

Exhibitor & Sponsor Service Kit

ICMC16 - International Cryptographic Module Conference

May 18-20 * Shaw Centre, Ottawa, Canada

**This service kit includes important information for exhibitors and sponsors at ICMC16
Please take time to review.**

[Click Here for the Conference Web Site](http://icmconference.org)

<http://icmconference.org>

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Contacts

Service	Contact	Phone	Email
Event Services	Bill Rutledge, ICMC	212-866-2169	Bill.rutledge@icmconference.org
Event Operations	Nikki Principe, Cnxted Events	571-249-5680	Nikki@cnxted.com
Audio Visual, Telephone & WIFI	Enoch	613-688-9064	enoch.kwok@freemanco.com
Electrical Orders	Freeman Electrical	613-748-7180	freemanottawaES@freemanco.com

Dear Colleague,

We're glad that you're planning to exhibit at the [ICMC16 - International Cryptographic Module Conference](#). This Exhibitor Service Kit will help you to plan and execute your exhibit strategy. We're expecting a great turnout at the conference, so please come prepared to meet with potential clients. Some important information:

Show Location:

ICMC16 will be held at the [Shaw Centre in Ottawa, Canada](#). The Shaw Centre is located at 55 Colonel By Drive in downtown Ottawa. A 20-minute shuttle ride from the Ottawa International Airport, the Centre is directly linked to the Westin Ottawa Hotel and the 180-store Rideau Centre shopping complex.

Exhibitor Registration:

Exhibitors receive one (1) full conference registration. Please complete your registration by April 27th, 2016. We have provided registration information and your custom discount code in the **exhibitor confirmation email you received with this kit**. Please use this for your online registration. If you have any questions, please email me at nikki@cnxtd.com.

Exhibitor Set-up & Schedule:

Exhibitors may set-up their exhibit space on Wednesday, May 18th between the hours of 12-5pm. There will be an opening night reception on Wednesday, May 18th starting at 5pm, in the exhibit room, Salon 214. The exhibit hall will be open to attendees on Thursday, May 19th from 8am-6:00pm and Friday, May 20th from 8am-2:00pm. Exhibitor breakdown will be from 2-5pm on May 20th. Each 8'x8' draped booth will include an 8' high back wall, 3' high side walls, one 6' skirted table, one chair and one Exhibitor ID Sign (Text Only), One complimentary 3-day conference pass and admission to all conference activities. Inclusion on email, web and collateral – over 350,000 impressions. Any additional exhibitor needs may be ordered from the service kit.

Hotel Accommodations:

We have reserved a limited block of rooms at a discount rate of \$235 per night at the Westin Ottawa Hotel (connected to the Shaw Centre) and for \$199 a night at the Les Suites property right down the street. Reserve early, the discount rate will expire when the block is full or April 15th. To reserve: [Click Here](#).

Consider a Sponsorship:

Sponsors provide amenities and hospitality that otherwise would not be available to conference attendees. Remaining sponsorship opportunities range from \$1,500-\$9,000. These sponsorships are designed to showcase your participation and drive additional traffic to your booth. Please contact Bill for additional sponsorship opportunities at bill.rutledge@icmconference.org.

For Assistance:

We're here to help. Don't hesitate to contact us at 1-571-249-5680, or nikki@cnxtd.com.

Regards,

Nikki Principe | Operations Manager
ICMC | Cnxted Event Media Services
421 Seventh Ave #1012, New York, NY 10001
1-571-249-5680 | nikki@cnxtd.com

AV, Electric, Telephone & Wifi

Services are provided by Freeman Services. We recommend that you bring an extension cord and/or power strip to make the most of the services purchased. Please refer to the Freeman Services Kit.

There is a complimentary WIFI area on the 1st floor of the Shaw Centre near the administrative offices.

Shipping Information

Please ship your exhibit materials and packages through Freeman Decorating. Information and pricing for shipping materials to the Freeman warehouse or to the Shaw Centre are on page 6 of this document.

If you have just a few small packages, we recommend that you ship to your hotel and carry it with you to the Centre as the Shaw Centre does not have a storage room for Exhibitor packages.

FREEMAN

940 Belfast Road
Ottawa, Ontario, K1G 4A2
(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

THE FOURTH

International Cryptographic Module Conference **ICMCI16**

May 18-20 ■ Shaw Centre ■ Ottawa, Ontario

Centre **Shaw** Centre

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 8'x8' draped booth will include an 8' high back wall, 3' high side walls, one 6' skirted table, one chair and one Exhibitor ID Sign (Text Only).

