  
Classic Carpet 10' X 10' (select colour below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Electrical service & labour not included)

**Purchase Units Include:**  
1-Case  
One Time Installation & Dismantle

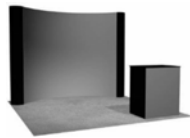
Header Identification Sign - (white with black text) Indicate copy below:

**Fabric Panel Colours for All Units:**  Black  Grey  
**Additional Fabric Panel Colours for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver  
**\*Other Colours Also Available for Purchase Units**

**Classic Carpet:**  Black  Blue  Grey  Red

**Table Drape:**  
 Berry  Black  Blue  Burgundy  Dark Green  Gold  
 Grey  Red  Teal  White

## FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	850.00	_____	_____
8'H x 10'W	850.00	_____	_____

PURCHASE*		QTY	TOTAL
Size	Price		
8'H x 8'W	2,777.50	_____	_____
8'H x 10'W	2,949.20	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Classic Carpet 10' X 10' (select colour below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10;W unit only  
2-200 Watt Halogen Lights (Electrical service & labour not included)

**Purchase Units Include:**  
2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H X 10'W unit only

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

**Fabric Panel Colours for All Units:**  Black  Grey  
**Additional Fabric Panel Colours for Purchase Units Only:**  
 Blaze Red  Blueberry  Emerald  Silver  
**\*Other Colours Also Available for Purchase Units**

**Classic Carpet:**  Black  Blue  Grey  Red

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES		RENTAL	PURCHASE		TOTAL
Part #	Description	Qty	Price	Qty	Price
1715800	2-200 Watt Halogen Light Kit	_____	N/A	_____	239.35
1715801	1-200 Watt Halogen Light Kit	_____	N/A	_____	156.55
1715802	Straight Shelf	_____	N/A	_____	135.35
1715803	Angled Shelf	_____	N/A	_____	135.35

## QUICK TIPS

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

### PURCHASE UNITS TOTAL COST

Sub-Total	5% GST	Sub-Total	7.5% PST	Total Cost
_____	_____	_____	_____	_____

### RENTAL UNITS TOTAL COST

Sub-Total	5% GST	Sub-Total	7.5% PST	Total Cost
_____	_____	_____	_____	_____

# FREEMAN

940 Belfast Road  
 Ottawa, On K1G 4A2  
 (613) 748-7180 Fax: (613) 745-8303  
 FreemanOttawaES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 NOVEMBER 10, 2008**

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

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

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

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

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

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

## GRAPHICS & SIGNS

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
 \$ 19.00 per sq. ft. discount price  
 sq. ft. \_\_\_\_\_ X or \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$ 28.50 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

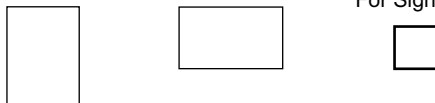
#### Backing Material:

Foamcore  Masonite

PVC  Plexi

Gatorfoam  Other

Vertical Horizontal Use Your Judgment For Sign Layout



#### Special Instructions

\_\_\_\_\_  
 \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

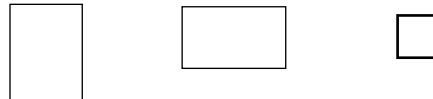
	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	26.05	39.10 = \$	_____
7" x 22"	_____ @	28.65	43.00 = \$	_____
7" x 44"	_____ @	42.15	63.25 = \$	_____
9" x 44"	_____ @	49.45	74.20 = \$	_____
11" x 14"	_____ @	37.45	56.20 = \$	_____
14" x 22"	_____ @	48.35	72.55 = \$	_____
14" x 44"	_____ @	59.85	89.80 = \$	_____
22" x 28"	_____ @	67.60	101.40 = \$	_____
28" x 44"	_____ @	124.85	187.30 = \$	_____
20" x 60" (white only)	_____ @	116.50	174.75 = \$	_____

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout



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

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

#### TOTAL COST

Sub-Total	+	5% GST	= \$	Sub-Total	+	7.5% PST	= \$	Total Cost
-----------	---	--------	------	-----------	---	----------	------	------------

FREEMAN graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths

### ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

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

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

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

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

### WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.
- Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files.
- Please call (613) 748-7180 for assistance.

