

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, one wastebasket and a 7" x 44" booth identification sign. One 1500 watt electrical outlet will also be provided per exhibiting company (available upon request). Please refer to the prospectus for additional information and rules and regulations for exhibiting.

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: **May 10, 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>

Thursday	May 31, 2018	12:00 PM - 10:00 PM
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All exhibits must be fully installed by **10:00 PM on May 31, 2018.**

EXHIBIT HOURS

Friday	June 1, 2018	9:30 AM - 6:00 PM
Saturday	June 2, 2018	9:30 AM - 6:00 PM
Sunday	June 3, 2018	9:30 AM - 1:30 PM

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>

Sunday	June 3, 2018	1:30 PM - 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 **two** 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 June 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 **5:00 PM on June 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:

Thursday	May 31, 2018	12:00 PM - 8:00 PM
Sunday	June 3, 2018	12:00 PM - 6:00 PM

MATERIAL HANDLING

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

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

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 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 #
 2018 COS Annual Meeting & Exhibition
 C/O Freeman
 61 Browns Line
 Toronto, Ontario, Canada M8W 3S2

Freeman will accept crated, boxed or skidded materials beginning **May 1, 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 **May 24, 2018**. The warehouse will receive shipments Monday through Friday between 8:00 AM and 4:30 PM. To check on the arrival of your freight, please call 416-252-3361. If required, provide your carrier with this phone number: 416-252-2420.

PLEASE NOTE: The office and warehouse will be closed on May 21, 2018 in observance of Victoria Day. Shipments will not be accepted on this date.

SHOW SITE SHIPPING INFORMATION

Exhibiting Company Name / Booth #
 2018 COS Annual Meeting & Exhibition
 C/O Freeman
 Metro Toronto Convention Centre- South Building- Hall G- Truck Elevator
 222 Bremner Blvd
 Toronto, Ontario, Canada M5V 3L9

Freeman will receive shipments at the exhibiting facility beginning **12:00 PM on May 31, 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.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store/index.jsp by **May 10, 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=460240&nav=02>

EXHIBIT TRANSPORTATION

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 service provider for the **2018 COS Annual Meeting & Exhibition**.

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 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.

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: **MAY 10, 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 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.

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
 MAY 10, 2018**

**INCLUDE THIS FORM
 WITH YOUR ORDER
 Please use black ink**

FREEMAN method of payment

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

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 # 460240) 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	SHOW SPECIAL	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	FABRIC SOLUTIONS	SIGNS & GRAPHICS
INSTALLATION LABOUR	DISMANTLE LABOUR	TRANSPORTATION	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>

2018 COS ANNUAL MEETING & EXHIBITION

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 |
| <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-weighted 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.

- 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.
- 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.
- If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. 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:

- artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures;
- clocks, watches, jewellery (including costume jewellery), furs and fur-trimmed clothing;
- personal effects; and
- other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and 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:

- whenever or wherever the claimed loss or damage may occur;
- 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
- 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:

- 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.
- 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.
- 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.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery of, 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 slow-down 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. **Notwithstanding 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; and (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 TO ITS CONFLICT OF LAW RULES, EXCLUSIVE VENUE FOR ALL DISPUTE ARISING OUT 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

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

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.

**USE ONLY IF YOU ARE SHIPPING YOUR
EXHIBIT MATERIALS BY FREEMAN**

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____ FAX #: _____

PICK UP AND/OR CUSTOMS INFORMATION

Requested Pick Up Date: _____ Contact Person: _____

Company Name: _____

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.
- Schedule pick-up by calling TOLL FREE: 1-877-478-1113
- Fax this Order Form to 416-252-2365

Section 1: PLEASE SELECT YOUR DESTINATION

I will be shipping to **WAREHOUSE**

2018 COS Annual Meeting & Exhibition
Company Name, Booth # _____
C/O Freeman
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

SHIPMENTS ACCEPTED BEGINNING MAY 1, 2018
TO AVOID DEADLINE CHARGES DELIVER BY MAY 24, 2018

I will be shipping to **SHOW SITE**

2018 COS Annual Meeting & Exhibition
Company Name, Booth # _____
C/O Freeman
Metro Toronto Convention Centre- South Building- Hall G
222 Bremner Boulevard- Truck Elevator
Toronto, Ontario, Canada M5V 3L9

DO NOT DELIVER BEFORE EXHIBITOR MOVE-IN 12:00 PM ON
MAY 31, 2018

Section 2: 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 3: 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 4: SHIPPING 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
CHARGES DO NOT INCLUDE
MATERIAL HANDLING CHARGES**

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

JOB #: 460240



FREEMAN exhibit transportation

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

FREEMAN

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



METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: **2018 COS ANNUAL MEETING & EXHIBITION**

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	Min
	CWT	200 Lbs

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum) beginning (May 1, 2018)		
Crated or Skidded Shipment.....	\$ 95.00	190.00
Special Handling Shipment.....	\$ 123.50	247.00
Carpet and/or Pad Only Shipment.....	\$ 142.50	285.00
Show Site Shipment (200 lb. minimum) beginning (12:00 PM on May 31, 2018)		
Crated or Skidded Shipment.....	\$ 85.00	170.00
Special Handling Shipment.....	\$ 110.50	221.00
Uncrated or Pad Wrapped Shipment.....	\$ 127.50	255.00
Carpet and/or Pad Only Shipment.....	\$ 127.50	255.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline (May 24, 2018).....	\$ 28.50	57.00
Show Site Shipment after Deadline (9:00 PM on May 31, 2018).....	\$ 25.50	51.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 21.25	42.50
Special Handling Shipment.....	\$ 27.25	54.50
Uncrated or Pad Wrapped Shipment.....	\$ 32.00	64.00
Carpet and/or Pad Only Shipment.....	\$ 32.00	64.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 21.25	42.50
Special Handling Shipment.....	\$ 27.25	54.50
Uncrated or Pad Wrapped Shipment.....	\$ 32.00	64.00
Carpet and/or Pad Only Shipment.....	\$ 32.00	64.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
Surcharges (i.e. Overtime, Late)	÷ 100 =			
			Subtotal	
			13% HST	
			Total	

FREEMAN material handling

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.

