SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high black back drape, and 3’ high black side drape.

EXHIBIT HALL CARPET
The exhibit area is carpeted. However, to enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by May 13, 2020.

SHOW SCHEDULE

FOYER EXHIBITOR MOVE-IN - Mandatory set-up for exhibitors in booths 1 to 8 in the Foyer
For more information and helpful hints on pre-show procedures and move-in, please go to: Pre Show FAQ
Tuesday June 2, 2020 1:00 pm - 5:00 pm

FOYER EXHIBIT HOURS - For exhibitors in booths 1 to 8 in the Foyer
Wednesday June 3, 2020 11:00 am - 5:30 pm
Thursday June 4, 2020 7:00 am - 2:45 pm
Friday June 5, 2020 7:00 am - 5:30 pm

FOYER EXHIBITOR MOVE-OUT - For exhibitors in booths 1 to 8 in the Foyer
For more information and helpful hints on post-show procedures and move-out, please go to: Post Show FAQ
Friday June 5, 2020 5:30 pm - 9:00 pm

BALLROOM EXHIBITOR MOVE-IN - For exhibitors in booth 100 to 412 in the Ballroom
For more information and helpful hints on pre-show procedures and move-in, please go to: Pre Show FAQ
Tuesday June 2, 2020 2:00 pm - 6:00 pm
Wednesday June 3, 2020 8:00 am - 5:00 pm

BALLROOM EXHIBIT HOURS - For exhibitors in booth 100 to 412 in the Ballroom
Wednesday June 3, 2020 6:30 pm - 9:00 pm
Thursday June 4, 2020 9:00 am - 3:45 pm
Friday June 5, 2020 9:00 am - 3:45 pm

BALLROOM EXHIBITOR MOVE-OUT - For exhibitors in booth 100 to 412 in the Ballroom
For more information and helpful hints on post-show procedures and move-out, please go to: Post Show FAQ
Friday June 5, 2020 3:45 pm - 9:00 pm

All labour services performed between 6:00 am to 8:00 am and 4:00 pm to 12:00 Midnight (M-F) as well as between 8:00 am to 12:00 Midnight (Sat-Sun) will have overtime 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 other exhibitor materials must be removed from the exhibit facility by Friday, June 5, 2020 at 9:00 pm. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, June 5, 2020 at 7:00 pm.
EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (514) 868-6666 x2006 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

205 Viger West, Suite 207
Montreal, Quebec, Canada  H2Z 1G2
514-868-6666  fax  514-394-2667
FreemanMontrealES@freeman.com

EXHIBIT TRANSPORTATION & CUSTOMS

Toll Free 1-877-478-1113
Local 905-951-1612
Fax 514-394-2667
ExhibitTrans.Canada@freemanco.com

MATERIAL HANDLING

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. The use of dollies, pump trucks and other mechanical equipment to unload your vehicle is not allowed.

MATERIAL HANDLING EXCEPTIONS

• Hand-carry - one trip only - at No Charge (freight on wheels is not considered hand carry)
• Cart services intended for "Private Own Vehicle" will be billed a fixed rate. 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 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.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # __________
THE 2020 COA/CORS/CORA ANNUAL MEETING
C/O Freeman / Global
120 Crane Lake Drive
Bayers Lake Business Park
Halifax NS  B3S 1B4
Freeman will accept crated, boxed or skidded materials beginning Monday, May 4, 2020 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. All shipments received at the warehouse after May 29, 2020 are subject to additional late shipment charges. The warehouse will receive shipments Monday through Friday during the hours of 8:00 - 16:00. To check on the arrival of freight, please call 514-868-6666.

PLEASE NOTE: The office and warehouse will be closed on Monday, May 18, 2020 in observance of Victoria Day. Shipments will not be accepted on this date.

Show Site Shipping Address:

Exhibiting Company Name / Booth # __________
THE 2020 COA/CORS/CORA ANNUAL MEETING
Halifax Convention Centre
C/O FREEMAN
1671 Market Street
Halifax  NS  B3J 1L9
Freeman will receive shipments at the exhibit facility beginning Tuesday, June 2, 2020.

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: 514-868-6666.
FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by May 13, 2020. 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.

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 Freeman Online without using the email link, visit FreemanOnline.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

To access this event on Freeman Online, go to: http://www.freemanco.com/store/show/showInformation.jsp?showID=499398&nav=02

EXHIBIT TRANSPORTATION AND CUSTOMS
As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for THE 2020 COA/CORS/CORA ANNUAL MEETING. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however if you wish to contact us, please call our toll free number at 1-877-478-1113 to speak to a Customer Service Representative.

AS A REMINDER
All shipments originating outside Canada require Canada Customs Clearance and U.S Customs/Homeland Security (if applicable) on the return. Please call our toll free number at 1-877-478-1113 to speak to a Customer Service Representative.

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

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

LABOUR INFORMATION
Labour may be required for your exhibit installation and dismantle. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk. Refer to the order form under Display Labour for Straight Time and Overtime hours.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 514-868-6666 or by e-mail: FreemanMontrealES@freeman.com

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION
TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Montreal Exhibitor Services at 514-868-6666 or Freeman’s Customer Support Center at 888-508-5054.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by May 13, 2020.

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.

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.

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to: Pre Show FAQ

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

Should you have any questions or need assistance, please contact Freeman’s Exhibitor Services department at 514-868-6666 or via email at FreemanMontrealES@freeman.com.
Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.

BEFORE THE SHOW

1. **booth structure**
   - **Option 1** Multiple use
     Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
     Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.
   - **Option 2** One-time Use
     Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. **carpet**
   - **Option 1** Rent
     Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
   - **Option 2** Colour
     Use darker-coloured carpet, which is easier to reuse and recycle. Freeman Classic dark-coloured carpets are made of 20-50 percent recycled content.

3. **shipping**
   - **Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
   - **Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.
   - **Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

4. **graphics**
   - **Option 1** Multiple use
     Print on a durable substrate without dates, event names, or locations.
   - **Option 2** One-time Use
     Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

5. **printing**
   - **Reduce printing and go digital** with your booth literature.
   - **Print locally.** Supporting local businesses while reducing shipping? It’s a win-win.
   - **Print on at least 50 percent post-consumer recycled paper.**
6. **save energy**

- Use Energy Star-rated equipment for audiovisual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

7. **train your team**

Educate your installation and dismantling teams about recycling and donation processes.

8. **shipping out**

Pack in, pack out.
Leave no traces on show site.