Note: Our office will be closed **March 25, 2016 for Good Friday.**

EXHIBIT HALL CARPET

The exhibit area is carpeted. 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.freemanco.com/store by **April 27, 2016.**

SPECIALTY FURNISHING

The Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form must be submitted before **April 27, 2016.** Freeman cannot guarantee pricing and availability of these items after this deadline.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Wednesday, May 18, 2016 12:00pm - 5:00pm

EXHIBIT HOURS

Wednesday, May 18, 2016 5:00pm - 7:00pm

Thursday, May 19, 2016 8:00am - 6:00pm

Friday, May 20, 2016 8:00am - 2:00pm

EXHIBITOR MOVE-OUT

Friday, May 20, 2016 2:00pm - 5:00pm

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the show is closed.
- All exhibitor materials must be removed from the exhibit facility by **May 20, 2016 @ 5pm.**
- 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 20, 2016 @ 3:30pm with Freeman.**

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Phone: (613) 748-7180 ext 234 Fax: (613) 748-5977
Email: freemanottawaes@freemanco.com

IMPORTANT ELECTRICAL INFORMATION

- By default, the power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional labour service charge applied to your order.

FREEMAN AUDIO VISUAL CANADA

55 Colonel By Drive
Ottawa, Ontario K1N 9J2
Phone: (613) 688-9058 Fax: (613) 688-9069
Email: denis.chenier@freemanco.com

*Point of Sale devices using Cellular phone service:

Rogers customers have reported cellular network connectivity issues at the Shaw Centre. We have not received similar reports from those using devices on the Bell or Telus network. The facility has no control over issues related to cell service, and any issues should be reported to the provider.

If you are using a 3G Point of Sale Terminal from Rogers, please be advised these are not supported and service interruptions may occur. If your PoS Terminal from Rogers CAN operate using a wireless internet connection, wired internet connection or an analog phone line for connectivity, it is highly recommended that you contact Freeman Audio Visual.

While some service providers have more coverage within the building than others, 'Cellular' service within the Shaw Centre is not guaranteed. Therefore it is recommended by the facility that clients use Point of Sale devices which can operate using a wireless internet connection, wired internet connection or an analog phone line as their connectivity. You can place an order through Freeman Audio Visual Canada using the exhibitor internet order form located in the exhibitor kit, and should you have any questions, please feel free to contact 613-688-9058.

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **April 27, 2016**.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms.

To place online orders you will be required to enter your unique Login ID and Password. To access Freeman OnLine® for **ICMC2016** go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=431800&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 "Login" link in the top right corner to create a new account.**

If you need assistance with Freeman OnLine® please call our Customer Support Center toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

SHIPPING INFORMATION

WAREHOUSE SHIPPING ADDRESS:

ICMC2016

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 18, 2016** at the above address. Material arriving after **May 11, 2016** will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted Monday through Friday between the hours of 8:00am to 4:30pm.

SHOW SITE SHIPPING ADDRESS:

ICMC2016

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 18, 2016 @ noon**. 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 & 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. Please refer to the enclosed Material Handling order form.

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.

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 Order Form for rates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for quoted rates and rules applicable to the disposal of your exhibit properties.

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.

PRIVACY POLICY

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

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us at (416) 252-3361, or you may contact our privacy officer at barbara.baird@freemanco.com. If you would like to have your personal information removed from Freeman's database, please email legal@freemanco.com to request removal.

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@freemanco.com

French order forms are available upon request.

WE APPRECIATE YOUR BUSINESS.

F R E E M A N

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

DISCOUNT PRICE
DEADLINE DATE
APRIL 27, 2016

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

NAME OF SHOW: ICMC 2016

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 (431800) 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:

AMERICAN EXPRESS

MASTERCARD

VISA

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					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.freemanco.com/store. **We do not accept credit card information by email.**
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?431800>

FREEMAN method of payment

F R E E M A N

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

ALL PRICES ARE IN
CANADIAN DOLLARS

NAME OF SHOW: ICMC 2016

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.

WE DO NOT ACCEPT CREDIT CARD INFORMATION BY EMAIL.