FREEMAN

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



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION
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 \$190.00 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 \$185/ 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: MAY 24, 2018

TO: _____
(EXHIBITOR NAME)

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

WAREHOUSE

EVENT: 2018 COS Annual Meeting & Exhibition

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY: MAY 24, 2018

TO: _____
(EXHIBITOR NAME)

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

WAREHOUSE

EVENT: 2018 COS Annual Meeting & Exhibition

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: MAY 31, 2018 AT 12:00 PM

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
METRO TORONTO CONVENTION CTR
SOUTH BUILDING- HALL G
222 BREMNER BLVD
TRUCK ELEVATOR
TORONTO, ONTARIO
CANADA
M5V 3L9**

SHOW SITE

EVENT: 2018 COS Annual Meeting & Exhibition

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: MAY 31, 2018 AT 12:00 PM

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
METRO TORONTO CONVENTION CTR
SOUTH BUILDING- HALL G
222 BREMNER BLVD
TRUCK ELEVATOR
TORONTO, ONTARIO
CANADA
M5V 3L9**

SHOW SITE

EVENT: 2018 COS Annual Meeting & Exhibition

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'entreposage; la livraison de vos meubles se fait donc toujours rapidement et en toute sécurité.

SEATING | SIÈGES

**BLACK DIAMOND
SIDE CHAIR
71089**

21"W 23"L 32"H

**CHAISE SANS BRAS
BLACK DIAMOND
71089**

21"Large 23"L 32"H



**BLACK DIAMOND STOOL
71088**

22"W 18"L 46"H

**TABOURET
BLACK DIAMOND
71088**

22"Large 18"L 46"H



SEATING | SIÈGES

BLACK DIAMOND ARMCHAIR 71090

20"W 21"L 33"H

CHAISE AVEC BRAS BLACK DIAMOND 71090

20"Large 21"L 33"H



LIMERICK® CHAIR BY HERMAN MILLER grey 210108

18"W 17.75"L 33"H

CHAISE LIMERICK® BY HERMAN MILLER grise 210108

18"Large 17.75"L 33"H



CASEY PADDED STOOL black or grey fabric 210112

20"W 21.5"L 42.5"H

TABOURET CASEY tissu noir ou gris 210112

20"Large 21.5"L 42.5"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 GRIS
71047

26"Large 20"L 38"H



TABLES | TABLES

Studio Series

BLACK END TABLE
115104

17"W 17"L 18"H

Gamme Studio

TABLE DE BOUT NOIRE
115104

17"Large 17"L 18"H



BLACK COCKTAIL TABLE
115103

36"W 20"L 15"H

TABLE À COCKTAIL NOIRE
115103

36"Large 20"L 15"H

Soho Series

BLACK PEDESTAL TABLE
72067

36" Diam. 30"H

Gamme Soho

TABLE-PIEDESTAL NOIRE
72067

36" Diam. 30"H



DISPLAY | PRÉSENTOIR

DISPLAY CYLINDERS *black*

low **75020**

30"Diam 15"H

medium **75021**

18"Diam 20"H

high **75022**

24"Diam 36"H

PRÉSENTOIR CYLINDRIQUE *noir*

bas **75020**

30"Diam 15"H

moyen **75021**

18"Diam 20"H

haut **75022**

24"Diam 36"H



ORION COMPUTER KIOSK *black* **75079**

28"L 28"D 40.5"H

(Computer not included.)

COMPTOIR À ORDINATEUR ORION *noir* **75079**

28"Large 28"L 40.5"H

(Ordinateur non inclus.)



DRAPED OR UNDRAPED TABLES & COUNTERS

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

TABLES 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



ACCESSORIES

CHROME SIGN HOLDER 220118

Holds 22" x 28" sign

PORTE-ENSEIGNE CHROME 220118

Pour une enseigne 22"x 28" - 220118



FLAT LITERATURE RACK 750136

10"L 55"H

Display printed materials in six pockets

PORTE-BROCHURES 750136

10"L 55"H

Six pochettes



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



CORRUGATED WASTEBASKET 220106

CORBEILLE À PAPIER (CARTON ONDULÉ) 220106



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

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



**ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE
 MAY 10, 2018**

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

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
FURNISHINGS						
**Please Circle colour for Casey Padded Stool: Black Grey						
_____	210108	Limerick® Chair by Herman Miller	\$52.00	\$57.20	\$ 72.80	_____
_____	210112	Casey Padded Stool**	\$95.00	\$104.50	\$133.00	_____
_____	71045	Grey Gaslift Chair	\$111.00	\$122.10	\$155.40	_____
_____	71047	Grey Gaslift Stool	\$153.00	\$168.30	\$214.20	_____
_____	71088	Black Diamond Stool	\$122.00	\$134.20	\$170.80	_____
_____	71089	Black Diamond Side	\$94.00	\$103.40	\$131.60	_____
_____	71090	Black Diamond Arm Chair ...	\$106.00	\$116.60	\$148.40	_____

The following items are available in black.

_____	75020	Display Cylinder/Low	\$149.00	\$163.90	\$208.60	_____
_____	75021	Display Cylinder/Medium	\$165.00	\$181.50	\$231.00	_____
_____	75022	Display Cylinder/High	\$202.00	\$222.20	\$282.80	_____
_____	75079	Orion Computer Kiosk	\$327.00	\$359.70	\$457.80	_____
_____	750136	Flat Literature Rack	\$185.00	\$203.50	\$259.00	_____
_____	72067	SohoCafeTable/30"H X 36"	\$178.00	\$195.80	\$249.20	_____

TABLES & RISERS

NOTE: Tables are 24" wide

Please circle colour for table drape: Black Blue Gold Grey
 Dark Green Plum Red White

DRAPED***						
_____	124430	4' Draped Table/30"H	\$81.00	\$89.10	\$113.40	_____
_____	124630	6' Draped Table/30"H	\$104.00	\$114.40	\$145.60	_____
_____	124830	8' Draped Table/30"H	\$122.00	\$134.20	\$170.80	_____
_____	1240630	4th Side Draping-6' X 30"H	\$35.00	\$38.50	\$49.00	_____
_____	1240830	4th Side Draping-8' X 30"H	\$35.00	\$38.50	\$49.00	_____
_____	124442	4' Draped Table/42"H	\$114.00	\$125.40	\$159.60	_____
_____	124642	6' Draped Table/42"H	\$135.00	\$148.50	\$189.00	_____
_____	124842	8' Draped Table/42"H	\$150.00	\$165.00	\$210.00	_____
_____	12404642	4th Side Drape-6' x 42"H	\$35.00	\$38.50	\$49.00	_____
_____	12404842	4th Side Drape-8' x 42"H	\$35.00	\$38.50	\$49.00	_____