**Join a caravan.**
If you’re shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

9. **leftover materials**

**Remember to label.**
Clearly label recyclable leftover material for disposal.

**Donate the rest.**
Ask the Freeman Exhibitors Services desk about local donation programs.

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**TYPICALLY* RECYCLABLE**

| Cardboard: Used for signs or shipping boxes |
| Glass: Green, brown, clear |
| Plastics: Shrink-wrap or plastic banding used to secure shipments; water/pop bottles; Plexiglas (acrylics), clear, smoked, or tinted; Visqueen used to protect flooring |
| Metal: Aluminum cans/steel banding |
| Paper: Flyers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard |
| Wood: Non-laminate wood |

**TYPICALLY* ABLE TO BE DONATED**

- Furniture: Purchased items
- Home furnishing: Decor staging materials
- Unused raw materials: Plywood, subflooring, non-laminate wood
- Flooring: 100 square feet of flooring. Excludes carpet.
- Leftover giveaways: Pens, pads of paper, sunglasses, USB keys, etc., left over in your promotional giveaway
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms. Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information https://www.freemanpay.com/499398

2. Submit your order
   Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
PAYMENT & LABOR

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 LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR 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., Kerry Technical Services, 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. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is reissuing 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 DALLAS, TEXAS 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 STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. All claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor 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 the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. 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, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor 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, 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 labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S ‘MATERIAL HANDLING TERMS & CONDITIONS’ AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO 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 considered implied when any of the following conditions are met: This Material Handling Agreement is delivered to Freeman for its written acceptance; Exhibitor’s materials are delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consecrée for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/Crates and STORAGE. Freeman shall not be responsible for damage to loose or uncured materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled 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 and similar means. Freeman does not accept any crate or packaging that is not tagging correctly for any material. 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 representatives. All empty labels must be removed or collected. 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 or 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 a lapse of time between the completion of packaging and the actual pickup of materials from the booths for loading onto a carrier and 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 the transitting of service requests from Facility or Show Management. All MHA’s 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. Freeman shall not be liable for any delays due to delivery of replacement or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

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

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman shall not be responsible for, loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, 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.

9. DECLARED VALUE. Unless otherwise indicated, Declared Value is included with your exhibitor’s materials and is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds, provide to your quoted rates and Rules published and set forth by Freeman and/or Show Management.

10. JURISDICTION / VENUE. This CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

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, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor secured through Freeman; Exhibitor’s negligence, willful misconduct, or deliberate act or, the negligence, willful misconduct, or deliberate act of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor’s violation of Federal, 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 is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid by Freeman on its behalf, including but not limited to, all services performed, materials and/or labor 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 Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral to be sold 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 so long as there are any Obligations that 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 disclosed 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 (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY WAIVE ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Freeman REV 01/17
1. DEFINITIONS: In this Contract, “Freeman” means Freeman Decorating Services, Inc. and its respective domestic and foreign subsidiaries, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only “Consignee.” “Property” is all of any type received from the Shipper for transportation as Freeman may be directed. “Claim” includes any and all demands, claims, actions, causes of action, fines, penalties, damages, including consequential, liabilities, costs and expenses (including attorneys’ fees) in acting for or in good faith attempting to act for the benefit of the Shipper in any matter. “Freeman” includes its employees, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only “Consignee.” Property is all of any type received from the Shipper for transportation as Freeman may be directed. “Claim” includes any and all demands, claims, actions, causes of action, fines, penalties, damages, including consequential, liabilities, costs and expenses (including attorneys’ fees) in acting for or in good faith attempting to act for the benefit of the Shipper in any matter.

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 OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disorder.

4. PACKAGING AND CRATES: Shipper’s property must be well packed for safe and secure handling, storage and shipment. Each piece must be distinctly marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeti-

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 Consignee, Freeman's liability shall then become that of a warehouseman.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman is not liable for any loss or damage, actual, consequential, or other, however caused, unless the same is the direct result of the negligence or willful misconduct of Freeman and is promptly reported to Freeman.

7. CHOICE OF FORUM:

8. CLAIMS, Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days after delivery of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at transporta-

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S “CONFLICT OF LAWS” RULES. FREEMAN AND SHIPPER AGREE THAT ANY CONTROVERSY OR ANY Sort ARISING OUT OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY IF BENDING ARBITRATION IS UNAVAILAble TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper shall be responsible for errors in the shipping instructions and for errors thereby in any applicable rate quotations. Any change in the time or place of delivery, in the route of shipment, in extraordinary or special charges, or in any other provision of this Contract. Shipper agrees that this Contract may be provided to any third party, including carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the proges, or any others related to payment to the shipper of cargo.
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 only then by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employers, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported. The term “Carrier” means the person or business transporting the property. The term “Consignment” means the property is the property has been placed in the possession of the Consignee or the Consignee’s designee. The term “Shipment” means the property is being shipped with Freeman Transportation. The term “Property” is all types of object received from the Shipper for transport by Freeman as described herein. “Consignee” is the party to whom Shipment is 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. The Contract contains the entire understanding between the parties and supersedes any prior or contemporaneous representations, oral or written. Neither party shall be bound by any other agreement, oral or written, unless it is in writing and signed by an authorized representative of Freeman.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (but by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, fire, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or other similar governmental action, the loss of Shipment or any part thereof or its value through fire, flood, riot, or similar cause.

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 of the package or procedure for shipment that might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, palletized or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packaged or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. 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 control, unless otherwise specified by the terms of the Motor Cargo Service Request and Shipping Instructions Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Agreement, Shipper has no right to control the Shipment, stop the Shipment in transit, or divert or reschedule same. (d) Shipper agrees not to ship any goods or property identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud, false representations, or other special or consequential damages, business interruption damages, delay damages, or any other 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 which could pose a threat to the health or safety of personnel of Freeman, or the public in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment upon delivery of a Shipment that Freeman has been unable to deliver to the Consignee, (a) Shipper shall, within 2 business days of receipt of the property, give written notice of requested temperature setting of the thermostatic controls before receipt of the property by Freeman. If 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 properties were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to the Consignee. If a property is refused, it will be returned to the Consignee. The property will be returned by air at the owner’s expense.

7. INSURANCE. Freeman IS NOT AN INSURER. Freeman is responsible for obtaining insurance for its business. Any shortage or loss of Shipment shall be determined by the Consignee, or by qualified agents of the Consignee. If the Shipment is damaged, its total value shall be determined by the Consignee or qualified agents of the Consignee. Freeman shall not be liable for damage 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 beyond its control, or from any cause that it is unable to transport by any particular schedule, means, vehicle or otherwise or than with reasonable dispatch.

8. SHIPPING INSTRUCTIONS. The Shipment is to be shipped as described in the Motor Cargo Service Request and Shipping Instructions Contract. The contract shall govern their respective rights and obligations regarding transportation of Shipper's property. The Contract contains the entire understanding between the parties and supersedes any prior or contemporaneous representations, oral or written. Neither party shall be bound by any other agreement, oral or written, unless it is in writing and signed by an authorized representative of Freeman.

9. FREEMAN'S RESPONSIBILITIES AND INDEMNIFICATION. If the Consignee refuses a Shipment or for any reason whatsoever, Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause beyond its control, or from any cause that it is unable to transport by any particular schedule, means, vehicle or otherwise or than with reasonable dispatch.

