



SERVICE INFORMATION

**BOOTH EQUIPMENT**

Each 10' x 10' black draped booth will include an 8' high back wall, 3' high side walls, one 6' skirted table, two chairs and one wastebasket.

**Note: Our office will be closed February 19, 2018 for Family Day and March 30, 2018 for Good Friday.**

**IMPORTANT ELECTRICAL INFORMATION**

By default, any power outlets ordered are located at the rear of the booth for inline and peninsula booths. Please see the Electrical Labour Form 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.

**EXHIBIT HALL CARPET**

The exhibit areas and booths are carpeted with the existing facility carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

**DISCOUNT PRICE DEADLINE DATE**

Take advantage of a 30% discount by ordering online at [www.freeman.com](http://www.freeman.com) by **April 16, 2018**. Freeman cannot guarantee pricing and availability of the Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form after this deadline.

SHOW SCHEDULE

**EXHIBITOR MOVE-IN**

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#)

Tuesday, May 8, 2018	12:00pm - 5:00pm
Wednesday, May 9, 2018	8:00am - 10:00am

**EXHIBIT HOURS**

Wednesday, May 9, 2018	10:30am - 6:45pm
Thursday, May 10, 2018	8:00am - 3:30pm

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#)

Thursday, May 10, 2018	3:30pm - 5:00pm
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**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the show is closed.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **May 10, 2018 @ 4pm with Freeman.**

**LABOUR INFORMATION**

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

All labour services performed between 4:00pm and 6:00am (Monday to Friday), between 8:00am and 4:00pm (Saturday & Sunday) will have overtime charges applied. All labour services performed between 6:00pm and 8:00am (Monday to Friday) and between 4:00pm and 8:00am (Saturday & Sunday) will have double-time charges applied. Please refer to the Labour Order form in the service manual. All material handling services performed after 4:00pm (Monday to Friday) and all day Saturday and Sunday will have overtime charges applied. Please refer to the Material Handling Order Form in the service manual.

MATERIAL HANDLING

Exhibitors may hand-carry their own freight through the passenger elevators. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor. The use of pump trucks or other mechanical equipment is not permitted.

Any material handled by Freeman will be charged according to the rates listed within the service manual. Please refer to the Material Handling OrderForm for rates.

## POST SHOW PAPERWORK AND LABELS

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

## SHIPPING INFORMATION

### Advanced Warehouse Shipping Address:

#### ICMC 2018

Exhibiting Company Name C/O Freeman

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

#### 940 Belfast Road

Ottawa, Ontario, Canada K1G 4A2

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

Freeman will accept crated, boxed or skidded material beginning **April 9, 2018** at the above address.

All full load trailer shipments must be accompanied by a Certified Weight Ticket. Full Load trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. To avoid additional late arrival charges, materials must arrive by **April 30, 2018**. Warehouse materials are accepted Monday through Friday between the hours of 8:00am to 4:30pm.

### Show site shipping address:

#### ICMC 2018

Exhibiting Company Name C/O Freeman

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

#### Shaw Centre

#### 55 Colonel By Drive

Ottawa, Ontario, Canada K1N 9J2

Shipments will be received at the exhibit facility beginning **May 8, 2018 @ 12pm**.

All full load trailer shipments must be accompanied by 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.

**Please note:** All items and materials that must be brought into the facility 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.

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.

## FACILITY RESTRICTIONS

### Loading Bays:

4 loading bays with dock levelers can accept a vehicle up to a 77' in length with cab

### Loading Areas:

3 loading areas can accept 5 ton trucks or smaller vehicles

- ground level loading/unloading

Loading bays/areas are for temporary pick-up and delivery only. Parking is prohibited.

### Floor Weight Allowance\*

All heavy objects to be placed on the floor in the facility must be approved by Freeman.

### Elevator Specifications – Service/Freight\*

For the safety of all individuals, freight elevators are not intended for passenger use. Materials cannot be transported in the public passenger elevator or on escalators.

\*Please see attached Floor Weight & Elevator Spec Sheet for details.

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **April 16, 2018**.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders you will be required to enter your unique username and password. To access FreemanOnline for **ICMC 2018** go to: <http://www.freemanco.com/store/show/showInformation.jsp?showID=464671&nav=02>. Click on the "Login" link in the top right corner to proceed.

**If this is your first time using Freeman Online® click on the "Create an Account" link in the top right corner.** You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline please call our Customer Support Centre toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors. **For French speaking exhibitors that require assistance, please contact the Ottawa office directly at 613-748-7180 ext. 234 Monday to Friday from 8:30am - 5:00pm.**

## AS A REMINDER

All shipments originating outside Canada require Canada Customs Clearance and US Customs/Homeland Security (if applicable) on the return.

## 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, DHL or any other small packages/boxes carriers, please confirm that all ancillary charges (duties, taxes and customs clearance fees) are PREPAID. This includes 3<sup>rd</sup> 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 cases, 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 and customs clearance fees) are re-billed to the corresponding exhibitor plus 'Advancement Fees'.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (613) 748-7180 ext 234. We can also be contacted via email at [freemanottawaes@freeman.com](mailto:freemanottawaes@freeman.com)

## SERVICE CONTRACTOR CONTACTS / INFORMATION

### FREEMAN AUDIO VISUAL CANADA

55 Colonel By Drive

Ottawa, Ontario K1N 9J2

Phone: (613) 688-9063 Fax: (613) 688-9069

Email: [yanna.crawford@freeman.com](mailto:yanna.crawford@freeman.com)

### SHAW CENTRE

(Booth Cleaning, Sampling Guidelines, Temporary Cold Water Service, Vehicle Display)

Phone: (613) 563-1984 Fax: (613) 563-7646

Email: [eventservices@shaw-centre.com](mailto:eventservices@shaw-centre.com)

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054 for Canada and U.S. exhibitors or (512) 982-4186 for international exhibitors.

### SAVE MONEY

Take advantage of a 30% discount by ordering online at [www.freeman.com](http://www.freeman.com) by **April 16, 2018**.

### AVOID DELAY

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

### SAFETY TIPS

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

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

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

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

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

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

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

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

### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [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 require assistance, please contact Freeman Exhibitor Services at 613-748-7180 ext. 234 or via email at [FreemanOttawaES@freeman.com](mailto:FreemanOttawaES@freeman.com).

French order forms are available upon request.

WE APPRECIATE YOUR BUSINESS.

# PAYMENT & LABOUR

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

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

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

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in Canadian secure funds and all cheques must be in Canadian funds. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. 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 (excluding Audio Visual equipment and computers) include delivery, installation and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labour, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any order or services by EXHIBITOR, a one hour "per person, per hour" charge will be applied for all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If Prestige carpet, custom-cut carpet, modular rental exhibits or any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labour. If the show or event is cancelled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Centre Representative of problems with any orders and to check EXHIBITOR'S invoice for accuracy prior to the close of the show or event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For international EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in TORONTO, ONTARIO, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE PROVINCE OF ONTARIO, CANADA. In the event of any dispute between EXHIBITOR and FREEMAN relative to any loss, damage or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labour time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt by either party.

## ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered or adjustments made unless filed in writing by EXHIBITOR prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control, and EXHIBITOR agrees to hold FREEMAN and its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorney's fees) arising out of or in any way connected with EXHIBITOR's actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

## LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labour provided under this option. It is the responsibility of EXHIBITOR to supervise labour secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or federal, provincial/state, county and local ordinances, rules and/or regulations, including, but not limited to, show or facility management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour and to return to the Service Desk to release labour when the work is completed.

## INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements or expenses (including, but not limited to, reasonable attorney's fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and or property damage arising out of work performed by labour provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR's indemnification of FREEMAN includes any and all violations of federal, provincial/state, county or local ordinances, show regulations and/or rules as published and/or set forth by facility or show management, and/or directing labour provided by FREEMAN to work in a manner that violates any of the above rules, regulations or ordinances.

## IMPORTANT

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

# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the official show contractor; or an order for labour and/or rental equipment is placed by Exhibitor with Freeman. Please note that your material handling charges do not include disposal of exhibit properties. Contact Freeman for rates and rules applicable to the disposal of your exhibit properties.

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

**2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labelled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier; during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends arranging security services through facility or show management. All MHAs submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges, including business centre charges, arising from delivery or pickup of Exhibitor's materials.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS ARISING OUT OF IMPROPER LOADING OR LABELLING OF MATERIALS.