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

NAME OF SHOW: FMI PD WEEK 2008 / NOVEMBER 24-28, 2008

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

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

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

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

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

**DISPLAY LABOUR (One Hour Minimum per Worker)**

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$ 40.00	\$ 52.00
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$ 60.25	\$ 78.35
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays .....	\$ 80.00	\$ 104.00

**\*\*All labour forms must be received 48 hours prior to move in. Labour orders placed after NOVEMBER 20, 2008 will be charged show site pricing.**

- Show Site prices will apply to all labour orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labour thereafter is charged in half (1/2) hour increments.
- Labour must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

**INSTALLATION LABOUR**

**Freeman Supervised Labour - Please complete page 2 of this form.**

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

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

**Exhibitor Supervised Labour** (Supervisor must check in at Service Desk to pick up labour)

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
5% GST = \$ _____						
7.5% QST = \$ _____						
Total Installation = \$ _____						

**DISMANTLE LABOUR**

**Freeman Supervised Labour - Please complete page 2 of this form.**

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

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

**Exhibitor Supervised Labour** (Supervisor must check in at Service Desk to pick up labour)

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)= \$ _____						
5% GST = \$ _____						
7.5% QST = \$ _____						
Total Installation = \$ _____						

FREEMAN installation & dismantle

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

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

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

**FREEMAN SUPERVISED LABOUR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

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

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

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

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

**METHOD OF SHIPMENT**

Freeman Exhibit Transportation:

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

Other (list carrier name & phone number):

- Other Common Carrier: \_\_\_\_\_
- Other Air Freight: \_\_\_\_\_
- Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect

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

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

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

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

**FREEMAN installation & dismantle**

# F R E E M A N

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 Tel: (613) 748-7180 • Fax: (613) 745-8303  
 freemanottawaES@freemanco.com

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

NAME OF SHOW: FMI PD WEEK 2008 / NOVEMBER 24-28, 2008

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

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

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

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

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

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

**ANY SHIPMENTS THAT ARE LESS THAN 200 LBS BUT MORE THAN 30 LBS WILL BE CHARGED A 200 LBS MINIMUM**

### RATE CLASSIFICATIONS:

<b>Warehouse Shipment (200 lb. minimum) Beginning OCTOBER 23, 2008</b>		
Crated or Skidded Shipment (IN OT/ OUT ST).....	\$ 64.25	128.50
Special Handling Shipment (IN OT/ OUT ST).....	\$ 83.15	166.30
<b>Show Site Shipment (200 lb. minimum) Beginning NOVEMBER 23, 2008</b>		
Crated or Skidded Shipment (IN OT/ OUT ST).....	\$ 53.75	107.50
Special Handling Shipment (IN OT/ OUT ST).....	\$ 69.50	139.00
Uncrated or Pad Wrapped Shipment (IN OT/ OUT ST).....	\$ 79.75	159.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 35.50	

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

### ADDITIONAL SURCHARGES:

<b>Warehouse Shipment (200 lb. minimum) Delivered After NOVEMBER 17, 2008</b>		
Crated or Skidded Shipment (IN OT/ OUT ST).....	\$ 70.30	140.60
Special Handling Shipment (IN OT/ OUT ST).....	\$ 89.75	179.50
<b>Show Site Shipment (200 lb. minimum) Delivered After NOVEMBER 24, 2008 @ 8AM</b>		
Crated or Skidded Shipment (IN OT/ OUT ST).....	\$ 58.55	117.10
Special Handling Shipment (IN OT/ OUT ST).....	\$ 75.75	151.50
Uncrated or Pad Wrapped Shipment (IN OT/ OUT ST).....	\$ 85.75	171.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
	÷ 100 =			