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 of the claim specified in the notice. For claims of loss or damage, damages shall be assessed by the Consignee’s agent without notice of loss or damage property or being shipped on Freeman within 5 business days of receipt of the property. If Freeman shall defend and indemnify its employees, directors, officers, and agents from and against any and all claims, demands, actions or losses, or suits, including actions of contract, personal injuries, damages (including consequential), liabilities, judgments, and injuries, except as specified in the preceding paragraph, and any loss or damage caused or threatened or incurred in the defense of suits, costs of proceeding (including reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or property damage, or any liability to the extent not limited by reasonable attorneys’ fees and investigation costs.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ANY ACTION OR PROCEEDING CONCERNING OR RELATING TO THIS AGREEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TX. NOwaivering hereof to the contrary, any controversy or claim arising out of or relating to this Contract, or the enforcement, or interpretation of this Agreement shall be referred to and finally resolved by arbitration in accordance with the Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; if the weight dimension data furnished in this Contract is incorrect, or if items shipped via Freeman's Small Packages program are lost, damaged, or injured, Freeman shall make every reasonable effort to avoid or correct the mistake. Storage may be, at Freeman's option, in any location that provides reasonable protection for the property. If the Shipment is damaged, its total value shall be determined by the Consignee or qualified agents of the Consignee. Freeman shall have no liability for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause beyond its control, or from any cause that it is unable to transport by any particular schedule, means, vehicle or otherwise or than with reasonable dispatch.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, damaged, or injured, Freeman shall make every reasonable effort to avoid or correct the mistake. Storage may be, at Freeman's option, in any location that provides reasonable protection for the property. If the Shipment is damaged, its total value shall be determined by the Consignee or qualified agents of the Consignee. Freeman shall have no liability for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause beyond its control, or from any cause that it is unable to transport by any particular schedule, means, vehicle or otherwise or than with reasonable dispatch.
Exhibiting internationally may seem daunting, but the details don’t have to get in your way. Freeman will manage customs clearance for all of your shipping needs, ensuring that your booth and your products make it safely to your event. On time, and in one piece.

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

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

Call our customs clearance experts at 877.478.1113 for U.S. and Canadian Exhibitors and at +1.905.951.1612 for International Exhibitors; or reach us via email at: exhibittrans.canada@freemanco.com

Appelez nos experts en dédouanement au 877.478.1113 pour les exposants des États-Unis et du Canada et au +1.905.951.1612 pour les exposants internationaux ou par courrier électronique à: exhibittrans.canada@freemanco.com
Our secret to painless international transport is advance planning. Here are a few ways that we can help you be where you want to be, with exactly what you need when you get there.

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

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

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

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

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

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

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 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@freemanco.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. Transport d’exposition Freeman est un partenaire de Smartway EPA qui appuie les efforts et encourage les partenaires qui s’engagent à l’amélioration de l’efficacité énergétique, et ainsi réduire l’émission des gaz à effet de serre et la pollution atmosphérique de la chaîne d’approvisionnement de transport.

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 freeman.com

Contactez nos experts en transport d’exposition au 877478.1113 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@freemanco.com

N’OUBLIEZ PAS NOS SERVICES D’EXPÉDITION ENTRANTE! REMPLISSEZ ET ENVOYEZ LE FORMULAIRE DE COMMANDE POUR DEMANDER VOTRE EXPÉDITION ENTRANTE OU SORTANT.
TRANSPORTATION AND CUSTOMS CLEARANCE CHARGES DO NOT INCLUDE MATERIAL HANDLING CHARGES. PLEASE REFER TO THE MATERIAL HANDLING RATES LOCATED IN THIS EXHIBITOR SERVICE MANUAL.

NAME OF SHOW: THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

Section 2: DESTINATION

☐ I will be shipping to the WAREHOUSE
THE 2020 COA/CORS/CORA ANNUAL MEETING
C/O Freeman / Global
120 Crane Lake Drive
Bayers Lake Business Park
Halifax NS B3S 1B4

SHIPMENTS ACCEPTED BEGINNING MONDAY, MAY 4, 2020
TO AVOID DEADLINE CHARGES DELIVER BY MAY 29, 2020

☐ I will be shipping to SHOW SITE
THE 2020 COA/CORS/CORA ANNUAL MEETING
Halifax Convention Centre
C/O Freeman
1671 Market Street
Halifax NS B3J 1L9

DO NOT DELIVER BEFORE EXHIBITOR MOVE-IN: JUNE 2, 2020

Section 3: OUTBOUND SHIPPING

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

Ship to address:

Number of Labels: ________

Section 4: TYPE OF SERVICE - Choose One

☐ 1 Day: Delivery next business day* (before 5:00 p.m.)
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Deferred: Delivery within 3 - 4 business days
☐ Declared Value $ ________

*Some restrictions may apply.

Section 5: SHIPPING AND/OR CUSTOMS INFORMATION

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Crates (wooden)</th>
<th>Cartons (cardboard)</th>
<th>Cases/Trunks (fiber)</th>
<th>Skids/Pallets</th>
<th>Carpet</th>
<th>Other</th>
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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 at the following address:

https://www.freemanpay.com/499398

PAYMENT MUST ACCOMPANY YOUR ORDER - CLICK HERE: https://www.freemanpay.com/499398

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

**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 are 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.

**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

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

**MATERIAL HANDLING SERVICES**

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

**SPECIAL HANDLING:** Material delivered by a 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, carpet and/or pad only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

**HAND-CARRY:** 15 minutes allowed on loading dock. Dollies are not allowed.

**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 delivered after the deadline. The deadline for loading dock unloading is 8:00 AM. A separate charge will apply to all freight that is loaded after 8:00 AM. Overtime will not apply to freight that is delivered prior to 8:00 AM.)

**ADDITIONAL SURCHARGES:**

**Small Package - Maximum weight is 30 lbs per shipment***

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

**Cart Service - Intended for “Private owned vehicles”***

**ADDITIONAL SURCHARGES:**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Wareable Shipment</th>
<th>Warehouse Shipment after Deadline</th>
<th>Show Site Shipment after Deadline</th>
<th>Price Per CWT</th>
<th>Minimum 200 lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crate</td>
<td>$120.00</td>
<td></td>
<td>$26.25</td>
<td>$156.75</td>
<td>$313.50</td>
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<tr>
<td>Special Handling</td>
<td>$156.75</td>
<td>$26.25</td>
<td>$313.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overtime Charge - Inbound (in addition to above rates)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Crate</th>
<th>Special Handling</th>
<th>Uncrate or Pad</th>
<th>Price Per CWT</th>
<th>Minimum 200 lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crate</td>
<td>$105.00</td>
<td>$137.00</td>
<td>$115.00</td>
<td>$211.00</td>
<td>$316.00</td>
</tr>
<tr>
<td>Special Handling</td>
<td>$137.00</td>
<td>$169.00</td>
<td>$115.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncrate or Pad</td>
<td>$115.00</td>
<td>$147.00</td>
<td>$115.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overtime Charge - Outbound (in addition to above rates)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Crate</th>
<th>Special Handling</th>
<th>Uncrate or Pad</th>
<th>Price Per CWT</th>
<th>Minimum 200 lbs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crate</td>
<td>$26.50</td>
<td>$34.50</td>
<td>$26.50</td>
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<td>$80.00</td>
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<tr>
<td>Special Handling</td>
<td>$34.50</td>
<td>$42.50</td>
<td>$26.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncrate or Pad</td>
<td>$26.50</td>
<td>$34.50</td>
<td>$26.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tips to Save on Material Handling**