**6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor's designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions, and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

**7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for, loss, delay or damage due to strike, work stoppage, natural elements, vandalism, Act of God, civil disturbance, power failure, explosion, act of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.

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

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to CAD\$1.10 per kilogram (CAD\$0.50 per pound) per article with a maximum liability of CAD\$100.00 per item or CAD\$1,500.00 per shipment, whichever is a less. For unmarked, unlabelled or improperly packaged television monitors, the maximum liability is the lesser of CAD\$6.60 per kilogram (CAD\$3.00 per pound) or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

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

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

**10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF ONTARIO, CANADA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN THE COURT OF ONTARIO, CANADA.

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labour secured through Freeman; Exhibitor's negligence, wilful misconduct or deliberate act, or the negligence, wilful misconduct or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including, but not limited to, Exhibitor's violation of any federal, provincial/state, county or local ordinance and/or Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

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

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

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

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Cargo Service Request and Shipping Instructions Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by Shipper. Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including, but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

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

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay or damage beyond its reasonable control, including (by way of illustration only and not as a limitation of the breadth of this clause) strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct postal code, of Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labelled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification published by the U.S. National Motor Freight Traffic Association. For shipments of perishable commodities, Canadian and U.S. shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

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

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING, BUT NOT LIMITED TO, DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING, BUT NOT LIMITED TO, FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF CAD\$50.00 PER SHIPMENT OR CAD\$1.10 PER KILOGRAM (CAD\$0.50 PER POUND) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, FREEMAN'S LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO CAD\$20.00 PER KILOGRAM (CAD\$9.07 PER POUND) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY MONTREAL PROTOCOL NO. 4 OF 1975, OR CAD\$20.00 PER KILOGRAM (CAD\$9.07 PER POUND) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of CAD\$500.00:

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

Any declared value in excess of the maximums allowed herein is null and void, and acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of illustration only and not as a limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profit damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

- whenever or wherever the claimed loss or damage may occur;
- even where the alleged loss or damage is claimed to result from negligence, strict liability, product liability, breach of contract, breach of statute or regulation, or any other legal theory or cause; and
- even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including, but not limited to, failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), nondelivery, missed pickup, delay on international shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert and contains no hazardous substances, hazardous materials, chemicals, gases, explosives, radioactive materials, biologically hazardous agents or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- Shipper shall defend and indemnify Freeman and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct or deliberate act; Shipper's violation of federal, provincial/state, county or local ordinances; Shipper's violation of show regulations and/or rules as published and set forth by facility and/or show management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery or, in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com) within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must keep the shipping container, all packaging material and contents in the same condition as when damage first was discovered. Receipt of the shipment by Consignee or Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 866-272-1081. The shipment and its container(s) and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment, and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) the claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by international, federal or provincial/state law. If the claim is for loss or damage involving international shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by international, federal or provincial/state law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Claims Department Sedgwick Claims Mgmt Services: 8649 Baypine Rd, Bldg 7, Suite #300, Jacksonville, FL 32256.

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

**9. CHOICE OF FORUM:** THE CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF CANADA (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE PROVINCE OF ONTARIO WITHOUT GIVING EFFECT TO THE PROVINCE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF TORONTO, ONTARIO, CANADA AND THE RULES OF THE CANADIAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT IN THE JURISDICTION OF TORONTO, ONTARIO, CANADA.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay or damage beyond its reasonable control, including (by way of illustration only and not as a limitation of the breadth of this clause) strike, lockout, work slow-down or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for any delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

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

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

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

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

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

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

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

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

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

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

**(THE "FAIR MARKET VALUE" EQUALS THE AS IS, WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE, OR CAD\$11.02 PER KILOGRAM (CAD\$5.00 PER POUND) OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per kilogram for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of CAD \$500.00:** (a) Artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures or prototypes; (b) Clocks, jewellery, including costume jewellery, furs and fur-trimmed clothing; (c) Personal effects, including, but not limited to, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards and any other items of extraordinary value. (e) For unmarked, unlabelled or improperly packaged television monitors, the maximum liability is the lesser of CAD\$6.60 per kilogram (CAD\$3.00 per pound) or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of illustration only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profit damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE; AND (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current. (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert and contains no hazardous substances, hazardous materials, chemicals, gases, explosives, radioactive materials, biologically hazardous agents or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons or property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) on account of personal injury, death or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct or deliberate act; Shipper's violation of federal, provincial/state, county or local ordinances; Shipper's violation of show regulations and/or rules as published and set forth by facility and/or show management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

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

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

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

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

**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Package Program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE CAD\$100 PER PACKAGE UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within fifteen (15) days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.



## REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

### Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

#### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

#### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

#### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com).

# FREEMAN

940 Belfast Road  
Ottawa, Ontario, K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 16, 2018**

**INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK**

FREEMAN method of payment

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE

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

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

CITY, PROVINCE/STATE, POSTAL/ZIP CODE: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

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

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

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

E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

## METHOD OF PAYMENT

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.

**COMPANY CHECK**

Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.  
**Please reference (464671) on your remittance.  
GST # R101889426**

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

**We do not accept credit card information by email.**

AMERICAN EXPRESS     MASTERCARD     VISA

**BANK TRANSFER**

**Please note that customers are responsible for any bank processing fees of \$15.00 CDN.**

- Beneficiary Name: Freeman Expositions, Ltd.  
61 Browns Line, Toronto, Ontario, Canada M8W 3S2
- Bank Transfer to Royal Bank of Canada  
Bank # 003 - 200 Bay Street, Toronto, Ontario, Canada M5J 2J5  
Transit or Bank ID: 00002 - Freeman Account # 000021048693
- **Foreign Exhibitors wiring funds from Overseas should use:**  
Swift Code: ROYCCAT2
- **If sending USD use:**  
Intermediary Bank: JP Morgan Chase Manhattan, New York, NY  
Swift Code: CHASUS33 - ABA: 021000021
- IBAN Number: Canadian Banks do not carry IBAN numbers  
**Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.**

Account No.: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Personal Credit Card     Company Credit Card

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City, Province/State, Postal/Zip Code: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS	CARPET	PLANTS	RENTAL EXHIBITS	EXHIBIT ACCESSORIES	SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR
EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING	ELECTRICAL	HANGING SIGNS	AUDIO VISUAL	INTERNET	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freeman.com](http://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 credit card, click here to enter your payment information:**  
<https://payments.freemanco.com/?DepartmentId=3796F00A-5E7A-400B-8A7A-5FDCE61CA0B3>

# FREEMAN

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(613) 748-7180 • Fax: (613) 748-5977

ALL PRICES ARE IN  
CANADIAN DOLLARS

**NAME OF SHOW:** INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE

**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:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN TRANSPORTATION & CUSTOMS |
| <input type="checkbox"/> I&D LABOUR/SUPERVISION     | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS    |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> FREEMAN ELECTRICAL               |
| <input type="checkbox"/> 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     MASTERCARD     VISA    **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)

FREEMAN third party authorization

# FREEMAN

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Ottawa, Ontario, K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977

**DISCOUNT PRICE  
DEADLINE DATE  
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**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE

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

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

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

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

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

CHAIRS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	210108	Limerick Chair .....	37.50	41.25	52.50
___	210112	Black Casey Stool .....	70.50	77.55	98.70
___	210112	Grey Casey Stool.....	70.50	77.55	98.70
___	71090	Black Diamond Arm Chair .....	82.75	91.05	115.85
___	71089	Black Diamond Side Chair ....	70.75	77.85	99.05
___	71088	Black Diamond Stool.....	106.00	116.60	148.40
___	71045	Grey Gaslift Chair .....	63.00	69.30	88.20
___	71047	Grey Gaslift Stool.....	77.00	84.70	107.80
<b>Black Only</b>					
___	75020	Display Cylinder/Low.....	106.75	117.45	149.45
___	75021	Display Cylinder/Medium.....	117.50	129.25	164.50
___	75022	Display Cylinder/High.....	125.00	137.50	175.00
___	75079	Orion Computer Kiosk.....	255.75	281.35	358.05
___	750135	Round Literature Rack.....	159.25	175.20	222.95
___	750136	Flat Literature Rack.....	119.50	131.45	167.30