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

CREDIT CARD ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/PROVINCE/POSTAL CODE: _____

JULY 2015 (431800)

FREEMAN third party authorization

F R E E M A N

940 Belfast Road

Ottawa, Ontario K1G 4A2

(613) 748-7180 • Fax: (613) 748-5977

freemanottawaES@freemanco.com

DISCOUNT PRICE

DEADLINE DATE

APRIL 27, 2016

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: ICMC 2016

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____ **ICMC 2016**

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

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

FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	210108	Limerick Chair	31.00	34.10	43.40
___	210112	Black Casey Stool	59.00	64.90	82.60
___	210112	Grey Casey Stool	59.00	64.90	82.60
___	71090	Black Diamond Arm Chair	69.25	76.20	96.95
___	71089	Black Diamond Side Chair	59.00	64.90	82.60
___	71088	Black Diamond Stool	88.25	97.10	123.55
___	71045	Grey Gaslift Chair	54.25	59.70	75.95
___	71047	Grey Gaslift Stool	64.50	70.95	90.30

Black Only					
___	75020	Display Cylinder/Low	89.00	97.90	124.60
___	75021	Display Cylinder/Medium	98.00	107.80	137.20
___	75022	Display Cylinder/High	104.50	114.95	146.30
___	75079	Orion Computer Kiosk	215.00	236.50	301.00
___	750135	Round Literature Rack	130.00	143.00	182.00
___	750136	Flat Literature Rack	95.00	104.50	133.00

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"/> Dark Green			

DRAPED					
___	124430	4' Draped Table/30"H*	58.50	64.35	81.90
___	124630	6' Draped Table/30"H*	69.50	76.45	97.30
___	124830	8' Draped Table/30"H*	80.50	88.55	112.70
___	12404630	4th Side Draping-6' X 30"H*	31.00	34.10	43.40
___	12404830	4th Side Draping-8' X 30"H*	31.00	34.10	43.40
___	124442	4' Draped Table/42"H*	82.50	90.75	115.50
___	124642	6' Draped Table/42"H*	93.00	102.30	130.20
___	124842	8' Draped Table/42"H*	103.50	113.85	144.90
___	12404642	4th Side Drape-6' x 42"H*	43.00	47.30	60.20
___	12404842	4th Side Drape-8' x 42"H*	43.00	47.30	60.20

UNDRAPED					
___	125430	4' Undraped Table/30"H	33.75	37.15	47.25
___	125630	6' Undraped Table/30"H	44.25	48.70	61.95
___	125830	8' Undraped Table/30"H	54.75	60.25	76.65
___	125442	4' Undraped Table/42"H	60.25	66.30	84.35
___	125642	6' Undraped Table/42"H	65.50	72.05	91.70
___	125842	8' Undraped Table/42"H	69.75	76.75	97.65

Soho Tables (Black Only):

___	72067	Soho Cafe Table 30"Hx36"D..	94.00	103.40	131.60
___	72068	Soho Bistro Table 42"Hx36"D	105.50	116.05	147.70
___	72069	Soho Cafe Table 30"Hx24"D..	94.00	103.40	131.60
___	72070	Soho Bistro Table 42"Hx24"D	105.50	116.05	147.70

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"/> Dark Green			

___	12103	Special Drape- 3'High-per ft*...	5.00	5.50	7.00
___	12108	Special Drape- 8'High-per ft*...	6.00	6.60	8.40
___	121012	Special Drape-12' High-per ft*...	9.50	10.45	13.30

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

FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Total
___	220107	Wastebasket.....	10.25	11.30	14.35
___	220110	Chrome Bag Rack.....	48.75	53.65	68.25
___	220118	Chrome Sign Holder.....	43.00	47.30	60.20
___	220134	Chrome Easel.....	25.00	27.50	35.00
___	220121	Chrome Stanchion Retractable	30.00	33.00	42.00

+ SPECIALTY FURNISHINGS					
Qty	Part #	Description	Online Price	Discount Price	Standard Price
___	72028+	Slate Cocktail Table-Black.....	69.75	76.75	97.65
___	72029+	Slate End Table-Black	48.25	53.10	67.55
___	910217+	Barcelona Chair-White	308.50	339.35	431.90
___	910218+	Barcelona Chair-Red.....	308.50	339.35	431.90
___	8102+	Barcelona (Madrid) Chair(Blk)	308.50	339.35	431.90
___	81515+	Barcelona Ottoman-White...	170.50	187.55	238.70
___	81516+	Barcelona Ottoman-Red.....	170.50	187.55	238.70
___	81074+	Altura Exec. High Chair-Blk	128.75	141.65	180.25
___	910130+	Black Leather Banana Stool	96.00	105.60	134.40
___	920146+	30" Rd. Bistro Table -42"H.....	96.00	105.60	134.40
___	910201+	Citi Leather Chair-Black	237.00	260.70	331.80
___	930200+	Citi Leather Loveseat-Black .	336.50	370.15	471.10
___	910225+	Charcoal Fabric Chair	132.00	145.20	184.80
___	930225+	Charcoal Fabric Loveseat ...	197.00	216.70	275.80
___	995905+	Black Leather Tub Chair.....	111.25	122.40	155.75
___	920205+	Brown Conference Table 3'x6'	195.00	214.50	273.00
___	72092	+ Milano Conference Table.....	195.00	214.50	273.00

+The Specialty Furnishing items noted above with the symbol (+) must be submitted before **APRIL 27, 2016**. Freeman cannot guarantee pricing and availability of these items after this deadline.