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:
  - 3 Separate Shipments
    - 60 lbs. charged @ 200 lbs. $ 100.00
    - 52 lbs. charged @ 200 lbs. $ 100.00
    - 65 lbs. charged @ 200 lbs. $ 100.00 = $300.00
  - 1 Consolidated Shipment
    - 3 pieces (1 shipment)
    - 177 lbs. charged @ 200 lbs = $100.00

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

**PAYMENT MUST ACCOMPANY YOUR ORDER - CLICK HERE:**

https://www.freemanpay.com/499398

**Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com, select your show and click on “Estimate My Material Handling Costs”. From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.**
SPECIAL HANDLING DEFINITIONS

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

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

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

For frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com
OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

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

BILL TO: COMPANY NAME: __________________________
BILLING ADDRESS: ________________________________
CITY: __________________ STATE/PROVINCE: _______
ZIP/POSTAL CODE: _______________________________

SHIP TO: COMPANY NAME: __________________________
DELIVERY ADDRESS: ______________________________
CITY: __________________ STATE/PROVINCE: _______
ZIP/POSTAL CODE: _______________________________
PHONE #: __________________ ATTN: _____________

SAME AS SHIP TO: ________
BILL 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*
☐ 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

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 $361.50 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 $100.00/week minimum charge will be added to your account.

https://www.freemanpay.com/499398
TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN - GLOBAL
120 CRANE LAKE DRIVE
BAYERS LAKE BUSINESS PK, NS B3S 1B4

WAREHOUSE

EVENT: THE 2020 COA/CORS/CORA ANNUAL MEETING

BOOTH NO: _______ NO. _____ OF _____ PCS

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

C/O: FREEMAN
HALIFAX CONVENTION
1671 MARKET STREET
HALIFAX, NS B3J 1L9

SHOW SITE

THE 2020 COA/CORS/CORA ANNUAL MEETING

BOOTH NO: _______ NO. _____ OF _____ PCS

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

- padded stool red...295112
- padded stool white...295113
- z stool ...2595108
- stool w/backrest ...... 29589
- steno chair ..29545

- contemporary club loveseat
  white ....... 7957
  black ..........7953

- contemporary club chair
  white ....... 7955
  black ...... 7951

- tub chair ........ 7958

- folding chair...295116
- fabric chair...295100
- fabric side chair...29544
- padded arm chair...295101

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

- **show table** ........ 19530
  30"diam x 30" h

- **bistro table** ........ 195602
  30"diam x 40" h

- **bistro table w/spandex** ........ 195401

- **coffee table** .......... 195204

**ACCESSORIES**

- **chrome easel** .... 220134

- **literature rack** ... 295133

- **chrome sign holder** ... 220118

- **corrugated wastebasket** ... 220106
DRAPE or UNDRAPED TABLES & COUNTERS

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

**TABLES** (30" height)

<table>
<thead>
<tr>
<th></th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>124430</td>
<td>124630</td>
<td>124830</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>1240630</td>
<td>1240680</td>
<td>1240880</td>
</tr>
<tr>
<td>Undraped</td>
<td>125430</td>
<td>125630</td>
<td>125830</td>
</tr>
</tbody>
</table>

**COUNTERS** (42" height)

<table>
<thead>
<tr>
<th></th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>124442</td>
<td>124642</td>
<td>124842</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>1240642</td>
<td>1240642</td>
<td>1240842</td>
</tr>
<tr>
<td>Undraped</td>
<td>125442</td>
<td>125642</td>
<td>125842</td>
</tr>
</tbody>
</table>

*black blue*
### NAME OF SHOW:
THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29544</td>
<td>Fabric Side Chair</td>
<td>$ 54.00</td>
<td>$ 59.40</td>
<td>$ 75.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295100</td>
<td>Fabric Chair</td>
<td>$ 54.00</td>
<td>$ 59.40</td>
<td>$ 75.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>29545</td>
<td>Steno Chair</td>
<td>$ 142.50</td>
<td>$ 156.75</td>
<td>$ 199.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295101</td>
<td>Padded Arm Executive Chair</td>
<td>$ 104.00</td>
<td>$ 114.40</td>
<td>$ 145.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295444</td>
<td>Folding Chair/42&quot; H</td>
<td>$ 26.50</td>
<td>$ 29.15</td>
<td>$ 37.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295112</td>
<td>Padded Stool w/back - Red</td>
<td>$ 151.50</td>
<td>$ 166.65</td>
<td>$ 212.10</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295113</td>
<td>Padded Stool w/back - White</td>
<td>$ 151.50</td>
<td>$ 166.65</td>
<td>$ 212.10</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>29589</td>
<td>Stool w/backrest</td>
<td>$ 151.50</td>
<td>$ 166.65</td>
<td>$ 212.10</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295108</td>
<td>Bar Z Stool</td>
<td>$ 113.50</td>
<td>$ 124.85</td>
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### CASUAL & LOUNGE SEATING

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<th>Online Price</th>
<th>Discount Price</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7951</td>
<td>Contemporary Club Chair - Black</td>
<td>$ 295.00</td>
<td>$ 324.50</td>
<td>$ 413.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>7953</td>
<td>Contemporary Club Loveseat - Black</td>
<td>$ 395.00</td>
<td>$ 434.50</td>
<td>$ 553.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>7955</td>
<td>Contemporary Club Chair - White</td>
<td>$ 295.00</td>
<td>$ 324.50</td>
<td>$ 413.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>7957</td>
<td>Contemporary Club Loveseat - White</td>
<td>$ 295.00</td>
<td>$ 324.50</td>
<td>$ 413.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>7958</td>
<td>Tub Chair</td>
<td>$ 295.00</td>
<td>$ 324.50</td>
<td>$ 413.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### TABLES