TABLES					
NOTE: Tables are 24" wide					
Table Drape:	<input type="checkbox"/> Blue	<input type="checkbox"/> Gold	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	<input type="checkbox"/> Red
	<input type="checkbox"/> White	<input type="checkbox"/> Green			

<i>Draped</i>					
___	124430	4' Draped Table/30"H* .....	69.25	76.20	96.95
___	124630	6' Draped Table/30"H* .....	81.75	89.95	114.45
___	124830	8' Draped Table/30"H* .....	94.50	103.95	132.30
___	12404630	4th Side Draping-6' X 30"H*	34.50	37.95	48.30
___	12404830	4th Side Draping-8' X 30"H*	34.50	37.95	48.30
___	124442	4' Draped Table/42"H* .....	100.00	110.00	140.00
___	124642	6' Draped Table/42"H* .....	112.00	123.20	156.80
___	124842	8' Draped Table/42"H* .....	123.75	136.15	173.25
___	12404642	4th Side Drape-6' x 42"H* ....	49.25	54.20	68.95
___	12404842	4th Side Drape-8' x 42"H* ....	49.25	54.20	68.95
<i>Undraped</i>					
___	125430	4' Undraped Table/30"H.....	41.00	45.10	57.40
___	125630	6' Undraped Table/30"H.....	52.75	58.05	73.85
___	125830	8' Undraped Table/30"H.....	64.75	71.25	90.65
___	125442	4' Undraped Table/42"H.....	72.75	80.05	101.85
___	125642	6' Undraped Table/42"H.....	78.75	86.65	110.25
___	125842	8' Undraped Table/42"H.....	84.75	93.25	118.65
Soho Tables (Black Only):					
___	72067	Soho Cafe Table 30"Hx36"D	112.50	123.75	157.50
___	72068	Soho Bistro Table 42"Hx36"D	126.00	138.60	176.40
___	72069	Soho Cafe Table 30"Hx24"D	112.50	123.75	157.50
___	72070	Soho Bistro Table 42"Hx24"D	126.00	138.60	176.40

FURNISHINGS					
Special Drape:	<input type="checkbox"/> Blue	<input type="checkbox"/> Gold	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	<input type="checkbox"/> Red
	<input type="checkbox"/> White	<input type="checkbox"/> Green			
___	12103	Special Drape- 3'High-per ft* .....	6.00	6.60	8.40
___	12108	Special Drape- 8'High-per ft* .....	7.25	8.00	10.15
___	121012	Special Drape-12' High-per ft* .....	11.25	12.40	15.75
___	220107	Wastebasket.....	12.75	14.05	17.85
___	220110	Chrome Bag Rack.....	58.50	64.35	81.90
___	220118	Chrome Sign Holder.....	50.50	55.55	70.70
___	220134	Chrome Easel.....	31.25	34.40	43.75
___	220121	Chrome Slanchion Retractable	37.00	40.70	51.80

+ SPECIALTY FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
+The Specialty Furnishing items noted below with the symbol (+) must be submitted before <b>APRIL 16, 2018</b> . Freeman cannot guarantee pricing and availability of these items after this deadline.					
<i>Accent Tables</i>					
___	72028+	Slate Cocktail Table-Black.....	83.50	91.85	116.90
___	72029+	Slate End Table-Black.....	59.00	64.90	82.60
___	970210+	Brushed Steel Coffee Table (Glass)	122.50	134.75	171.50
___	970225+	Brushed Steel Coffee Table (Wood)	122.50	134.75	171.50
___	970215+	Brushed Steel End Table (Glass Top)	50.00	55.00	70.00
___	970230+	Brushed Steel End Table (Wood Top)	50.00	55.00	70.00
<i>Soft Seating</i>					
___	970100+	Barcelona Chair-Black .....	308.50	339.35	431.90
___	970105+	Leather High Chair-Black.....	135.00	148.50	189.00
___	970110+	Black Leather Tub Chair.....	125.00	137.50	175.00
___	970135+	Mickey Tub Chair-Grey.....	125.00	137.50	175.00
___	970136+	Mickey Tub Chair-White.....	125.00	137.50	175.00
___	970120+	Black Leather Chair.....	265.00	291.50	371.00
___	970141+	Armless Chair-Black.....	225.00	247.50	315.00
___	970140+	Armless Chair-White.....	225.00	247.50	315.00
___	970401+	Leather Footstool-Black.....	60.00	66.00	84.00
___	970400+	Leather Footstool-White.....	60.00	66.00	84.00
___	970175+	Black Leather Loveseat.....	355.00	390.50	497.00
___	970161+	Lounger Sofa-White.....	355.00	390.50	497.00
___	970160+	Lounger Sofa-Black.....	355.00	390.50	497.00
___	970170+	Lounger Bench-White.....	350.00	385.00	490.00
___	970171+	Lounger Bench-Black.....	350.00	385.00	490.00
___	970125+	Ghost Chair-Clear.....	25.00	27.50	35.00
___	970130+	Ghost Armless Chair-Clear.....	25.00	27.50	35.00
<i>Bar Stools</i>					
___	970146+	Curved Back Chrome Stool-White.	135.00	148.50	189.00
___	970145+	Curved Back Chrome Stool-Black.	135.00	148.50	189.00
___	970151+	Brushed Steel Bar Stool-Silver.....	135.00	148.50	189.00
___	970150+	Brushed Steel Bar Stool-Cowhide.	135.00	148.50	189.00
___	970152+	Brushed Steel Bar Stool-White.....	135.00	148.50	189.00
<i>Bistro Tables-30"D x 42"H</i>					
___	970200+	Chrome Base Bistro Table-Black....	185.00	203.50	259.00
___	970201+	Chrome Base Bistro Table-White....	185.00	203.50	259.00
___	970202+	Chrome Base Bistro Table-Natural..	185.00	203.50	259.00
___	970205+	Chrome Base Square Bistro-Plexi...	185.00	203.50	259.00
___	970220+	Chrome Base Square Bistro-Wood..	194.05	213.70	299.20
<i>Conference Tables</i>					
___	920205+	Brown Conference Table 3'x6' .....	233.25	256.60	326.55
___	72092	+ Milano Conference Table.....	233.25	256.60	326.55

TOTAL COST		
Subtotal	+ 13% HST	= Total

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

FREEMAN furnishing

Take advantage of the Online price  
by ordering online at [www.freeman.com](http://www.freeman.com)  
before APRIL 16, 2018

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**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 16, 2018**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE

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

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

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

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

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

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

## CLASSIC CARPET, PADDING AND PLASTIC COVERING

### CHOOSE YOUR CARPET COLOR:

Black  Grey  Blue  Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet .....	\$ 191.25	\$ 210.40	\$ 267.75	\$ _____
_____	10' x 20' Classic Carpet .....	\$ 358.00	\$ 393.80	\$ 501.20	\$ _____
_____	10' x 30' Classic Carpet .....	\$ 525.00	\$ 577.50	\$ 735.00	\$ _____
_____	10' x 40' Classic Carpet .....	\$ 693.00	\$ 762.30	\$ 970.20	\$ _____
_____	10' x 10' Carpet Padding.....	\$ 119.50	\$ 131.45	\$ 167.30	\$ _____
_____	10' x 20' Carpet Padding.....	\$ 238.50	\$ 262.35	\$ 333.90	\$ _____
_____	10' x 30' Carpet Padding.....	\$ 358.00	\$ 393.80	\$ 501.20	\$ _____
_____	10' x 40' Carpet Padding .....	\$ 476.00	\$ 523.60	\$ 666.40	\$ _____
_____	Plastic Covering (per sq ft).....	\$ 0.50	\$ 0.55	\$ 0.70	\$ _____

### CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, installation and removal \*\*

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in four standard colors.
- Order Custom Cut Classic Carpet if your size is not listed under the standard sizes.

Sample: Booth Size: 10 x 25 = 250 sq.ft. @ \$ 2.75 \$ 687.50

### CHOOSE YOUR CARPET COLOR:

Black  Grey  Blue  Red

16 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount	Standard	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.50	\$ 2.75	\$ 3.50	\$ _____

### CUSTOM CUT CARPET PADDING- includes plastic covering, delivery, installation and removal \*\*

- Order carpet padding by the sq.ft. if your size is not listed under the standard sizes.