### Tips to Save on Material Handling

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

3 Separate Shipments

6/08 - 60 lbs. charged @ 200 lbs. \$128.50

6/10 - 52 lbs. charged @ 200 lbs. \$128.50

6/11 - 65 lbs. charged @ 200 lbs. \$128.50 = \$385.50

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. @ 200 lbs = \$128.50

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

5% GST	
7.5% QST	
<b>Total</b>	

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

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

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

## **What are Mixed Shipments?**

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

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

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

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

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

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

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

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

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

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

## What happens to my empty containers during the show?

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# F R E E M A N

940 Belfast Road  
Ottawa, On K1G 4A2  
(613) 748-7180 Fax: (613) 745-8303  
FreemanOttawaES@freemanco.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **FMI PD WEEK 2008 / NOVEMBER 24-28, 2008**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

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

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

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

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

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

### SHIPPING INFORMATION

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

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

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

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

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

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day
  - 2nd Day
  - Deferred

CARRIER PHONE #: \_\_\_\_\_

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

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

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**MUST DELIVER BY NOVEMBER 17, 2008**

**MUST DELIVER BY NOVEMBER 17, 2008**

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**940 BELFAST ROAD**

**OTTAWA, ON K1G4A2**

**C/O: FREEMAN**

**940 BELFAST ROAD**

**OTTAWA, ON K1G4A2**

**WAREHOUSE**

**WAREHOUSE**

EVENT: \_\_\_\_\_ *FMI PD WEEK 2008* \_\_\_\_\_

EVENT: \_\_\_\_\_ *FMI PD WEEK 2008* \_\_\_\_\_

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

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

**F R E E M A N**  
EXHIBITION MATERIAL

**RUSH**  
**DO NOT DELAY**

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

c/o Freeman  
3 boul du Casino  
Gatineau, Quebec, Canada  
J8Y 6X4

**SHOW SITE**  
**DO NOT DELIVER PRIOR TO:**  
**(NOVEMBER 23, 2008)**

Event \_\_\_\_\_ FMI PD WEEK 2008

Booth No. \_\_\_\_\_ No. of pcs. \_\_\_\_\_

Carrier \_\_\_\_\_

**F R E E M A N**  
EXHIBITION MATERIAL

**RUSH**  
**DO NOT DELAY**

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

c/o Freeman  
3 boul du Casino  
Gatineau, Quebec, Canada  
J8Y 6X4

**SHOW SITE**  
**DO NOT DELIVER PRIOR TO:**  
**(NOVEMBER 23, 2008)**

Event \_\_\_\_\_ FMI PD WEEK 2008

Booth No. \_\_\_\_\_ No. of pcs. \_\_\_\_\_

Carrier \_\_\_\_\_

**F R E E M A N**  
EXHIBITION MATERIAL

**RUSH**  
**DO NOT DELAY**

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

c/o Freeman  
3 boul du Casino  
Gatineau, Quebec, Canada  
J8Y 6X4

**SHOW SITE**  
**DO NOT DELIVER PRIOR TO:**  
**(NOVEMBER 23, 2008)**

Event \_\_\_\_\_ FMI PD WEEK 2008

Booth No. \_\_\_\_\_ No. of pcs. \_\_\_\_\_

Carrier \_\_\_\_\_

**F R E E M A N**  
EXHIBITION MATERIAL

**RUSH**  
**DO NOT DELAY**

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

c/o Freeman  
3 boul du Casino  
Gatineau, Quebec, Canada  
J8Y 6X4

**SHOW SITE**  
**DO NOT DELIVER PRIOR TO:**  
**(NOVEMBER 23, 2008)**

Event \_\_\_\_\_ FMI PD WEEK 2008

Booth No. \_\_\_\_\_ No. of pcs. \_\_\_\_\_

Carrier \_\_\_\_\_

# PAYMENT AND LABOUR

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

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

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

### **DEFINITIONS**

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

### **PAYMENT TERMS**

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

### **LABOUR UNDER THE SUPERVISION OF EXHIBITOR**

#### **RESPONSIBILITIES:**

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

#### **INDEMNIFICATION:**

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

#### **IMPORTANT**

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

# MATERIAL HANDLING

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

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

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

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

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

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

- Error in the above procedures;
- Removal of containers with old empty labels and without FREEMAN labels; or
- improper information on empty labels.

FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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

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

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

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

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

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

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive

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

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

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

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

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

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

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

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

# FREEMAN