FURNISHING TOTAL					
Subtotal	+	13% HST	=	Total	

FREEMAN specialty furnishing

Take advantage of the Online price by ordering online at www.freemanco.com/store before APRIL 27, 2016

F R E E M A N

940 Belfast Road
 Ottawa, Ontario K1G 4A2
 (613) 748-7180 • Fax: (613) 748-5977
 freemanottawaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

ICMC 2016

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

DISPLAY LABOUR (One Hour Minimum per Worker)

Description	Advanced	Show Site
Straight Time- 8:00 A.M. to 4:00 P.M. Monday through Friday.....	\$ 59.00	82.75
Overtime- 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday.....	\$ 88.50	124.00
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays	\$ 118.00	165.50

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

INSTALLATION LABOUR

- Freeman Supervised Labour - Please complete page 2 of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOUR

- Freeman Supervised Labour - Please complete page 2 of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
 - The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW: **ICMC 2016**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOUR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

- Freeman Exhibit Transportation:**
 - Common Carrier
 - Air Freight Next Day 2nd Day Deferred Expedited
- Other (list carrier name & phone number):**
 - Other Common Carrier: _____
 - Other Air Freight: _____
 - Van Line: _____

FREIGHT CHARGES

- Prepaid Collect
- Bill To: _____
- _____
- _____

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

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

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

FREEMAN installation & dismantle

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

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

FREEMAN material handling

NAME OF SHOW: _____ **ICMC 2016** _____

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.freemanco.com/store, 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
RATE CLASSIFICATIONS:		
Warehouse Shipment ST (200 lb. minimum) beginning April 18, 2016		
Crated or Skidded Shipment.....	\$ 64.00	128.00
Special Handling Shipment.....	\$ 83.25	166.50
Carpet and/or Pad Only Shipment.....	\$ 96.00	192.00
Show Site Shipment ST (200 lb. minimum) beginning May 18, 2016		
Crated or Skidded Shipment.....	\$ 54.00	108.00
Special Handling Shipment.....	\$ 70.25	140.50
Uncrated or Pad Wrapped Shipment.....	\$ 81.00	162.00
Carpet and/or Pad Only Shipment.....	\$ 81.00	162.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	
Per Shipment (after May 11, 2016).....	\$ 56.25	

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

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after May 11, 2016	\$ 16.00	32.00
Show Site Shipment May 18, 2016 after 5pm	\$ 13.50	27.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 13.50	27.00
Special Handling Shipment.....	\$ 17.75	35.50
Uncrated or Pad Wrapped Shipment.....	\$ 20.25	40.50
Carpet and/or Pad Only Shipment.....	\$ 20.25	40.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 13.50	27.00
Special Handling Shipment.....	\$ 17.75	35.50
Uncrated or Pad Wrapped Shipment.....	\$ 20.25	40.50
Carpet and/or Pad Only Shipment.....	\$ 20.25	40.50

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

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

What does it mean if I have “No Documentation”?

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

Shipments that consist of loose carpet and / or padding only require additional labour and equipment to unload.

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(613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: ICMC 2016
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ PROV: _____ P.CODE: _____
SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ PROV: _____ P.CODE: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 4 business days
- Standard Ground: Delivery within 5-7 business days
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

VAN LINE _____

OTHER AIR FREIGHT _____

- Next Day
- Second Day
- Deferred

CARRIER PHONE NUMBER _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 11, 2016

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE

THE FOURTH

**International Cryptographic
Module Conference **ICMC16****

May 18-20 ■ Shaw Centre ■ Ottawa, Ontario

Event _____

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

MUST BE DELIVERED BY MAY 11, 2016

TO: _____

c/o **Freeman**

940 BELFAST ROAD

OTTAWA, ONTARIO, CANADA K1G 4A2

WAREHOUSE

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**International Cryptographic
Module Conference **ICMC16****

May 18-20 ■ Shaw Centre ■ Ottawa, Ontario

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

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 18, 2016

TO: _____

c/o **Freeman**

55 COLONEL BY DRIVE, SHAW CENTRE

OTTAWA, ONTARIO, CANADA K1N 9J2

SHOW SITE

THE FOURTH

International Cryptographic
Module Conference **ICMCT16**

Event May 18-20 ■ Shaw Centre ■ Ottawa, Ontario

Booth No. _____ No. of pcs _____ Carrier _____

F R E E M A N

EXHIBITION MATERIAL

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 18, 2016

TO: _____

c/o **Freeman**

55 COLONEL BY DRIVE, SHAW CENTRE

OTTAWA, ONTARIO, CANADA K1N 9J2

SHOW SITE

THE FOURTH

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PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE**

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at its location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labour?