**NOTE:** Tables are 24" wide - Draped tables are show coulour (red) unless otherwise specified

### DRAPE

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>124430</td>
<td>4' Draped Table/30&quot; H</td>
<td>$ 86.00</td>
<td>$ 94.60</td>
<td>$ 120.40</td>
<td>$</td>
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<tr>
<td></td>
<td>124630</td>
<td>6' Draped Table/30&quot; H</td>
<td>$ 107.00</td>
<td>$ 117.70</td>
<td>$ 149.80</td>
<td>$</td>
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<tr>
<td></td>
<td>124830</td>
<td>8' Draped Table/30&quot; H</td>
<td>$ 133.00</td>
<td>$ 146.30</td>
<td>$ 186.20</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1240630</td>
<td>4th Side Draping-6' X 30&quot;H</td>
<td>$ 26.50</td>
<td>$ 29.15</td>
<td>$ 37.10</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1240830</td>
<td>4th Side Draping-8' X 30&quot;H</td>
<td>$ 26.50</td>
<td>$ 29.15</td>
<td>$ 37.10</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>124448</td>
<td>4' Folding Table/42&quot; H</td>
<td>$ 26.50</td>
<td>$ 29.15</td>
<td>$ 37.10</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>124642</td>
<td>6' Draped Table/42&quot; H</td>
<td>$ 145.00</td>
<td>$ 159.50</td>
<td>$ 203.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>124842</td>
<td>8' Draped Table/42&quot; H</td>
<td>$ 169.00</td>
<td>$ 185.90</td>
<td>$ 236.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>12404642</td>
<td>4th Side Draping-6' X 42&quot;H</td>
<td>$ 26.50</td>
<td>$ 29.15</td>
<td>$ 37.10</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>12404842</td>
<td>4th Side Draping-8' X 42&quot;H</td>
<td>$ 26.50</td>
<td>$ 29.15</td>
<td>$ 37.10</td>
<td>$</td>
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### UNDRAPE

<table>
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<tr>
<th>Qty</th>
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<th>Discount Price</th>
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<tbody>
<tr>
<td></td>
<td>124430</td>
<td>4' Undraped Table/30&quot; H</td>
<td>$ 63.75</td>
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<td>$ 89.25</td>
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</tr>
<tr>
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<td>124630</td>
<td>6' Undraped Table/30&quot; H</td>
<td>$ 78.00</td>
<td>$ 85.80</td>
<td>$ 109.20</td>
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<tr>
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<td>8' Undraped Table/30&quot; H</td>
<td>$ 96.75</td>
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<tr>
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<td>$ 86.50</td>
<td>$ 95.15</td>
<td>$ 121.10</td>
<td>$</td>
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<tr>
<td></td>
<td>124642</td>
<td>6' Undraped Table/42&quot; H</td>
<td>$ 99.00</td>
<td>$ 108.90</td>
<td>$ 138.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>124842</td>
<td>8' Undraped Table/42&quot; H</td>
<td>$ 120.50</td>
<td>$ 132.55</td>
<td>$ 168.70</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>19530</td>
<td>Show Table (30&quot; Dia.x 30&quot; Tall)</td>
<td>$ 224.00</td>
<td>$ 246.40</td>
<td>$ 313.60</td>
<td>$</td>
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<tr>
<td></td>
<td>195602</td>
<td>Bistro Table (30&quot; Dia. x 40&quot; Tall)</td>
<td>$ 268.00</td>
<td>$ 298.80</td>
<td>$ 391.20</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>195401</td>
<td>Bistro Table Covered w/spandex</td>
<td>$ 238.50</td>
<td>$ 262.35</td>
<td>$ 333.90</td>
<td>$</td>
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<tr>
<td></td>
<td>195204</td>
<td>Coffee Table</td>
<td>$ 127.00</td>
<td>$ 139.70</td>
<td>$ 177.80</td>
<td>$</td>
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### ACCESSORIES

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<th>Discount Price</th>
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<th>Total</th>
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<tbody>
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<td></td>
<td>220107</td>
<td>Wastebasket</td>
<td>$ 18.00</td>
<td>$ 19.80</td>
<td>$ 25.20</td>
<td>$</td>
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<tr>
<td></td>
<td>220110</td>
<td>Chrome Bag Rack</td>
<td>$ 80.00</td>
<td>$ 88.00</td>
<td>$ 112.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295109</td>
<td>Coat Tree</td>
<td>$ 36.00</td>
<td>$ 39.60</td>
<td>$ 50.40</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>22010</td>
<td>10' Velour Rope</td>
<td>$ 20.25</td>
<td>$ 22.30</td>
<td>$ 28.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>220121</td>
<td>Chrome Stanchion</td>
<td>$ 80.00</td>
<td>$ 88.00</td>
<td>$ 112.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>220134</td>
<td>Chrome Easel</td>
<td>$ 48.00</td>
<td>$ 52.80</td>
<td>$ 67.20</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>295133</td>
<td>Literature Rack (Floor)</td>
<td>$ 201.00</td>
<td>$ 221.10</td>
<td>$ 281.40</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>220118</td>
<td>Chrome Sign Holder</td>
<td>$ 87.50</td>
<td>$ 96.25</td>
<td>$ 125.25</td>
<td>$</td>
</tr>
</tbody>
</table>

### PLANTS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4210202</td>
<td>Tropical plant 3'-4'</td>
<td>$ 90.00</td>
<td>$ 100.65</td>
<td>$ 126.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### TOTAL COST

Sub-Total: $166.65 + 15% HST = TOTAL: $191.32
FURNISHINGS

DISPLAYS AND COUNTERS

178026 - 10x10 Hardwall Booth (White PVC Panels)
178027 - 10x10 Hardwall Booth with Bistro Grouping
178029 - 10x20 Hardwall Booth (White PVC Panels)
178030 - 10x20 Hardwall Booth with Bistro Grouping

17305 - Counter – 1m Standard
(1m x 0.5m x 1m Tall)

1730100 - Counter 1m with Curved Front
(1m x 0.5m x 1m Tall)

17310 - Counter – Quarter Curve (1m Tall)
NAME OF SHOW: THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

COMPANY NAME: _____________________________________________________

CONTACT NAME: _____________________________________________________

PHONE #: __________________________________________________________

E-MAIL ADDRESS: _______________________________________________________________________________________

For assistance, please call 514-868-6666 to speak with one of our experts.

All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet, 2 arm lights (per 10” unit), power for lights ONLY.