Sample: Booth Size: 10 x 25 = 250 sq.ft. @ \$ 1.95 \$ 487.50

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding (90-700sq.ft.)(per sq.ft.).....	\$ 1.25	\$ 1.40	\$ 1.75	\$ _____
_____	Carpet Padding (Over 700sq.ft.)(per sq.ft.).....	\$ 1.05	\$ 1.15	\$ 1.45	\$ _____
_____	Double Carpet Padding (90-700sq.ft.)(per sq.ft.).....	\$ 2.25	\$ 2.50	\$ 3.15	\$ _____
_____	Double Carpet Padding (Over 700sq.ft.)(per sq.ft.).....	\$ 2.05	\$ 2.25	\$ 2.85	\$ _____

Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

### TOTAL COST

Sub-Total \_\_\_\_\_ + 13% HST \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN classic carpet

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by ordering online at [www.freeman.com](http://www.freeman.com)  
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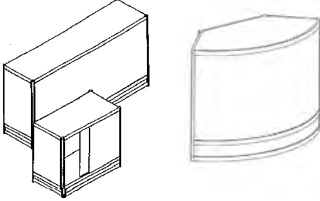
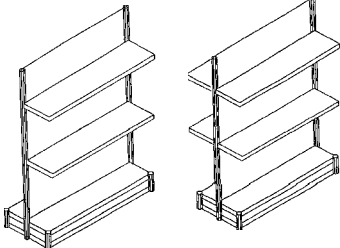



CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## ACCESSORIES FOR RENTAL UNITS

<b>SLATWALL</b> 	<b>CABINETS</b> 	<b>GONDOLAS</b> 
<b>SHOWCASE</b>  12" high 30" high 1M x 1/2M x 42"H	<b>SCHADEBO SHOWCASE</b> With overhead light (power not included)  40"W x 16"D x 79"H	<b>SCHADEBO TOWER</b> With overhead light (power not included)  24"W x 24"D x 79"H

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CABINETS &amp; LOCKS</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" H.....	216.25	302.75	___
___	17306	1M x 1/2M x 42" H.....	235.75	330.05	___
___	17308	2M x 1/2M x 36" H.....	277.75	388.85	___
___	17309	2M x 1/2M x 42" H.....	306.00	428.40	___
___	173010	1M Radius x 1/2M x 36" H.....	236.25	330.75	___
___	173011	1M Radius x 1/2M x 42" H.....	248.25	347.55	___
___	17301	Cabinet Lock.....	23.25	32.55	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SHOWCASE -Grey PVC only</b>					
___	1755800	Schadebo 40"W.....	344.25	481.95	___
___	1755801	Schadebo Tower 24"W.....	225.00	315.00	___
___	17551206	Showcase 1M x 42"H .....	183.50	256.90	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WALL PANELS</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	173521	1M x 8' H.....	187.50	262.50	___
___	173525	1/2M x 8' H.....	85.00	119.00	___
<b>SLATWALLS - MAPLE ONLY</b>					
___	1736100	1M x 8' H.....	157.00	219.80	___
<b>GONDOLAS</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Grey Fabric <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' H.....	163.00	228.20	___
___	174581	Single Sided 1M x 8' H.....	252.00	352.80	___
___	174542	Double Sided 1M x 4' H.....	228.25	319.55	___
___	174582	Double Sided 1M x 8' H.....	318.00	445.20	___

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

\*Remember to select a colour option, otherwise White will be chosen for you.

Don't see what you want? Please call us at 613-748-7180 ext. 234.

### TOTAL COST

Subtotal + 13% HST = Total

## FIT TO PRINT

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

## PRÊT À L'IMPRESSION

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



Your Marketing Message Here

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://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](http://www.freeman.com)

# STANDS SMARTFABRIC™ RENTAL EXHIBITS



**10' x 10' ft. unit**  
**unité 10' x 10'**

FRAME | CADRE

117" 93.5"H



**10' x 20' ft. unit**  
**unité 10' x 20'**

FRAME | CADRE

234" 93.5"H

**CLEAR ACRYLIC SHELF**  
**TABLETTES EN ACRYLIQUE**  
**TRANSPARENT**

36" 12"H 25"

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

## RENTAL EXHIBITS INCLUDE:

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

## TOUS LES STANDS EN LOCATION COMPRENNENT:

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



## FRAME ONLY UNIT | CADRE UNIQUEMENT

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

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



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



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

### RENTAL EXHIBITS INCLUDE:

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

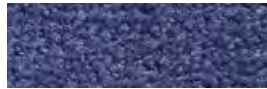
### TOUS LES STANDS EN LOCATION COMPRENNENT:

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

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



black | noir



blue | bleu



grey | gris



red | rouge

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

**CUSTOM GRAPHICS**

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

**GRAPHIQUES PERSONNALISÉS**

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

**ACCESSORIES | ACCESSOIRES**

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

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

**SMARTFABRIC ZIPPERED CARRYING CASE**

20"W 8"H 16"D

**SAC DE TRANSPORT POUR SMARTFABRIC AVEC FERMETURE ÉCLAIR**

20" 8" 16"



**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D  
(up to 15lbs each)

**TABLETTE EN ACRYLIQUE TRANSPARENT**

36" 12" .25"  
(capacité maximale de 15 livres)



**“CLEAN FOOTPRINT” BOOTH PACKAGE**

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



**FORFAIT "EMPREINTE ÉCOLOGIQUE RÉDUITE"**

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

# FREEMAN

940 Belfast Road  
Ottawa, Ontario, K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977

**DISCOUNT PRICE  
DEADLINE DATE  
APRIL 16, 2018**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE

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

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

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

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

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

## SMARTFABRIC RENTAL EXHIBIT

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



Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	\$ 1995.00	\$ 2793.00	_____
_____	10' x 20' SmartFabric Exhibit	\$ 3795.00	\$ 5313.00	_____

### SmartFabric Rental Exhibits Include:

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

### Classic Carpet:

- Black  Blue  Gray  Red

## CUSTOM GRAPHICS

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

## FRAME ONLY RENTAL EXHIBIT

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



Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Exhibit	\$ 1195.00	\$ 1673.00	_____
_____	10' x 20' Frame Only Exhibit	\$ 1995.00	\$ 2793.00	_____

### Frame Only Rental Exhibits Include:

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

### Classic Carpet:

- Black  Blue  Gray  Red

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

Qty	Description	Discount Price	Standard Price	Total
_____	SmartFabric Arm Light	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Clear Acrylic Shelf (36" x 12", up to 15lbs.)	\$ 50.00	\$ 70.00	_____
_____	SmartFabric Carrying Case (Purchase)	\$ 20.00	\$ 28.00	_____

## QUICK TIPS

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Orders cancelled after production begins are subject to a 100% cancellation charge.
- If shipping literature or products to the show, material handling rates will apply to those items

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

## TOTAL COST

_____	+	_____	=	_____
Sub-Total		13%		Total Cost

# FREEMAN

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 Tel: (613) 748-7180 • Fax: (613) 748-5977

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE  
 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](http://www.freeman.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labour to unload. **Federal Express, UPS, and DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting 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.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment ST (200 lb. minimum) beginning April 9, 2018</b>		
Crated or Skidded Shipment.....	\$ 94.50	189.00
Special Handling Shipment.....	\$123.25	246.50
Carpet and/or Pad Only Shipment.....	\$142.00	284.00
<b>Show Site Shipment ST (200 lb. minimum) beginning May 8, 2018 @ 12pm</b>		
Crated or Skidded Shipment.....	\$ 83.75	167.50
Special Handling Shipment.....	\$109.25	218.50
Uncrated or Pad Wrapped Shipment.....	\$125.75	251.50
Carpet and/or Pad Only Shipment.....	\$125.75	251.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
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:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after April 30, 2018.....	\$ 19.50	39.00
Show Site Shipment May 8, 2018 after 5pm.....	\$ 16.75	33.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>13% HST</b>	
			<b>Total</b>	

FREEMAN material handling

## SPECIAL HANDLING DEFINITIONS

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

# FREEMAN

940 Belfast Road  
Ottawa, Ontario K1G 4A2  
Tel: (613) 748-7180 • Fax: (613) 748-5977

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

**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:**  
Carrier Name: \_\_\_\_\_  
Carrier Phone: \_\_\_\_\_

Select a Level of Service:

- |   |  |
|---|--|
| <input type="checkbox"/> 1 Day: Delivery next business day*             | <input type="checkbox"/> Standard Ground                                 |
| <input type="checkbox"/> 2 Day: Delivery by 5:00 PM second business day | <input type="checkbox"/> Specialized: Pad wrapped, uncrated or truckload |
|   | <input type="checkbox"/> Deferred: Delivery within 3-5 business days     |

Select Shipment Options:

- |  |   |
|--|---|
| <input type="checkbox"/> Have loading dock | <input type="checkbox"/> Lift gate required |
| <input type="checkbox"/> Inside delivery   | <input type="checkbox"/> Air ride required  |
| <input type="checkbox"/> Pad wrap required | <input type="checkbox"/> Residential        |
| <input type="checkbox"/> Do not stack      |   |

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

Select Desired Number of Labels: \_\_\_\_\_

**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.

FREEMAN outbound shipping

# FREEMAN

EXHIBITION MATERIAL

## RUSH

DO NOT DELAY

**MUST BE DELIVERED BY MAY 4, 2018**

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

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

**WAREHOUSE**



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

Event \_\_\_\_\_

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

# FREEMAN

EXHIBITION MATERIAL

## RUSH

DO NOT DELAY

**MUST BE DELIVERED BY MAY 4, 2018**

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

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

**WAREHOUSE**



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

Event \_\_\_\_\_

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**

# FREEMAN

EXHIBITION MATERIAL

## RUSH

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MAY 8, 2018**

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

Event \_\_\_\_\_

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

# FREEMAN

EXHIBITION MATERIAL

## RUSH

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MAY 8, 2018**

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

Event \_\_\_\_\_

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**



# F R E E M A N

## ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME \_\_\_\_\_

DATES \_\_\_\_\_

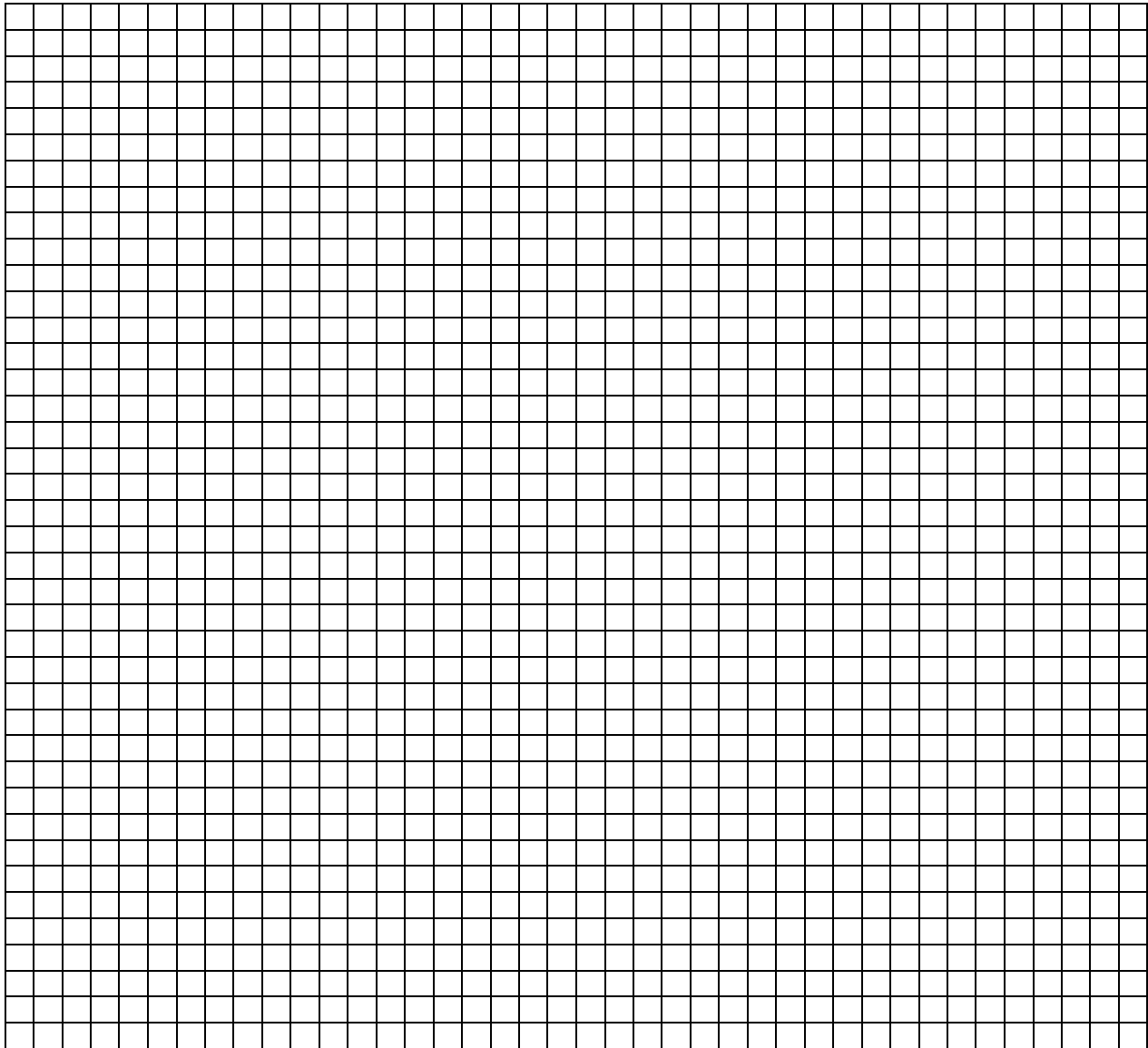
COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_



Adjacent Aisle or Booth # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

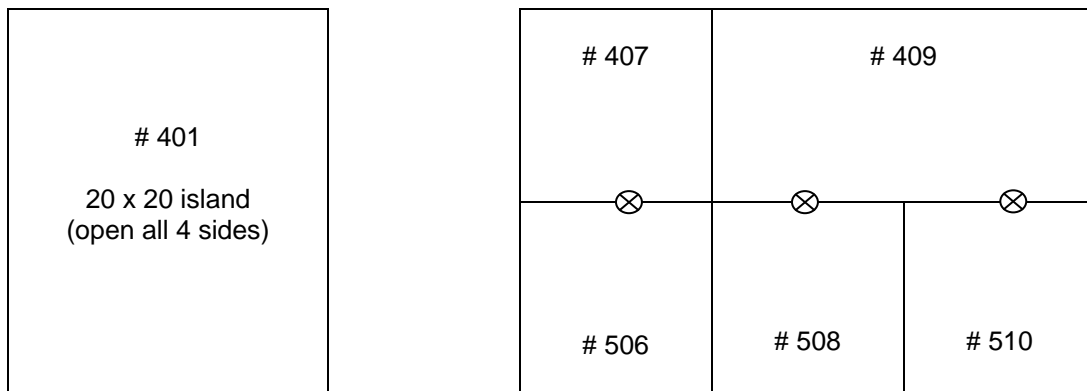
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

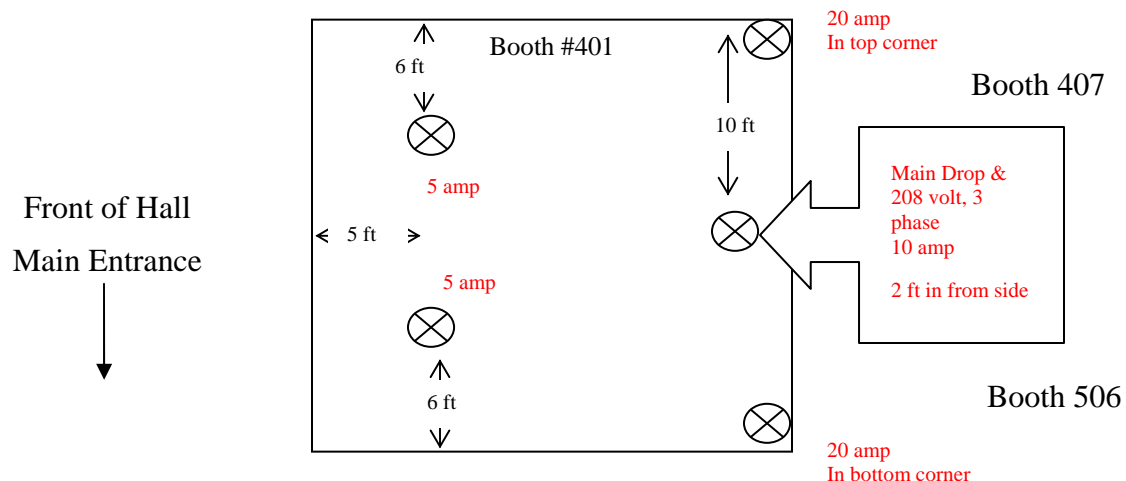
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# F R E E M A N

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at [FreemanES@freemanco.com](mailto:FreemanES@freemanco.com) with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

# FREEMAN

940 Belfast Road  
Ottawa, Ontario, K1G 4A2  
(613) 748-7180 • Fax: (613) 748-5977

**DISCOUNT PRICE**  
**DEADLINE DATE**  
APRIL 16, 2018

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

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE

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

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

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

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

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

## ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labour order form 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.