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

UNDRAPED						
_____	125430	4' Undraped Table/30"H	\$57.00	\$62.70	\$79.80	_____
_____	125630	6' Undraped Table/30"H	\$68.00	\$74.80	\$95.20	_____
_____	125830	8' Undraped Table/30"H	\$83.00	\$91.30	\$116.20	_____
_____	125442	4' Undraped Table/42"H	\$76.00	\$83.60	\$106.40	_____
_____	125642	6' Undraped Table/42"	\$88.00	\$96.80	\$123.20	_____
_____	125842	8' Undraped Table/42"	\$103.00	\$113.30	\$144.20	_____

CORRUGATED RISERS (Available in Black)

_____	1504100	4' x 7" H Table Riser	\$31.00	\$34.10	\$43.40	_____
_____	1504200	4' x 14" H Table Riser	\$47.00	\$51.70	\$65.80	_____
_____	1506100	6' x 7" H Table Riser	\$37.00	\$40.70	\$51.80	_____
_____	1506200	6' x 14" H Table Riser	\$58.00	\$63.80	\$81.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FURNISHINGS						
Studio Series Tables:						
_____	115103	Studio Series Black Table	\$65.00	\$71.50	\$91.00	_____
_____	15104	Studio Series Black End	\$63.00	\$69.30	\$88.20	_____
_____	220106	Corrugated Wastebasket	\$19.75	\$21.75	\$27.65	_____
_____	220109	Chrome Coat Tree	\$37.00	\$40.70	\$51.80	_____
_____	220110	Chrome Bag Rack	\$77.00	\$84.70	\$107.80	_____
_____	220118	Chrome Sign Holder	\$85.00	\$93.50	\$119.00	_____
_____	220121	Chrome Stanchion w/8' Belt ..	\$85.00	\$93.50	\$119.00	_____
_____	220134	Chrome Easel	\$49.00	\$53.90	\$68.60	_____
***Please circle colour for special drape:						
			Black Plum	Blue Red	Gold White	Grey
_____	12103	Special Drape- 3'H-per ft*** ..	\$10.00	\$11.00	\$14.00	_____
_____	12108	Special Drape- 8'H-per ft*** ..	\$11.00	\$12.10	\$15.40	_____
_____	1330811	Steel-Top Rod (8' to 10' long) ..	\$25.50	\$28.05	\$35.70	_____
_____	13803	Steel - Post and Base (3' H) ..	\$25.50	\$28.05	\$35.70	_____
_____	13808	Steel - Post and Base (8' H) ..	\$25.50	\$28.05	\$35.70	_____
_____	15905	Small Fishbowl	\$36.00	\$39.60	\$50.40	_____
_____	75057	Refrigerator/4 cubic ft.	\$202.00	\$222.20	\$282.80	_____
_____	74082	File Cabinet/2 Drawer	\$196.00	\$215.60	\$274.40	_____
_____	74081	File Cabinet/4 Drawer	\$289.00	\$317.90	\$404.60	_____

FLORAL

Floral

_____	4220999	Special Arrangement	Call for Pricing	_____
_____	4220300	Small Vase Arrangements	\$108.00	\$151.20
_____	4220400	Fresh Cut Flower	\$140.00	\$196.00
_____	4220500	Lg Tropical Flowers	\$180.00	\$252.00

TOTAL COST

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

FREEMAN furnishings & floral

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

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

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

STOOLS | TABOURETS

EQUINO STOOL TABOURET ÉQUINO

white/blanc **910146**
black/noir **910147**
red/rouge **910148**

14" 16" 36"H



LOLA STOOL TABOURET LOLA

white/blanc **910211**
black/noir **910210**
red/rouge **910149**

16" 16" 40"H



CHROME BAR STOOL TABOURET FINI CHROME

white/blanc **910132**
black/noir **910135**

17.5" 18" 45"H



BLACK CAFÉ STOOL TABOURET CAFÉ NOIR

black/noir **910212**

25" 28" 77"H



FREEMAN

SEATING | SIÈGES

BLACK CAFÉ CHAIR CHAISE CAFÉ NOIRE

black/noir 910134

17.5' 15.5" 34"H



RIPPLE SLED CHAIR CHAISE À DOS ONDULÉE

black/noir 910213

24' 22" 35"H



ARMLESS CHAIR FAUTEUIL SANS BRAS

white/blanc 910152

black/noir 910153

23' 28" 35"H



SCULPTED CHAIR FAUTEUIL D'APPOINT

white/blanc 910150

red/rouge 910151

33" 27" 26"H



SCULPTED LOVESEAT CAUSEUSE DOSSIER ARRONDI

white/blanc 930147

red/rouge 930148

52" 27" 27"H



SCULPTED SOFA SOFA DOSSIER ARRONDI

white/blanc 930146

74" 27" 27"H



CITI BLACK LEATHER CHAIR FAUTEUIL EN CUIR CITI

black/noir 910201

35" 28.5" 28"H



CITI BLACK LEATHER LOVESEAT CAUSEUSE EN CUIR CITI

black/noir 930200

56" 28.5" 28"H



CITI BLACK LEATHER SOFA SOFA EN CUIR CITI

black/noir 930202

78" 28.5" 28"H



TABLES | TABLES

SQUARE BISTRO TABLE
TABLE BISTRO CARRÉE
black/noir 920147

30" 30" 42"H



ROUND BISTRO TABLE
TABLE BISTRO RONDE
white/blanc 920148
black/noir 920146

30"Diam 42"H



ROUND BISTRO CHROME TABLE
TABLE RONDE BISTRO FINI CHROME
chrome 920200

30"Diam 42"H



ROUND BISTRO CHROME TABLE
TABLE RONDE BISTRO FINI CHROME
chrome 920149

24"Diam 42"H



SQUARE BISTRO CHROME TABLE
TABLE BISTRO CARRÉE FINI CHROME
920201

24" 24" 42"H



END TABLE STEEL FRAME
TABLE DE COIN FINI ACIER
white laminate/laminé blanc 920153
black laminate/laminé noir 920152

24" 24" 20"H



COFFEE TABLE STEEL FRAME
TABLE À CAFÉ FINI ACIER
white laminate/laminé blanc 920151
black laminate/laminé noir 920150