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

**RENTAL EXHIBITS**

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>178026</td>
<td>Hardwall Booth 10’ x 10’</td>
<td>$1515.00</td>
<td>$2272.50</td>
</tr>
<tr>
<td>178027</td>
<td>Hardwall Booth 10’ x 10’ w/Bistro grouping</td>
<td>$1940.00</td>
<td>$2910.00</td>
</tr>
<tr>
<td>178029</td>
<td>Hardwall Booth 10’ x 20’</td>
<td>$2190.00</td>
<td>$3285.00</td>
</tr>
<tr>
<td>178030</td>
<td>Hardwall Booth 10’ x 20’ w/Bistro grouping</td>
<td>$2615.00</td>
<td>$3922.50</td>
</tr>
</tbody>
</table>

**CARPET**

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

Check color choice
- Black
- Blue
- Grey
- Red
- Green

**LIGHTING**

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

**HEADER IDENTIFICATION SIGN VINYL LETTERED**

Indicate exactly how you want your company name to appear:

**COUNTERS AND ACCESSORIES**

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>17305</td>
<td>Counter - 1/m standard (1m x 0.5m x 1m Tall)</td>
<td>$300.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>1730100</td>
<td>Counter - 1m w/Curved Front (1m x 0.5m x 1m Tall)</td>
<td>$350.00</td>
<td>$385.00</td>
</tr>
<tr>
<td>17310</td>
<td>Counter - Quarter Curve (1m Tall)</td>
<td>$470.00</td>
<td>$517.00</td>
</tr>
<tr>
<td>17201</td>
<td>1m Straight Shelf</td>
<td>$48.50</td>
<td>$53.35</td>
</tr>
<tr>
<td>17206</td>
<td>1m Angled Shelf</td>
<td>$48.50</td>
<td>$53.35</td>
</tr>
</tbody>
</table>

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:
- Shelves
- Cabinets & Counters
- Colored Panels
- Creating a Custom Exhibit
- Graphics & Custom Logo

**TOTAL COST**

Sub-Total + 15% Hst = TOTAL
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.

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.

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.

DE LA BASE VERS LE HAUT

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• Carbonfast 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
• Renting carpet from Freeman minimizes your shipping footprint

• 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
• En louant votre tapis de Freeman vous réduisez votre empreinte écologique

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

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker coloured carpets such as black and grey are made of 20-25% recycled content.

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. Le tapis classique de Freeman est réutilisé plus de quatre fois avant d'être retiré de notre inventaire et d'être recyclé. Les couleurs plus foncées tel que le noir et le gris contiennent de 20% à 25% de matières recyclées.

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.
NAME OF SHOW: THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

EXHIBITING COMPANY NAME: 
PRINT NAME: 
E-MAIL: 
BOOTH #: 
SIGNATURE: 
DATE: 

- 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.

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

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 colors.

CHOOSE YOUR CARPET COLOR:
- Black
- Gray
- Blue
- Red
- Green

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

<table>
<thead>
<tr>
<th>16 oz. Carpet Rental</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sq. ft.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Size: _____ x _____ = _____ sq. ft.</td>
<td>$3.30</td>
<td>$3.65</td>
<td>$4.60</td>
<td>$______</td>
</tr>
</tbody>
</table>

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

- Our 16 oz. Classic Carpeting is available in four standard colors in the following standard sizes.

CHOOSE YOUR CARPET COLOR:
- Black
- Gray
- Blue
- Red
- Green

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>10’ x 10’ Classic Carpet</td>
<td>$221.50</td>
<td>$243.65</td>
<td>$310.10</td>
<td>$____</td>
</tr>
<tr>
<td>2</td>
<td>10’ x 20’ Classic Carpet</td>
<td>$412.00</td>
<td>$453.20</td>
<td>$576.80</td>
<td>$____</td>
</tr>
<tr>
<td>2</td>
<td>10’ x 30’ Classic Carpet</td>
<td>$635.00</td>
<td>$698.50</td>
<td>$889.00</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (per sq. ft)</td>
<td>$1.00</td>
<td>$1.10</td>
<td>$1.40</td>
<td>$____</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online</th>
<th>Discount</th>
<th>Standard</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Single layer</td>
<td>$125.75</td>
<td>$138.35</td>
<td>$176.05</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Single layer</td>
<td>$251.25</td>
<td>$276.40</td>
<td>$351.75</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Single layer</td>
<td>$376.00</td>
<td>$413.60</td>
<td>$526.40</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Double layer</td>
<td>$191.50</td>
<td>$210.65</td>
<td>$268.10</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Double layer</td>
<td>$376.00</td>
<td>$413.60</td>
<td>$526.40</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Double layer</td>
<td>$564.00</td>
<td>$620.40</td>
<td>$789.60</td>
<td>$____</td>
</tr>
</tbody>
</table>

BOOTH CLEANING - (per sq. ft. / per day)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>612100 Initial booth vacuuming - One time</td>
<td>$0.45</td>
<td>$0.65</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>612200 Booth vacuuming and empty waste baskets - 2 Days</td>
<td>$0.80</td>
<td>$1.15</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>612300 Booth vacuuming and empty waste baskets- 3 Days</td>
<td>$0.75</td>
<td>$1.00</td>
<td>$____</td>
</tr>
</tbody>
</table>

TOTAL COST

Sub-Total + 15% 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.

CALL CUSTOMER SERVICE AT THE NUMBER LISTED ON THE QUICK FACTS. FOR FAST, EASY ORDERING, GO TO freeman.com

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.

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CALL CUSTOMER SERVICE AT THE NUMBER LISTED ON THE QUICK FACTS. FOR FAST, EASY ORDERING, GO TO 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 16’ 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.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- 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.
- Freeman offers 100% recyclable substrates that can save you money and the environment.

REPRODUCTION AND INSTALLATION

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

\[ \text{L} \times \text{W} = \text{sq. ft.} \]

* Printing on Foamcore, Gatorfoam, Plexi, PVC or Vinyl banner

sq. ft. \[ \text{\_\_\_\_\_\_\_\_\_\_\_} \times \text{quote} = \$ \text{\_\_\_\_\_\_\_\_\_\_\_} \]

* 50% additional on order received after deadline date
* Minimum order per graphic 9 sq. ft. (1296 sq. in.)
* Double sq. ft. for double-sided graphics
* Round sq. ft. to next whole increment

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

### LARGE DIGITAL GRAPHICS

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

### GRAPHICS AND SIGNS

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

#### 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.

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

<table>
<thead>
<tr>
<th>QTY</th>
<th>Standard Price</th>
<th>Discount Price</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| 7" x 11" | @ 58.00 | 87.00 | $ _______
| 7" x 22" | @ 68.00 | 102.00 | $ _______
| 7" x 44" | @ 85.00 | 127.50 | $ _______
| 9" x 44" | @ 85.00 | 127.50 | $ _______
| 11" x 14" | @ 68.00 | 102.00 | $ _______
| 14" x 22" | @ 79.50 | 119.25 | $ _______
| 14" x 44" | @ 143.00 | 214.50 | $ _______
| 22" x 28" | @ 143.00 | 214.50 | $ _______
| 28" x 44" | @ 210.00 | 315.00 | $ _______

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

#### INDICATE YOUR SIGN COPY HERE:

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

### FILE INFORMATION:

- **Electronic File Name:**
- **Application:**
- **PMS Colours:**

### BACKING MATERIAL:

- *Foamcore* ☐  **Masonite** ☐  *Plexi* ☐  **Gatorfoam** ☐  **Vinyl Banner** ☐  *Ultraboard* ☐  *Eco-Board* ☐