### 110/120 VOLT (Power to be placed at back-centre of exhibit space)

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
1500 Watts duplex outlet (40-7-15/16)	_____	_____	\$151.75	\$212.45	= \$_____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$166.25	\$232.75	= \$_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$212.25	\$297.15	= \$_____

### 208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$436.50	\$611.10	= \$_____
30 Amps (40-9-30/31)	_____	_____	\$583.50	\$816.90	= \$_____
60 Amps (40-9-60/61)	_____	_____	\$793.00	\$1110.20	= \$_____
100 Amps (40-9-100/101)	_____	_____	\$1121.75	\$1570.45	= \$_____

Please specify the NEMA code on your plug: \_\_\_\_\_

### 208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$463.75	\$649.25	= \$_____
30 Amps (40-10-30/31)	_____	_____	\$615.75	\$862.05	= \$_____
60 Amps (40-10-60/61)	_____	_____	\$867.25	\$1214.15	= \$_____
100 Amps (40-10-100/101)	_____	_____	\$1256.75	\$1759.45	= \$_____

Transformer to Boost 208V to Approx. 230V - \$3.75 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Please specify the NEMA code on your plug: \_\_\_\_\_

## LIGHTING (Price Includes Power & Labour for Installation)\*

Arm Light "hardwall exhibits only" (40-19-101)	_____	_____	\$37.00	\$51.80	= \$_____
Double Light Stand (LED) (40-19-132)	_____	_____	\$92.00	\$128.80	= \$_____
4' Track Light "hardwall exhibits only" (40-19-4)	_____	_____	\$127.75	\$178.85	= \$_____
Power Strip (40-30-5)	_____	_____	\$25.00	\$35.00	= \$_____
Extension Cord (40-30-15)	_____	_____	\$25.00	\$35.00	= \$_____

\* For double light stands, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labour and materials. Please contact Freeman for estimated charges.

## IMPORTANT NOTICE FOR RV'S:

- For exhibitors at the show for the **one week period (5 days)** the 30 Amp, 120 Volt service will be \$ 202.00. Minimum ½ hour labour on install and ½ hr. labour on dismantle is applicable to all RV orders.
- For 60 Amps/208V three phase service, the cost is \$688.00
- If you require your RV to be disconnected the day after the last move-out and staff is **NOT** on site, additional labour charges are applicable. Prior arrangements are required for this service. If the provided power trips and requires a reset, an additional service charge of \$325.00 is applicable.
- Exhibitors are not to tamper with the power equipment under any circumstances. Only an authorized Freeman employee may access the power service.**
- To order an electrical hook up for RVs, please contact Exhibitor Services at: [FreemanOttawaES@freemanco.com](mailto:FreemanOttawaES@freemanco.com) or 613-748-7180 ext. 234

## TOTAL

Subtotal + 13% HST = Total

## ADDITIONAL INFORMATION

### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:**  
**APRIL 16, 2018**

### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop 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.

### ISLAND BOOTHS

For island booths with no labour ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.

Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

### CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

### OVERHEAD POWER

If you require your power from overhead, additional materials and labour may be incurred. Please contact [freemanottawaES@freemanco.com](mailto:freemanottawaES@freemanco.com).

## 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.

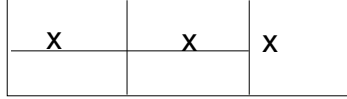
#### For Lighting

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

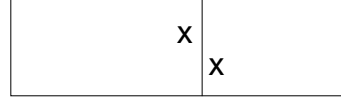
### LOCATION OF POWER IN YOUR BOOTH

#### 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

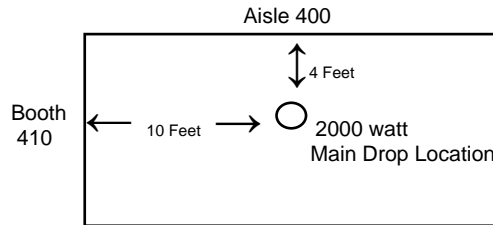


BACK TO BACK PENINSULA

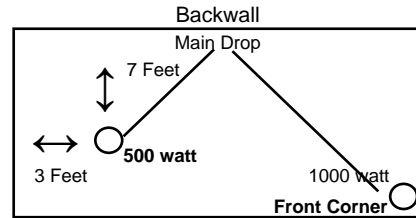
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

#### 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](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labour Required

#### OTHER:

1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
2. Dismantle labour 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.
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. Labour 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.

# FREEMAN

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 Ottawa, Ontario, K1G 4A2  
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**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

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

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

**LABOUR RATES & SCHEDULE:**

Straight Time - 8:00 am - 4:00 pm Monday through Friday  
 Overtime - 6:00 am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday  
 6:00 am - 12:00 midnight Saturday and Sunday  
 Double Time - 12:00 midnight to 6:00 am and recognized Holidays

Description	Advance Price/Hr	Show Site Price/Hr
Electrician - ST .....	\$88.25	\$ 123.50
Electrician - OT .....	\$ 132.25	\$ 185.25
Electrician - DT .....	\$ 176.50	\$ 247.00

**Dismantle labour will be charged at 50% of the total install time rounded to the next half hour.**

- Show site price applies to all labour orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labour is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan please see the following page.

**FLOOR WORK:**

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED):**

**BOOTH WORK:**

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Connection or hard wiring of all exhibitor equipment.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other \_\_\_\_\_

**LABOUR REQUEST**

**SELECT WORK TYPE**

Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	Est. # Hours _____	Lift Type _____		
Date _____	Time _____	Est. # Hours _____	Lift Type _____		

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

FREEMAN electrical labour

**ELECTRICAL INSTRUCTIONS**

- 1 Labour rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labour requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labour must be picked up at the Freeman service desk. Charges for labour commence at time of dispatch to service the labour call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labour charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

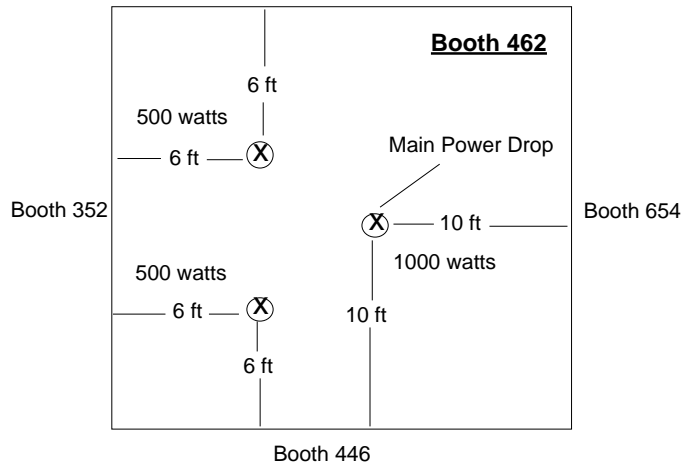
**CANCELLATION POLICY**

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labour charges related to the installation.

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK**

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.