24" 48" 20"H



SCULPTED ROUND COFFEE TABLE
TABLE À CAFÉ RONDE
white/blanc 920155
black/noir 920154

24"Diam 20"H



SCULPTED ROUND END TABLE
TABLE DE COIN RONDE
white/blanc 920157
black/noir 920156

16"Diam 24"H



ACCESSORIES | ACCESSOIRES

**LARGE OTTOMAN
GRAND REPOSE-PIED**
red/rouge 950154

72" 20" 18"H



**LARGE OTTOMAN
GRAND REPOSE-PIED**
black/noir 950153

72" 18" 18"H



**OTTOMAN
REPOSE-PIED**
white/blanc 950146
black/noir 950147

43" 19" 18"H



CUBE
white/blanc 950112
black/noir 950110
red/rouge 950111

18" 18" 18"H



FREEMAN

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 FreemanTorontoES@freeman.com



**ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE
 MAY 10, 2018**

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NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

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
STOOLS						
_____	910146	Equino Stool - White	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910147	Equino Stool - Black	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910148	Equino Stool - Red	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910211	Lola Stool - White	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910210	Lola Stool - Black	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910149	Lola Stool - Red	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910132	Chrome Bar Stool - White	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910135	Chrome Bar Stool - Black	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910212	Black Café Stool	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____

CASUAL & LOUNGE SEATING						
_____	910134	Black Café Chair	\$ 108.00	\$ 118.80	\$ 151.20	\$ _____
_____	910213	Ripple Sled Chair - Black	\$ 145.00	\$ 159.50	\$ 203.00	\$ _____
_____	910152	Armless Chair - White	\$ 240.00	\$ 264.00	\$ 336.00	\$ _____
_____	910153	Armless Chair - Black	\$ 240.00	\$ 264.00	\$ 336.00	\$ _____

Sculpted Line

_____	910150	Sculpted Chair - White	\$ 278.00	\$ 305.80	\$ 389.20	\$ _____
_____	910151	Sculpted Chair - Red	\$ 278.00	\$ 305.80	\$ 389.20	\$ _____
_____	930147	Sculpted Loveseat - White	\$ 376.00	\$ 413.60	\$ 526.40	\$ _____
_____	930148	Sculpted Loveseat - Red	\$ 376.00	\$ 413.60	\$ 526.40	\$ _____
_____	930146	Sculpted Sofa - White	\$ 479.00	\$ 526.90	\$ 670.60	\$ _____

Citi Line

_____	910201	Citi Black Leather Chair	\$ 278.00	\$ 305.80	\$ 389.20	\$ _____
_____	930200	Citi Black Leather Loveseat	\$ 376.00	\$ 413.60	\$ 526.40	\$ _____
_____	930202	Citi Black Leather Sofa	\$ 479.00	\$ 526.90	\$ 670.60	\$ _____

Ottomans & Cubes

_____	950153	Large Ottoman - Black (72"x18"x18"h)	\$ 417.00	\$ 458.70	\$ 583.80	\$ _____
_____	950154	Large Ottoman - Red (72"x18"x18"h)	\$ 417.00	\$ 458.70	\$ 583.80	\$ _____
_____	950147	Ottoman - Black (43"x19"x18"h)	\$ 268.00	\$ 294.80	\$ 375.20	\$ _____
_____	950146	Ottoman - White (43"x19"x18"h)	\$ 268.00	\$ 294.80	\$ 375.20	\$ _____
_____	950110	Square Cube - Black	\$ 130.00	\$ 143.00	\$ 182.00	\$ _____
_____	950112	Square Cube - White	\$ 130.00	\$ 143.00	\$ 182.00	\$ _____
_____	950111	Square Cube - Red	\$ 130.00	\$ 143.00	\$ 182.00	\$ _____

TABLES

Bar Tables

_____	920147	Square Bistro Table - Black Laminate (30"x30"x42")	\$ 200.00	\$ 220.00	\$ 280.00	\$ _____
_____	920201	Square Bistro Table - Chrome Laminate (24"x24"x42")	\$ 200.00	\$ 220.00	\$ 280.00	\$ _____
_____	920146	Round Bistro Table - Black Laminate (30"diam x 42")	\$ 200.00	\$ 220.00	\$ 280.00	\$ _____
_____	920148	Round Bistro Table - White Laminate (30"diam x 42")	\$ 200.00	\$ 220.00	\$ 280.00	\$ _____
_____	920149	Round Bistro Table - Chrome Laminate (24"diam x 42")	\$ 200.00	\$ 220.00	\$ 280.00	\$ _____
_____	920200	Round Bistro Table - Chrome Laminate (30"diam x 42")	\$ 200.00	\$ 220.00	\$ 280.00	\$ _____

Occasional Coffee & End Tables

_____	920151	Coffee Table - Steel Frame - White (24"x48"x20"h)	\$ 150.00	\$ 165.00	\$ 210.00	\$ _____
_____	920150	Coffee Table - Steel Frame - Black (24"x48"x20"h)	\$ 150.00	\$ 165.00	\$ 210.00	\$ _____
_____	920153	End Table - Steel Frame - White (24"x24"x20"h)	\$ 101.00	\$ 111.10	\$ 141.40	\$ _____
_____	920152	End Table - Steel Frame - Black (24"x24"x20"h)	\$ 101.00	\$ 111.10	\$ 141.40	\$ _____
_____	920155	Sculpted Round Coffee Table - White (28"diam x 14"h)	\$ 150.00	\$ 165.00	\$ 210.00	\$ _____
_____	920154	Sculpted Round Coffee Table - Black (28"diam x 14"h)	\$ 150.00	\$ 165.00	\$ 210.00	\$ _____
_____	920157	Sculpted Round End Table - White (16"diam x 24"h)	\$ 101.00	\$ 111.10	\$ 141.40	\$ _____
_____	920156	Sculpted Round End Table - Black (16"diam x 24"h)	\$ 101.00	\$ 111.10	\$ 141.40	\$ _____

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

0217(18H)

FREEMAN specialty furnishings

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

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

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
 FreemanTorontoES@freeman.com



**ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE
 MAY 10, 2018**

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

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 Grey Red

16 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount	Standard	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.60	\$2.85	\$ 3.65	\$ _____

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

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

CHOOSE YOUR CARPET COLOR:

Black Blue Grey Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 210.00	\$ 231.00	\$ 294.00	\$ _____
_____	10' x 20' Classic Carpet	\$ 377.00	\$ 414.70	\$ 527.80	\$ _____
_____	10' x 30' Classic Carpet	\$ 592.00	\$ 651.20	\$ 828.30	\$ _____

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

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Carpet Padding - Single Layer	\$ 122.00	\$ 134.20	\$ 170.80	\$ _____
_____	10' x 20' Carpet Padding - Single Layer	\$ 244.00	\$ 268.40	\$ 341.60	\$ _____
_____	10' x 30' Carpet Padding - Single Layer	\$ 365.00	\$ 401.50	\$ 511.00	\$ _____
_____	10' x 10' Carpet Padding - Double Layer	\$ 186.00	\$ 204.60	\$ 260.40	\$ _____
_____	10' x 20' Carpet Padding - Double Layer	\$ 365.00	\$ 401.50	\$ 511.00	\$ _____
_____	10' x 30' Carpet Padding - Double Layer	\$ 545.00	\$ 599.50	\$ 763.00	\$ _____
_____	Carpet Padding - 1/2" (301 - 700 sq ft - price per sq ft)	\$ 1.25	\$ 1.40	\$ 1.75	\$ _____
_____	Carpet Padding - 1/2" (over 700 sq ft - price per sq ft)	\$ 1.05	\$ 1.15	\$ 1.45	\$ _____
_____	Double Padding - 1/2" (301 - 700 sq ft price per sq ft)	\$ 2.25	\$ 2.50	\$ 3.15	\$ _____
_____	Double Padding (over 700 sq ft - price per sq ft)	\$ 2.05	\$ 2.25	\$ 2.85	\$ _____
_____	Plastic Covering (price per sq ft)	\$ 0.65	\$ 0.70	\$ 0.90	\$ _____

TOTAL COST

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

0217(18H)

FREEMAN carpet

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

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

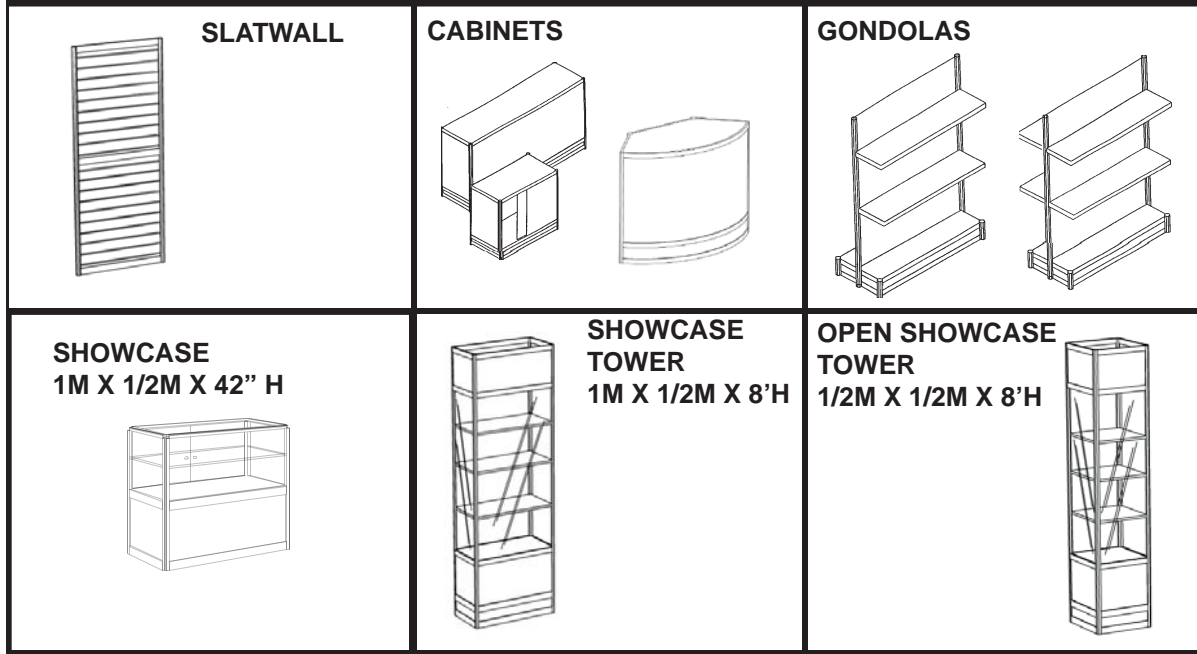
COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

EXHIBIT ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHELVES (Circle Colour) Black or White						
_____	17201	1M Straight (37" x 12")	\$50.00	55.00	70.00	_____
_____	17206	1M Angled (37" x 12")	\$50.00	55.00	70.00	_____
LITERATURE POCKETS						
_____	174015	For 8 1/2" x 11" Literature	\$28.00	30.80	39.20	_____
_____	174016	For 4" Literature	\$28.00	30.80	39.20	_____
CABINETS & LOCKS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	17305	1M x 1/2M x 36" High	\$307.00	337.70	429.80	_____
_____	17306	1M x 1/2M x 42" High	\$307.00	337.70	429.80	_____
_____	17308	2M x 1/2M x 36" High	\$410.00	451.00	574.00	_____
_____	17309	2M x 1/2M x 42" High	\$410.00	451.00	574.00	_____
_____	173010	1M Radius x 1/2M x 36" H.....	\$443.00	487.30	620.20	_____
_____	173011	1M Radius x 1/2M x 42" H.....	\$443.00	487.30	620.20	_____
_____	17301	Aluminum Cabinet Lock	\$11.00	12.10	15.40	_____
WALL PANELS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	173521	1M x 8' High	\$258.00	283.80	361.20	_____
_____	173525	1/2M x 8' High	\$155.00	170.50	217.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SLATWALL PANELS						
(Circle Colour) Black, White, Maple						
_____	11736100	1M x 8' High	\$366.00	402.60	512.40	_____
GONDOLAS						
(Circle Colour)Blue , Grey or Black Fabric, White PVC						
_____	174541	Single Sided 1M x 4' High	\$324.00	356.40	453.60	_____
_____	174542	Double Sided 1M x 4' High	\$438.00	481.80	613.20	_____
_____	174581	Single Sided 1M x 8' High	\$412.00	453.20	576.80	_____
_____	174582	Double Sided 1M x 8' High	\$520.00	572.00	728.00	_____
SHOWCASE* (White PVC Only)						
_____	1755800	Showcase 1M x 1/2M x 8'H.....	\$613.00	674.30	858.20	_____
_____	1755801	Showcase 1/2M x 1/2M x 8'H.....	\$448.00	492.80	627.20	_____
_____	17551206	Showcase 1M x 1/2M x 42"H	\$386.00	424.60	540.00	_____
*Please note that power is not included with the showcases and must be ordered with the electrical vendor.						
* Remember to select a colour. Otherwise, white will be chosen for you.						
Don't see what you want? Please call an Exhibitor Sales Specialist at 416-252-3361						