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

### SPECIAL INSTRUCTIONS

---

**NAME OF SHOW:** THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

**EXHIBITING COMPANY NAME:**

**PRINT NAME:**

**E-MAIL:**

**SIGNATURE:**

**DATE:**

**BOOTH #:**

**PAYMENT MUST ACCOMPANY YOUR ORDER - CLICK HERE:**

https://www.freemanpay.com/499398

**NAME OF SHOW:** THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

**EXHIBITING COMPANY NAME:**

**PRINT NAME:**

**E-MAIL:**

**SIGNATURE:**

**DATE:**

**BOOTH #:**

**PAYMENT MUST ACCOMPANY YOUR ORDER - CLICK HERE:**

https://www.freemanpay.com/499398

**NAME OF SHOW:** THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

**EXHIBITING COMPANY NAME:**

**PRINT NAME:**

**E-MAIL:**

**SIGNATURE:**

**DATE:**

**BOOTH #:**

**PAYMENT MUST ACCOMPANY YOUR ORDER - CLICK HERE:**

https://www.freemanpay.com/499398
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

<table>
<thead>
<tr>
<th>RASTER ART (photos, logos containing any continuous tone images):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Art Submitted at 1:1 (100%), resolution should be no less that 60dpi (100dpi preferred)</td>
</tr>
<tr>
<td>• Art Submitted at 2:1 (50%), resolution should be no less that 120dpi (200dpi preferred)</td>
</tr>
<tr>
<td>• Art Submitted at 4:1 (25%), resolution should be no less that 240dpi (400dpi preferred)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VECTOR ART:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FONTS and LINKS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
</tbody>
</table>

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. |

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, CSS, CS4...) please embed linked images and convert fonts to outlines. InDesign files should always be packaged.

Acceptable File Types and Support Files

<table>
<thead>
<tr>
<th>NATIVE FILES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• AI (CS6, CSS, CS4...) file with embedded links and outlined fonts</td>
</tr>
<tr>
<td>• EPS file with embedded links and outlined fonts</td>
</tr>
<tr>
<td>• INDD file with Packaged supporting links and fonts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINT FILES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• High-res PDFX/4 (preferred)</td>
</tr>
<tr>
<td>• AI with PDF content (choose this option when saving file)</td>
</tr>
<tr>
<td>• EPS files with embedded links and outlined fonts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RASTER OR BITMAP ART:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Photoshop EPS (Preferred, use 8-bit preview, Max. Quality JPG compression)</td>
</tr>
<tr>
<td>• PSD (make sure font layers are rasterized)</td>
</tr>
<tr>
<td>• TIFF, JPG (quality 8 and higher)</td>
</tr>
</tbody>
</table>

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. |

Revised 01/16

Please visit us at: www.freemanco.com
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 spécialises 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.

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

### DISPLAY LABOUR (One Hour Minimum per Worker)
- **Description**
- **Advance**
- **Show Price**

<table>
<thead>
<tr>
<th>Site</th>
<th>Description</th>
<th>Advance</th>
<th>Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Straight Time</strong></td>
<td>8:00 A.M. to 4:00 P.M. Monday through Friday</td>
<td>$94.50</td>
<td>$132.50</td>
</tr>
<tr>
<td><strong>Overtime</strong></td>
<td>6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Double Time</strong></td>
<td>12:00 Midnight to 6:00 A.M. and recognized holidays</td>
<td>$141.75</td>
<td>$198.75</td>
</tr>
</tbody>
</table>

- **Show Site prices will apply to all labour orders placed at show site.**
- **Price is per person/per hour.**
- **Start time guaranteed only at start of working day**
- **One hour minimum per man on orders of 2 hours or less - labour thereafter is charged in half (1/2) hour increments**
- **Four hours minimum per man on orders of 3 hours - labour thereafter is charged in half (1/2) hour increments**
- **Supervisor must check in at Service Desk to pickup labour**
- **Labour must be canceled 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 labor bill, with a minimum of $45.00

**Emergency contact:** ____________ **Phone Number:** ____________

### Exhibitor Supervised Labour
- **Supervisor will be:** ____________ **Phone Number:** ____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate @ $</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Freeman Supervision (30%/45.00)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15% HST</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

### DISMANTLE LABOUR
- **Freeman Supervised Labour - Please complete the reverse side of this form.**
  - Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
  - The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

**Emergency contact:** ____________ **Phone Number:** ____________

### Exhibitor Supervised Labour
- **Supervisor will be:** ____________ **Phone Number:** ____________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate @ $</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Freeman Supervision (30%/45.00)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>15% HST</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
</tr>
</tbody>
</table>

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If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.
**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

<table>
<thead>
<tr>
<th>Freight will be shipped to Warehouse</th>
<th>Show Site</th>
<th>Date Shipped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Plan/Photo: Attached</td>
<td>To Be Sent With Exhibit</td>
<td>In Crate No.</td>
</tr>
<tr>
<td>Carpet: With Exhibit</td>
<td>Rented From Freeman</td>
<td>Color</td>
</tr>
<tr>
<td>Size</td>
<td>Drawing Attached</td>
<td>Drawing With Exhibit</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphics: With Exhibit</td>
<td>Shipped Separately</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Tools/Hardware Required:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OUTBOUND SHIPPING INFORMATION

**SHIP TO:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**METHOD OF SHIPMENT**

- [ ] FREEMAN EXHIBIT TRANSPORTATION
  - [ ] Common Carrier
  - [ ] Air Freight  [ ] Next Day  [ ] 2nd Day  [ ] Deferred  [ ] Expedited

- [ ] Other (list carrier name & phone number):
  - [ ] Other Common Carrier:
  - [ ] Other Air Freight:
  - [ ] Van Line:

**FREIGHT CHARGES**

- [ ] Prepaid  [ ] Collect

Bill To:

In the event your selected carrier (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 $361.50 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 $100.00/week 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.
Straight Time - 8:00 A.M. to 4:00 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday

- Show site prices will apply to all labor orders placed at show site
- Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Showsite Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>30401</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$280.00</td>
<td>$392.00</td>
</tr>
<tr>
<td>30402</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$333.50</td>
<td>$467.00</td>
</tr>
<tr>
<td>30403</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$401.25</td>
<td>$555.50</td>
</tr>
</tbody>
</table>

FORKLIFT LABOR - Dismantle

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Showsite Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>31401</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$280.00</td>
<td>$392.00</td>
</tr>
<tr>
<td>31402</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$333.50</td>
<td>$467.00</td>
</tr>
<tr>
<td>31403</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$401.25</td>
<td>$555.50</td>
</tr>
</tbody>
</table>

INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ____________________________________________

Subtotal

15% HST

Total

DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ____________________________________________

Subtotal

15% HST

Total
Diagram required of exhibitor booth with banner placement and any special requirements.
Complete sign/banner specifications.
Indicate the nature and number of hanging points for sign/banner.
Price listed is for 25 lbs. & under and less than 10' in length. Banners over 25 lbs. and/or longer than 10’ will be custom quoted.
All signs/banners must be made available for start of exhibitor set up or earlier.
Inaccurate reporting of banner weights will result in delays, inability to hang banners and additional costs.
Orders received after order deadline will be subject to surcharge.
Price includes installation, removal and hanging equipment. Does not include hanging points on sign/banner.

