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 or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labour to unload. Federal Express, UPS, and DHL are included in this category due to their delivery procedures.

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

CARPET &/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labour and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

RATE CLASSIFICATIONS:

Warehouse Shipment ST (200 lb. minimum) beginning April 9, 2018
- Crated or Skidded Shipment: $94.50
- Special Handling Shipment: $123.25
- Carpet and/or Pad Only Shipment: $142.00

Show Site Shipment ST (200 lb. minimum) beginning May 8, 2018 @ 12pm
- Crated or Skidded Shipment: $83.75
- Special Handling Shipment: $109.25
- Uncrated or Pad Wrapped Shipment: $125.75
- Carpet and/or Pad Only Shipment: $125.75

Small Package - Maximum weight is 30 lbs per shipment*
- Per Shipment: $45.00
- Per Shipment (after April 30, 2018): $64.00

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

ADDITIONAL SURCHARGES:

- Shipment Delivered after Deadline Date (in addition to above rates)
  - Warehouse Shipment after April 30, 2018: $19.50
  - Show Site Shipment May 8, 2018 after 5pm: $16.75

- Surcharges:
  - + 100 = 13% HST
  - Total

NAME OF SHOW: ________________________________
COMPANY NAME: ______________________________________________________________
BOOTH #: ______________________________________________________________
CONTACT NAME: ________________________________________________________
PHONE #: ___________________________
E-MAIL ADDRESS: ____________________________________________________________

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

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER
SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional 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, labour, or equipment, to unload, sort and deliver.

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

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

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

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

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

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

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

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

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

What about carpet only shipments?
Shipments that consist of loose carpet and / or padding only require additional labour and equipment to unload.
OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: ____________________________________________________________
DELIVERY ADDRESS: _________________________________________________________________
CITY: __________________ STATE/PROVINCE: _______ ZIP/POSTAL CODE: ________________
PHONE#: ________________________________ ATTN: __________________________

BILL TO: [ ] SAME AS SHIP TO

COMPANY NAME: ________________________________________________________________
BILLING ADDRESS: _______________________________________________________________
CITY: __________________ STATE/PROVINCE: _______ ZIP/POSTAL CODE: ________________

METHOD OF SHIPMENT

Carrier:

Carrier Name: ___________________________
Carrier Phone: _________________________

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
[ ] Inside delivery
[ ] Pad wrap required
[ ] Do not stack
[ ] Lift gate required
[ ] Air ride required
[ ] Residential

Select Desired Number of Labels: ______________________

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 Official Carrier.
[ ] Delivery back to the show’s Advance Warehouse at Exhibitor’s expense

* Return to warehouse rates are based on weight. A minimum charge of $120.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees.

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

JULY 2017 (464671) -AH-
TO: __________________________________________

c/o Freeman
940 BELFAST ROAD
OTTAWA, ONTARIO, CANADA  K1G 4A2

WAREHOUSE

MUST BE DELIVERED BY MAY 4, 2018

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

Event: __________________________________________

Booth No. __________ No. of pcs __________ Carrier __________________
TO: ________________________________

c/o Freeman

55 COLONEL BY DRIVE, SHAW CENTRE
OTTAWA, ONTARIO, CANADA  K1N 9J2

SHOW SITE

INTERNATIONAL CRYPTOGRAPHIC
MODULE CONFERENCE 2018
May 8-11 | Shaw Centre | Ottawa, Ontario, Canada

Booth No. __________ No. of pcs __________ Carrier __________________________

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
Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.

Orders received without payment or after the deadline date will be charged at the standard price.

Copies of invoices may be picked up from the Service Centre prior to show closing.

If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

For secure and fast payment by credit / debit card, click here to enter your payment information: https://payments.freemanco.com/?DepartmentId=3796F00A-5E7A-400B-8A7A-5FDCE61CA0B3
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

“We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

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

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

**EXHIBITOR NAME:** (PLEASE PRINT)

**EXHIBITOR SIGNATURE:**

**DATE:**

**EXHIBITING COMPANY INFORMATION**

**EXHIBITING COMPANY NAME:**

**BOOTH #:**

**EXHIBITING COMPANY ADDRESS:**

**CITY/PROVINCE/POSTAL CODE:**

**PHONE:**

**EXT.**

**FAX:**

**CONTACT’S E-MAIL:**

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

- □ ALL FREEMAN SERVICES
- □ FREEMAN TRANSPORTATION & CUSTOMS
- □ I&D LABOUR/SUPERVISION
- □ RENTAL FURNITURE/CARPET/SIGNS
- □ MATERIAL HANDLING/IN & OUT
- □ FREEMAN ELECTRICAL
- □ OTHER______________________________

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:**

**EXT.**

**FAX:**

**CONTACT’S E-MAIL:**

**E-MAIL FOR INVOICE:**

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

**THIRD PARTY CREDIT CARD AUTHORIZATION**

- □ AMERICAN EXPRESS
- □ VISA
- □ MASTERCARD

**WE DO NOT ACCEPT CREDIT CARD INFORMATION BY EMAIL.**

**CREDIT CARD ACCOUNT NO:**

**EXP. DATE:**

**CARDHOLDER NAME (PLEASE PRINT):**

**CARD TYPE:**

**AUTHORIZED SIGNATURE:**

**CARDHOLDER BILLING ADDRESS:**

**CITY/PROVINCE/POSTAL CODE:**

DEC 2016 (464671)