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

FREEMAN exhibit accessories

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

FREEMAN

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



**DISCOUNT PRICE
 DEADLINE DATE
 MAY 10, 2018**

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

FREEMAN show special

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____



SHOW SPECIAL INCLUDES

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

	Discount	Standard
<input type="checkbox"/> 10' x 10'	\$1,290.00	\$1,806.00
<input type="checkbox"/> 10' x 20'	\$2,110.00	\$2,954.00

Orders received after the deadline date or without payment will be charged the Standard Rate.
 Electrical & Cleaning Services are not included in the price of your rental exhibit.

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

CHOOSE YOUR PANELS

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

- BLUE FABRIC GREY FABRIC
 BLACK FABRIC WHITE HARDWALL

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

- WHITE SLATWALL BLACK SLATWALL
 MAPLE SLATWALL

CARPET

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

- Blue Red Grey Black

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

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

HEADER IDENTIFICATION SIGN

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

- CLARENDON MEDIUM ENVIRO
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

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

Letter colour desired: _____
 Indicate exactly how you want your company name to appear:

TOTAL COST

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

RENTAL EXHIBITS 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



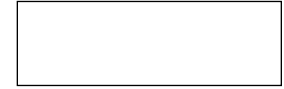
black fabric | tissu noir



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

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

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



DISCOUNT PRICE
DEADLINE DATE
MAY 10, 2018

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
EMAIL ADDRESS: _____

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

For fast, easy ordering, go to www.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'	2,032.00	2,844.80	<input type="checkbox"/> 10' x 20'	3,646.00	5,104.40	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,442.00	2,018.80	<input type="checkbox"/> 10' x 20'	2,292.00	3,208.80	_____
Package 3	<input type="checkbox"/> 10' x 10'	1,854.00	2,595.60	<input type="checkbox"/> 10' x 20'	2,884.00	4,037.60	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,292.00	3,208.80	<input type="checkbox"/> 10' x 20'	4,094.00	5,731.60	_____
Package 5	<input type="checkbox"/> 10' x 10'	1,880.00	2,632.00	<input type="checkbox"/> 10' x 20'	3,245.00	4,543.00	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,009.00	2,812.60	<input type="checkbox"/> 10' x 20'	2,627.00	3,677.80	_____

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

CHOOSE YOUR PANEL

Blue Fabric Grey Fabric Black Fabric White Hardwall

CARPET

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

Check colour choice:

Black Blue Grey Red

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

LIGHTING

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

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

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

TOTAL COST

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

FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.

PRÊT À L'IMPRESSION

SmartFabric™ est un tissu à triple épaisseur en 100 % polyester idéal pour les graphiques imprimés. C'est un tissu tout-en-un extrêmement polyvalent qui a été traité pour répondre aux normes d'inflammabilité à petite échelle NFPA 701.



Your Marketing Message Here

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

STANDS SMARTFABRIC™ RENTAL EXHIBITS



10' x 10' ft. unit
unité 10' x 10'

FRAME | CADRE

117" 93.5"H



10' x 20' ft. unit
unité 10' x 20'

FRAME | CADRE

234" 93.5"H

CLEAR ACRYLIC SHELF
TABLETTES EN ACRYLIQUE
TRANSPARENT

36" 12"H 25"

(up to 15lbs each | jusqu'à 15 livres chacune)

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 10'x10' or 10'x20' Classic Carpet (select colour on back page)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labour to install lights)

TOUS LES STANDS EN LOCATION COMPRENNENT:

- Graphique en tissu personnalisé (article acheté et conservé)
- Sac de transport avec fermeture éclair pour le graphique en tissu (article acheté et conservé)
- Cadre loué
- Tapis classique 10'x10' ou 10'x20' (sélectionnez la couleur ci-dessous)
- Installation et démontage de l'exposition
- Manipulation des matériels de l'exposition
- Aspirateur quotidien
- 2 lampes à bras pour stand 10'
- 4 lampes à bras pour stand 20'
- 2 tablettes en acrylique pour stand 10' (36" x 12", capacité de 15 livres)
- 4 tablettes en acrylique pour stand 20' (36" x 12", capacité de 15 livres)
- Électricité pour les LUMIÈRES seulement (500 watts) et la main-d'oeuvre associée pour l'installation

FRAME ONLY UNIT | CADRE UNIQUEMENT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

Cette option est disponible pour les clients qui ont précédemment loué un stand SmartFabric™ et réutilisent maintenant leurs graphiques. Les tissus d'autres sources ne seront pas installés sur ce cadre de location Freeman. Si vous avez besoin que Freeman crée un nouveau graphique, sélectionne la location de stand SmartFabric™. Aucun graphique en tissu ne sera fourni sans la location du cadre.



10' x 10' ft. frame
cadre 10' x 10'



10' x 20' ft. frame
cadre 10' x 20'

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 10'x10' or 10'x20' Classic Carpet (select colour on back page)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labour to install lights)

TOUS LES STANDS EN LOCATION COMPRENNENT:

- Cadre loué
- Tapis classique 10'x10' ou 10'x20' (sélectionnez la couleur ci-dessous)
- Installation et démontage du stand
- Manipulation de matériel du stand
- Aspirateur quotidien
- 2 tablettes en acrylique pour stand 10' (36" x 12", capacité de 15 livres)
- 4 tablettes en acrylique pour stand 20' (36" x 12", capacité de 15 livres)
- 2 lampes à bras pour stand 10'
- 4 lampes à bras pour stand 20'
- Électricité pour les LUMIÈRES seulement (500 watts) et la main-d'oeuvre associée pour l'installation

10'X10' OR 10'X20' CLASSIC CARPET (16 OZ.) – Colour Options Included with Rental Package Options Above
TAPIS CLASSIQUE (16 ONCES) 10'X10' OU 10'X20' – Couleur suggérée à la location



black | noir



blue | bleu



grey | gris



red | rouge

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

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

GRAPHIQUES PERSONNALISÉS

Un spécialiste des ventes aux exposants communiquera avec vous pour revoir les procédures de soumission des fichiers graphiques ainsi que les conseils pratiques pour s'assurer d'une impression de qualité. N'hésitez pas à le consulter pour de plus amples informations.