COMPANY: _____	SHOW NAME: <b>INTERNATIONAL CRYPTOGRAPHIC MODULE CONFERENCE -</b>	
STREET: _____	<b>MAY 9-10, 2018</b>	
CITY: _____	LOCATION: <b>SHAW CENTRE</b>	
PROV / STATE: _____	BOOTH #: _____	
E-MAIL: _____	INSTALLATION DATE: _____	TIME: _____
PHONE: _____	EXHIBIT START DATE: _____	TIME: _____
ORDERED BY: _____	EXHIBIT END DATE: _____	TIME: _____
PO #: _____	CONTACT ON-SITE: _____	PHONE: _____
	STAYING AT: _____	

**NOTE: All Audio Visual orders are filled on a first come first served basis. Based on equipment availability in our local warehouse, substitutions on requested equipment may be required at the expense of the exhibitor. All equipment substitutions and related expenses such as shipping costs will be communicated to the exhibitor. Shipping charges will be determined at the time the order form is received.**

**DISCOUNT DATE: APRIL 16, 2018. ALL ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A 20% SERVICE CHARGE.**

**DELIVERY DATE: ALL ORDERS WILL BE DELIVERED BETWEEN THE HOURS OF: 8:00am - 10:00am ON MAY 9, 2018.**

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	TOTAL
<b>FLAT SCREEN DISPLAYS &amp; PROJECTORS FOR COMPUTERS</b>			
	24" LCD FLAT SCREEN MONITOR (16:10 RATIO)	\$200.00	
	40" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$700.00	
	52" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, SPEAKERS)	\$1,100.00	
	60" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	\$1,600.00	
	FLAT SCREEN MONITOR FLOOR STAND (INCLUDES SHELF)	\$180.00	
<b>COMPUTERS</b>			
	All computers come with 10/100 Ethernet, Windows and Office software		
	STANDARD DESKTOP COMPUTER (P4, 2GHZ, 512RAM, 40GB HD, CD, 17" LCD MONITOR)	\$375.00	
	NOTEBOOK COMPUTER (P4, 2.5GHZ, 256RAM, 20GB HD, DVD, 15" SCREEN)	\$375.00	
<b>COMPUTER ACCESSORIES</b>			
	LASER PRINTER - B & W, 15 PPM	\$330.00	
	GALAXY SMALL POWERED SPEAKER	\$90.00	
<b>VIDEO PLAYERS &amp; MONITORS</b>			
	PROFESSIONAL DVD PLAYER	\$160.00	
	VIDEO CART WITH SKIRT	\$60.00	
<b>AUDIO EQUIPMENT</b>			
	CD PLAYER (CW GALAXY SMALL POWERED SPEAKER)	\$250.00	
	BOOTH AUDIO SYSTEM (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$660.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER)	\$320.00	
<b>OTHER</b>			
	PLEASE CONTACT US SHOULD YOU HAVE ANY QUESTIONS!		

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX; USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:		
CREDIT CARD #: _____ EXPIRY: _____	PAYMENT 	DELIVERY & PICKUP:		\$150
		LABOUR - SETUP/DISMANTLE:		
AUTHORIZED SIGNATURE: _____ NAME ON CREDIT CARD: _____ DATE: _____		LABOUR - ADDITIONAL:		
		CABLES & CONSUMABLES:		
IF PST EXEMPT ENTER # BELOW		SUB-TOTAL:		
		H.S.T. 13.0%		
ADMINISTRATION FEES OF 2.5% WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,000.00		PST EXEMPTION:		\$0.00
		TOTAL:		

For further information, please contact: YANNA CRAWFORD 613-688-9063 PH  
 e-mail address: [yanna.crawford@freeman.com](mailto:yanna.crawford@freeman.com) 613-688-9068 FAX



## INSTRUCTIONS FOR USE

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

## TERMS & CONDITIONS

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

COMPANY: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 PROV / STATE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_  
 PO #: \_\_\_\_\_ PST #: \_\_\_\_\_

SHOW NAME: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 BOOTH #: \_\_\_\_\_  
 INSTALLATION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 EXHIBIT START DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 EXHIBIT END DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 CONTACT ON-SITE: \_\_\_\_\_  
 STAYING AT: \_\_\_\_\_ PHONE: \_\_\_\_\_


**INTERNATIONAL CRYPTOGRAPHIC MODULE  
 CONFERENCE - MAY 9-10, 2018  
 SHAW CENTRE**

**NOTE: Internet codes can only be used on one device. Once the code has been entered, the code is non-transferable to any other device. Additional charges will apply should you require a new code. DHCP Servers, VPN Servers, Wireless Routers, Access Points or Ad-Hoc devices all require exclusive permission.**

**DISCOUNT DATE: APRIL 16, 2018. ALL ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A 20% SERVICE CHARGE.**

**DELIVERY SCHEDULE: ALL ORDERS WILL BE DELIVERED BETWEEN THE HOURS OF: 08:00am - 10:00am ON MAY 9, 2018.**

QUANTITY	SERVICE AVAILABLE	EVENT RATE	TOTAL
<b>EVENT WIRELESS INTERNET DHCP</b>			
	Wireless Premium - up to 5Mbps	\$300.00	
	Wireless Ultra - up to 10Mbps	\$550.00	
	Add for each additional device for any of the above services	\$100.00	
<b>EVENT WIRED INTERNET - PLEASE NOTE THAT FIREWALLS, ROUTERS, SWITCHES AND HUBS ARE NOT PERMITTED.</b>			
	Wired Premium - up to 5Mbps	\$450.00	
	Wired Ultra - up to 10Mbps	\$850.00	
	Add for each additional device for any of the above services	\$150.00	
<b>EVENT DEDICATED INTERNET - PRE-ARRANGED NETWORK SUPPORT SERVICES</b>			
	Dedicated 5Mbps	\$950.00	
	Dedicated 10Mbps	\$1,850.00	
	Dedicated 20Mbps	\$3,500.00	
	VLAN Dedicated - Custom	\$1,000.00	
	VLAN Port	\$150.00	
	Router Activation Static IP	\$150.00	
<b>TELEPHONES - ANALOG LINES - FIBRE BROADCAST</b>			
	Telephone (VOIP) Includes local & North American calling	\$275.00	
	Wireless Lite (For POS Terminal) -1Mbps	\$150.00	
	Analog phone line	\$250.00	
	Analog phone	\$50.00	
	Fibre Broadcast HD/SDI - Room to Demark <span style="float:right">Please email Bell for external connection broadcast@bell.ca</span>	\$1,500.00	
<b>UNDER CARPET INSTALLATIONS</b>			
	Under carpet cable installation (Please submit booth schematics with order to ensure proper placement of cabling)	\$150.00	

<b>PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT METHOD)</b>		SERVICE TOTAL:		\$0.00
CREDIT CARD #: _____		<b>PAYMENT</b>	DELIVERY & PICKUP:	\$0.00
EXPIRY: _____			LABOUR - ADDITIONAL:	\$0.00
AUTHORIZED SIGNATURE: _____			SUB-TOTAL:	\$0.00
NAME ON CREDIT CARD: _____		IF HST EXEMPT ENTER # BELOW	HST: 13%	\$0.00
DATE: _____			HST EXEMPTION:	\$0.00
<b>ADMINISTRATION FEES OF 2.5% WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,000.00</b>			TOTAL:	\$0.00

For further information, please contact: **YANNA CRAWFORD** 613-688-9063 PH  
 e-mail address: [yanna.crawford@freeman.com](mailto:yanna.crawford@freeman.com) 613-688-9068 FAX

## INSTRUCTIONS FOR USE

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## TERMS & CONDITIONS

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\*For your security, please complete all of the information relating to your credit card except for the Credit Card Number  
\*E-mail the completed form and provide the Credit Card Number in two separate transmissions so that the one E-mail does not contain the Full Credit Card Number.  
\*Another option to contact us to give the Credit Card Number by phone, or use facsimile transmission if such a medium is available to you.
- 2 Due to the dynamic nature of the internet, Freeman Audio Visual Canada cannot guarantee any level of performance or accessibility beyond our gateway. Freeman Audio Visual Canada does however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
- 3 Due to the nature of wireless technology and it's limitations (interference, number of users per access point, etc.), Freeman Audio Visual Canada strongly suggests the use of wired internet for mission critical applications (registration, office, product demo, etc.) and corporate applications (exhibitor's web site, videos, etc.). The wireless internet is most recommended when mobility is required and for regular internet usage. Furthermore, due to the high volume of wireless traffic on the 2.4GHz (G) network for this event, Freeman Audio Visual Canada is not responsible for connectivity issues pertaining to devices connection via this network. Devices on the 5.0Ghz (a) network should be able to connect without any issues, due to the higher capacity available on the 5.0Ghz (a) network.
- 4 Any equipment that is found to be causing disruptions to any part of the Freeman infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of Freeman. Freeman does not provide technical support for computer hardware, software related issues. Unless given explicit permission, Freeman does not allow the use of any Wi-Fi broadcasting device such as: Wired or Wireless Routers, DHCP Servers, VPN Servers, Adhoc devices or Access Points. Installation and broadcasting of such devices will result in the immediate termination of services ordered without refund.