### SIGN DESCRIPTION, SIZE & WEIGHT
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.
- Quantity: __________
- Banner/Sign Size (length x height): __________
- # of Hanging Points: __________
- Banner/Sign Weight: __________
- Banner/Sign Material: __________
- Single or Double-sided __________
- Is power required: __________
- Banner/sign Placement (i.e. centered with table): __________
- Banner/Sign Height From Ground: __________

### PLACEMENT DIAGRAM
- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

<table>
<thead>
<tr>
<th># of banners</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td>3880999 Sign/Banner (25 lbs. &amp; under and 10’ long or less)</td>
<td>$650.00</td>
<td>$910.00</td>
<td>$ ______</td>
</tr>
<tr>
<td>_____</td>
<td>3880999 Sign/Banner (over 25 lbs. and/or longer than 10’)</td>
<td>to be quoted</td>
<td>to be quoted</td>
<td>$ ______</td>
</tr>
<tr>
<td>_____</td>
<td>3880999 110 Volt, 15 amp duplex outlet for sign/banner</td>
<td>to be quoted</td>
<td>to be quoted</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

### TOTAL COST
- Sub-Total _______ + 15% Hst _______ = TOTAL _______
PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

THE 2020 COA/CORS/CORA ANNUAL MEETING / JUNE 3-5, 2020

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

____________________________________________________________________, the contracted exhibitor at the 2020 COA/CORS/CORA ANNUAL MEETING and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless THE ASSOCIATION, VENUE, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: ________________________________ Booth #: ______
Authorized Signature: ________________________________
Printed Name: _____________________________________ Date: ______
E-Mail: ____________________________________________

Display House/Builder (if applicable): ________________________________
Authorized Signature: ____________________________________________
Printed Name: _____________________________________ Date: ______
E-Mail: ____________________________________________

Complete and return form to address listed at the top of this form.
Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please contact us for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### Part

<table>
<thead>
<tr>
<th>Part Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Show Site Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>110/120 VOLT (Power to be placed at back-centre of exhibit space)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40715</td>
<td>1500 Watts duplex outlet</td>
<td></td>
<td>$242.00</td>
<td>$303.00</td>
<td>$407.00</td>
<td>$407.00</td>
</tr>
<tr>
<td>40720</td>
<td>20 Amps</td>
<td></td>
<td>$350.50</td>
<td>$437.00</td>
<td>$592.00</td>
<td>$592.00</td>
</tr>
<tr>
<td>40717</td>
<td>1500 Watts from ceiling</td>
<td></td>
<td>$551.00</td>
<td>$673.50</td>
<td>$926.50</td>
<td>$926.50</td>
</tr>
<tr>
<td>208 VOLT SINGLE PHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40915</td>
<td>15 Amps</td>
<td></td>
<td>$474.00</td>
<td>$593.00</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>40920</td>
<td>20 Amps</td>
<td></td>
<td>$644.00</td>
<td>$805.50</td>
<td>$1086.00</td>
<td>$1086.00</td>
</tr>
<tr>
<td>40930</td>
<td>30 Amps</td>
<td></td>
<td>$749.00</td>
<td>$933.50</td>
<td>$1260.00</td>
<td>$1260.00</td>
</tr>
<tr>
<td>208 VOLT THREE PHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401015</td>
<td>15 Amps</td>
<td></td>
<td>$474.00</td>
<td>$593.00</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>401030</td>
<td>30 Amps</td>
<td></td>
<td>$749.00</td>
<td>$933.50</td>
<td>$1260.00</td>
<td>$1260.00</td>
</tr>
<tr>
<td>401060</td>
<td>60 Amps</td>
<td></td>
<td>$932.00</td>
<td>$1165.75</td>
<td>$1571.00</td>
<td>$1571.00</td>
</tr>
<tr>
<td>401010</td>
<td>100 Amps</td>
<td></td>
<td>$1332.00</td>
<td>$1665.75</td>
<td>$2246.00</td>
<td>$2246.00</td>
</tr>
<tr>
<td>401020</td>
<td>200 Amps</td>
<td></td>
<td>$1908.00</td>
<td>$2297.75</td>
<td>$3050.00</td>
<td>$3050.00</td>
</tr>
<tr>
<td>4010400</td>
<td>400 Amps</td>
<td></td>
<td>$2508.00</td>
<td>$3134.25</td>
<td>$4232.00</td>
<td>$4232.00</td>
</tr>
</tbody>
</table>

### POWER STRIPS AND EXTENSION CORDS

<table>
<thead>
<tr>
<th>Part Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Show Site Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>40305</td>
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Extension cords and power strips are available for rental at the Freeman Service Desk.

### SPECIAL REQUIREMENTS

Please contact us at (514) 868-6666 or FreemanMontrealES@freemanco.com if you require additional information and/or electrical services not listed on this form.

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**Sub-Total** + 15%HST = **TOTAL**
**ELECTRICAL INSTRUCTIONS**

**HOW TO DETERMINE ELECTRICAL REQUIREMENTS**

**For Equipment**
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

**For Lighting**
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

**LOCATION OF POWER IN YOUR BOOTH**

**In-Line and Peninsula Booths**
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

**IN-LINE BOOTHS / PENINSULA**

**BACK TO BACK PENINSULA**

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please contact Freeman Exhibitor Services should you need electrical labour.

**Island Booths/Multiple Outlets**
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.

**OTHER:**

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please contact Freeman Exhibitor Services for more information.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman. The client is responsible for the rented material during the event, and will be charged for any broken, damaged, lost or stolen material supplied by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors’ equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

**Voltage and amperage:**
Voltages are 120, 208 and 600 V (60 Hz). Other voltages are available upon request.
- For 200 Amps & more: the cost does not include wiring required for hook-up which will be supplied and installed by the client in a safe manner.
- To prevent overloading of circuits, exhibitors are not allowed to add wattage / amperage.
- All dimmers must be three-phased.
- The Master Electrician may refuse any connection in compliance with Freeman standards.
- All motors over 1/3 HP, provided by the exhibitor, must have a MAGNETIC STARTER AND MANUAL DISCONNECT SWITCH.
- Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage.
- For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor.
- Freeman is not responsible for voltage fluctuations or power failures caused by temporary conditions.
**INTERNET SERVICES**

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<th>Description</th>
<th>Discount</th>
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**DISCOUNT PRICE DEADLINE DATE**
MAY 13, 2020

**PAYMENT MUST ACCOMPANY YOUR ORDER - CLICK HERE:**
https://www.freemanpay.com/499398

**TOTAL COST**

Sub-Total + 15% Hst = TOTAL