ACCESSORIES | ACCESSOIRES

SmartFabric Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

Les accessoires suivants sont inclus dans la location des stands SmartFabric. Reportez-vous aux options disponibles pour chaque forfait aux pages 2 et 3. Ces articles peuvent être commandés séparément si vous le désirez.

SMARTFABRIC ZIPPERED CARRYING CASE

20"W 8"H 16"D

SAC DE TRANSPORT POUR SMARTFABRIC AVEC FERMETURE ÉCLAIR

20" 8" 16"



CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15lbs each)

TABLETTE EN ACRYLIQUE TRANSPARENT

36" 12" .25"

(capacité maximale de 15 livres)



“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.

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

SMARTFABRIC RENTAL EXHIBIT

SmartFabric Exhibits provide a custom printed fabric back wall graphic to keep and re-use on future events.



Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	\$ 2,055.00	\$ 2,877.00	_____
_____	10' x 20' SmartFabric Exhibit	\$ 3,900.00	\$ 5,460.00	_____

SmartFabric Rental Exhibits Include:

- 116.5" X 92.5" Custom Fabric Graphic (10' x 10') (Purchase)
- 233.5" X 92.5" Custom Fabric Graphic (10' x 20') (Purchase)
- Carrying Case for Graphic (Purchase)
- Rental Frame
- Classic Carpet 10'x10' or 10'x20' (Select color below)**
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10' unit)
- 2 Clear Acrylic Shelves (per 10' unit) (36" x 12", up to 15lbs.)
- Power (500 watts) for LIGHTS only (and Labour to hang lights)



Classic Carpet:

- Black Blue Grey Red

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY RENTAL EXHIBIT

The SmartFabric frame only option unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric back wall graphic ready for re-use. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Exhibit	\$ 1,230.00	\$ 1,722.00	_____
_____	10' x 20' Frame Only Exhibit	\$ 2,055.00	\$ 2,877.00	_____

Frame Only Rental Exhibits Include:

- Rental Frame
- Classic Carpet 10'x10' or 10'x20' (Select color below)**
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10' unit)
- 2 Clear Acrylic Shelves (per 10' unit) (36" x 12", up to 15lbs.)
- Power (500 watts) for LIGHTS only (and Labour to hang lights)



Classic Carpet:

- Black Blue Grey Red

ACCESSORIES (For use only with SmartFabric Rental Exhibit or Frame Only Rental Exhibit)

Qty	Description	Discount Price	Standard Price	Total
_____	SmartFabric Arm Light	\$ 67.00	\$ 93.80	_____
_____	SmartFabric Clear Acrylic Shelf (36" x 12", up to 15lbs.)	\$ 52.00	\$ 72.80	_____
_____	SmartFabric Carrying Case (Purchase)	\$ 21.00	\$ 29.40	_____

QUICK TIPS

Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge one production begins.

If shipping literature or products to the show, material handling rates will apply to those items. Please refer to the Material Handling Order Form located in this manual for pricing.



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

TOTAL COST

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

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

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT 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 document.

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 \$19.50 = \$ _____

- \$19.50 per sq. ft. (standard price \$29.25)
 - Minimum order per graphic 9 sq. ft. (1296 sq. in.)
 - Double sq. ft. for double-sided graphic
 - Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See 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 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" _____ @	\$43.25	\$64.90 = \$	_____
7" x 22" _____ @	\$46.50	\$69.75 = \$	_____
7" x 44" _____ @	\$73.25	\$109.90 = \$	_____
9" x 44" _____ @	\$84.50	\$126.75 = \$	_____
11" x 14" _____ @	\$53.50	\$80.25 = \$	_____
14" x 22" _____ @	\$83.50	\$125.25 = \$	_____
14" x 44" _____ @	\$101.00	\$151.50 = \$	_____
22" x 28" _____ @	\$108.00	\$162.00 = \$	_____
28" x 44" _____ @	\$138.00	\$207.00 = \$	_____
20" x 60" (white only) _____ @	\$160.00	\$240.00 = \$	_____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout
  

Background Colour: _____

Lettering Colour: _____

Font: _____

TOTAL COST

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

Please Provide the Following When Submitting Artwork

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

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

VECTOR ART:

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

FONTS and LINKS:

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

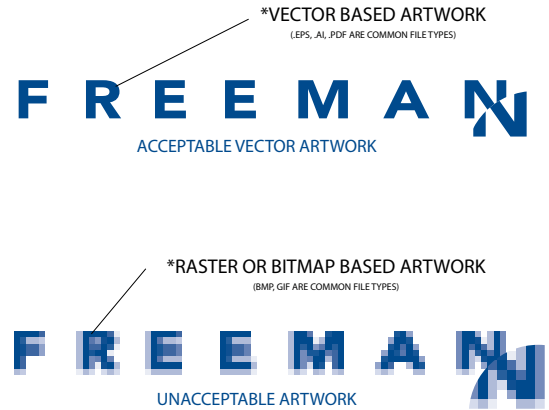
Colour when colour match is required follow these requirements:

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

ARTWORK IN THE STRUCTURE

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

ARTWORK EXAMPLE



Acceptable Software



Freeman prefers Adobe Creative Suite software (PC).

Please always provide:

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

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

Acceptable File Types and Support Files

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

Verifying resolution on a screen

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



Ways to Submit Final Artwork

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

UNION REGULATIONS

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

LABOURERS' INTERNATIONAL UNION OF NORTH AMERICA

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

MATERIAL HANDLING

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

TIPPING

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

SAFETY

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

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 postévènement se concentrant sur des améliorations progressives pour répondre aux conditions rapidement changeantes du marché sur la base des commentaires des clients
- Évaluations postévènement 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.

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

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	\$107.00	\$ 150.00
Overtime-	4:00 P.M. to 6:00 P.M.	Monday through Friday	\$160.50	\$ 225.00
	8:00 A.M. to 4:00 P.M.	Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays		\$214.00	\$ 300.00

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

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

INSTALLATION LABOUR

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

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

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Services Representative.						13% HST = \$ _____
Total Installation						= \$ _____

DISMANTLE LABOUR

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

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

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
13% HST						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: 2018 COS ANNUAL MEETING & EXHIBITION

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 \$190.00 plus applicable taxes will apply.
 * Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees.
 A \$175/ month minimum charge will be added to your account.