# APPENDIX C

## BOOTH CLEANING

**Cleaning services include vacuuming and garbage pick-up.**

BOOTH NUMBER OR ROOM NUMBER	SHOW NAME and DATE
COMPANY NAME	TELEPHONE NUMBER
ON-SITE CONTACT NAME	E-MAIL ADDRESS
FAX	ADDRESS

### Cost

CLEANING TIMES	NUMBER OF 8'X10', 10'X10'	CHARGE PER BOOTH PER DAY CDN. FUNDS	TOTAL
Prior to show opening		\$20.00	
First show day overnight		\$20.00	
Second show day overnight		\$20.00	
Third show day overnight		\$20.00	
		TOTAL	
		13% HST	
		<b>TOTAL BOOTH CLEANING</b>	

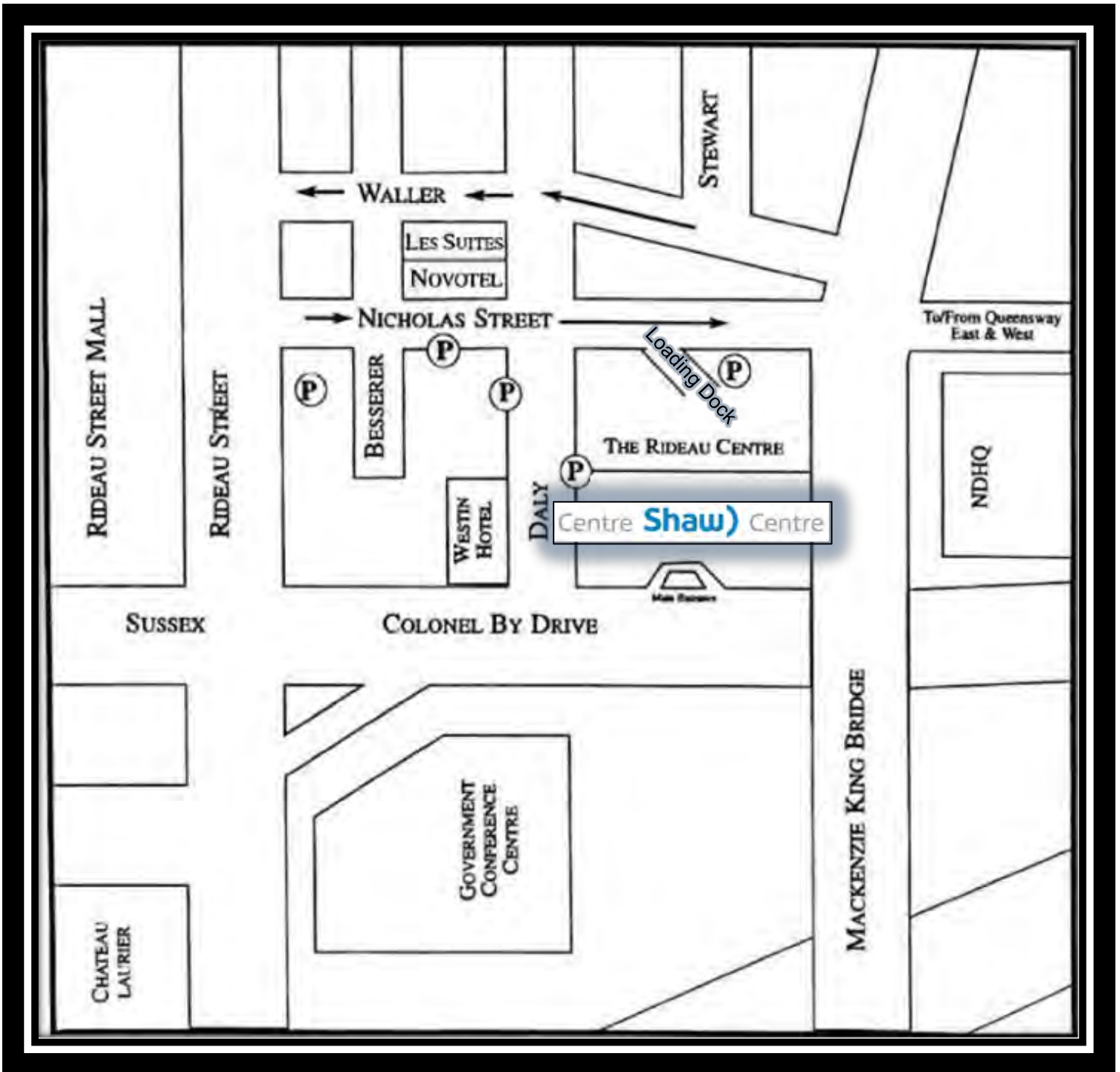
### Method of payment

*(Must be made at time of ordering):*

CHEQUE *made payable to the Shaw Centre*  
 CREDIT CARD *(please check):*    Visa    Mastercard    AMEX

CARDHOLDER'S NAME <i>(Please print)</i>	CARD NUMBER
CARDHOLDER'S SIGNATURE	EXP. DATE
CLIENT SIGNATURE	3 DIGIT SECURITY CODE
	DATE

Save, print and fax the completed forms to the Shaw Centre at 613-563-7646, or scan and e-mail to [eventservices@shaw-centre.com](mailto:eventservices@shaw-centre.com).



The Shaw Centre Loading Dock entrance is located just off Nicholas Street.

**55 Colonel By Drive  
Ottawa, ON  
K1K 2C3**

Phone: 613-563-1984  
Fax: 613-563-7646

## Floor Weight Allowance

All heavy objects to be placed on the floor in the facility must be approved by your Event Services Manager.

LOCATION	POUNDS / SQUARE FEET
Loading dock Level 3 corridor directly outside Elevators 5 – 9 Canada Hall (1-3)	200 lbs / square foot
Rest of Facility	100 lbs / square foot

## Elevator Specifications – Service/Freight

For safety reasons, materials cannot be transported in the public elevators or on the escalators. Elevators 5 & 6 can be used for material moving. Elevators 8 & 9 can be used for freight and require the scheduling of an Elevator Operator, hired on an hourly basis (minimums apply). Contact your Event Services Manager to schedule.

ELEVATOR	FLOOR LEVEL	DOOR (Width x Height)	CAB (Width x Length x Height)	CAPACITY
<b>Service Elevator 5</b>	B2 – 4	4'6" X 10' Side Opening	6'6" x 12' x 10'	9,000 lbs
<b>Service Elevator 6</b>	B2 – 3	4'6" X 10' Side Opening	6'6" x 12' x 10'	9,000 lbs
<b>*Freight Elevator 8</b>	B2 – 3	14'6" X 10' Bi-Parting	14'10" x 13'4" x 10'	20,000 lbs
<b>*Freight Elevator 9</b>	1 – 3	12'1" X 10' Bi-Parting	12'1" x 39' x 10'	24,000 lbs

## Ceiling Heights

LEVEL	LOCATION	FEET	METERS
<b>Level 1</b>	Colonel By Foyer (pre-function area)– high point	37'	11.315
	Colonel By Foyer (pre-function area)– low point	9'08"– 10'	2.770 – 3.050
	Main Area	9'6"	2.896
	Executive Boardroom/ Meeting Rooms 101, 103, 105	9'3"	2.840
<b>Level 2</b>	Meeting Rooms 102, 104, 106, 107, 108	9'6"	2.940
	Rideau Canal Atrium (pre-function area)	24'	7.315
	Gatineau/Ottawa Salons 205 – 208 213 – 215	20'	6.1
<b>Level 3</b>	Meeting Rooms 201 – 204 209 – 212	14'	4.265
	Parliament Foyer (pre-function area)	15'	4.575
<b>Level 4</b>	Canada Hall (1 – 3)	36'	11
	Trillium Ballroom	15'	4.575