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



COMPANY: _____	SHOW NAME: <u>2018 COS Annual Meeting & Exhibition</u>
STREET: _____	LOCATION: <u>Metro Toronto Convention Centre - South Building</u>
CITY: _____	BOOTH #: _____
PROV / STATE: _____ POSTAL CODE: _____	INSTALLATION DATE: <u>May 30, 2018</u> TIME: _____
E-MAIL: _____	EXHIBIT START DATE: <u>May 31, 2018</u> TIME: _____
PHONE: _____ FAX: _____	EXHIBIT END DATE: <u>Jun 3, 2018</u> TIME: _____
ORDERED BY: _____	CONTACT ON-SITE: _____
PO #: _____ PST #: _____	STAYING AT: _____ PHONE: _____

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	LABOUR	TOTAL
FLAT SCREEN MONITORS				
	20" LCD FLAT SCREEN MONITOR	\$240.00	\$102.00	
	24" LCD FLAT SCREEN MONITOR	\$270.00	\$102.00	
	32" LCD FLAT SCREEN MONITOR	\$600.00	\$136.00	
	40" LCD FLAT SCREEN MONITOR	\$900.00	\$136.00	
	40" LCD FLAT TOUCHSCREEN MONITOR	\$1,500.00	\$136.00	
	42" LCD FLAT SCREEN MONITOR	\$900.00	\$136.00	
	46" LCD FLAT SCREEN MONITOR	\$1,050.00	\$136.00	
	52" LCD FLAT SCREEN MONITOR	\$1,350.00	\$136.00	
	55" LCD FLAT SCREEN MONITOR	\$1,500.00	\$136.00	
	55" LCD FLAT TOUCHSCREEN MONITOR	\$2,100.00	\$136.00	
	60" LCD FLAT SCREEN MONITOR	\$1,800.00	\$272.00	
	70" LCD FLAT SCREEN MONITOR	\$2,100.00	\$272.00	
	80" LCD FLAT SCREEN MONITOR C/W FLOOR STAND	\$2,400.00	\$272.00	
	FLAT SCREEN MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$150.00	-	
	SHELF FOR MONITOR FLOOR STAND	\$30.00	-	
COMPUTERS (All computers come with 10/100 Ethernet, Windows and Office software)				
	STANDARD DESKTOP COMPUTER (comes with 17" monitor)	\$325.00	\$102.00	
	NOTEBOOK COMPUTER	\$325.00	\$102.00	
COMPUTER ACCESSORIES				
	I-PAD WIRELESS PRESENTER KIT	\$270.00	\$102.00	
	LASER PRINTER - B & W, 43 PPM	\$450.00	\$102.00	
	DESKTOP SPEAKERS - PAIR	\$150.00	-	
	ETHERNET 10/100 8 PORT SWITCH	\$150.00	-	
VIDEO PLAYERS (see Monitors above)				
	DVD PLAYER	\$180.00	\$102.00	
	BLU-RAY PLAYER	\$375.00	\$102.00	
VIDEO ACCESSORIES				
	VIDEO CART WITH SKIRT	\$81.00	-	
	6 FT TRIPOD SCREEN	\$165.00	-	
AUDIO EQUIPMENT				
	CD PLAYER (REQUIRES SOUND SYSTEM)	\$150.00	\$102.00	
	BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)	\$630.00	\$136.00	
	BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$960.00	\$136.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER)	\$435.00	\$102.00	
OTHER				
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!			

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX : USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:			
CREDIT CARD #: _____		DELIVERY & PICKUP:		\$100	
EXPIRY: _____		LABOUR - SETUP/DISMANTLE:			
		LABOUR - ADDITIONAL:			
		CABLES & CONSUMABLES: (EQUIPMENT ONLY)		10%	
AUTHORIZED SIGNATURE: _____		SUB-TOTAL:			
NAME ON CREDIT CARD: _____		PROVINCIAL SALES TAX:			
DATE: _____		GST or HST:		13%	
	IF PST EXEMPT ENTER # BELOW	PST EXEMPTION:			
Administration Fees will apply on all credit card transactions over \$5,000		TOTAL:			

For further information, please contact: **Stephen Everison** 416-585-8312 PH
 e-mail address: stephen.everison@freeman.com 905-366-0274 FAX

INSTRUCTIONS FOR USE

- 1 It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

TERMS & CONDITIONS

- 1 Please forward payment in full with your order.
INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER
 - * For your security, please complete all information relating to your credit card except for the Credit Card Number.
 - * Email the completed form and provide the Credit Card Number in two separate transmissions so that one Email does not contain the full Credit Card Number.
 - * Another option is to contact us to give the Credit Card Number by phone, or use facsimile transmission if such medium is available to you.
- 2 Orders received less than 7 business days prior to setup date may be subject to additional charges.
- 3 Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.
- 4 Your authorized representative must be at your booth at specified date & time to accept delivery of equipment. Please note: we cannot leave equipment in your booth without your representative there to receive it.
- 5 The equipment is your responsibility until picked up by a Freeman Audio Visual representative. Please do not leave equipment unattended in your booth when the show finishes.
- 6 Any extension of the rental period must be arranged prior to termination of the original rental period.
- 7 Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.
- 8 Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.
- 9 Freeman Audio Visual is not responsible for any equipment performance problems caused by customer's software.

FREEMAN

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



METRO TORONTO CONVENTION CENTRE SOUTH BUILDING TRUCK ELEVATOR INFORMATION

NAME OF SHOW:	2018 COS ANNUAL MEETING & EXHIBITION		
COMPANY NAME:			BOOTH#:
CONTACT NAME:			PHONE#:
EMAIL ADDRESS:			

METRO TORONTO CONVENTION CENTRE - SOUTH BUILDING TRUCK ELEVATOR

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

Straight trucks and cube vans between 24' - 38' in length (in total, including tractor and trailer) will have a maximum ceiling clearance height of approximately 13'6" and a maximum weight of 27,500 KG.

Due to height, length and width restrictions, tractor trailers longer than 38' will have to be unloaded at street level.

Please call MTCC Operations at (416) 585-8345 for verification and details.

Thank you