As the official service contractor, electrical installations must be performed by Freeman union labour. Labour is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labour orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labour for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labour order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 1500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 1500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 1100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only cannot accommodate power strips and require labour for installation.

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labour is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labour and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labour. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labour is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labour may be required to hang the lights.

Do I need to order labour to plug in my lights or equipment?

Most 120 volt connections do not require labour. Exhibitors are welcome to plug in their own standard office devices. Labour is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labour, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labour is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labour, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.

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 # _____

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.

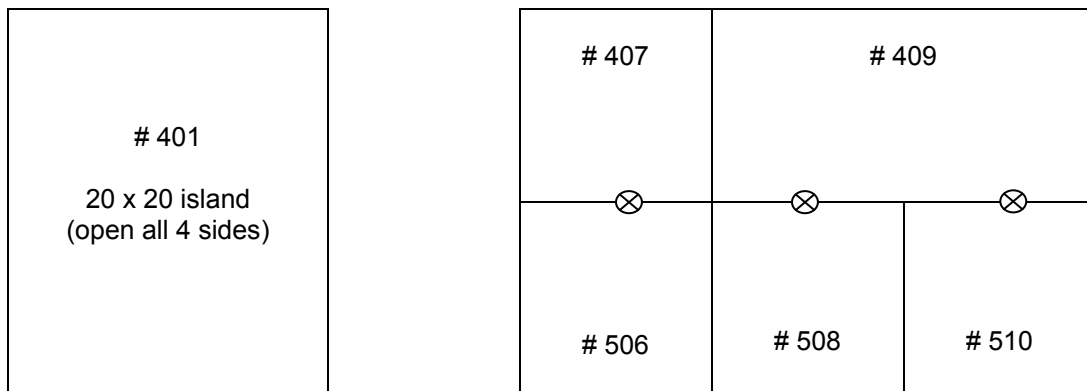
2. Location and load of all outlets.

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.

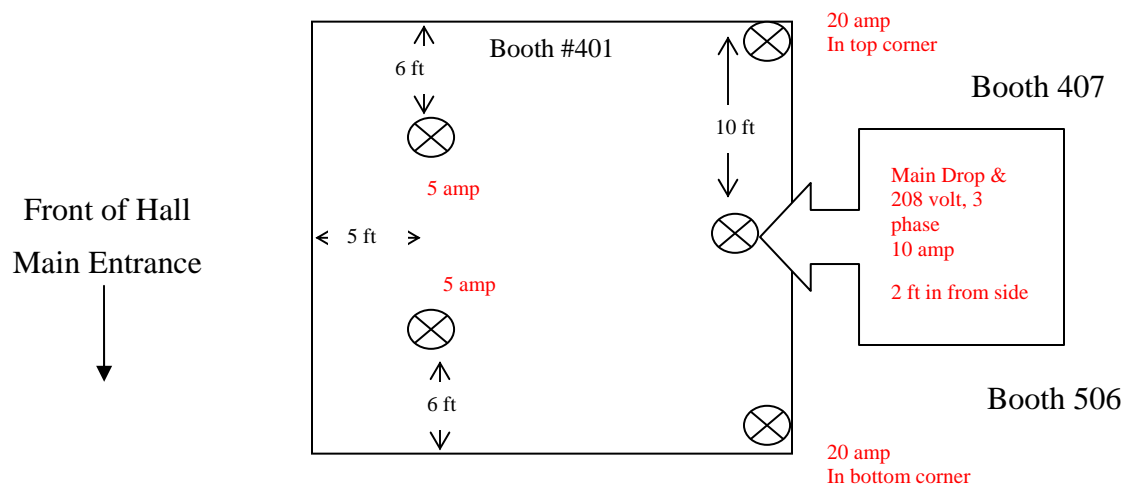
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

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 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

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Ottawa, Ontario, Canada K1G 4A2
Ph: (613) 748-7180 • Fax: (613) 748-5977
freemanottawaES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
APRIL 27, 2016**

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

FREEMAN electrical

NAME OF SHOW: _____ **ICMC 2016** _____

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.freemanco.com/store

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)	_____	_____	\$132.00	\$184.80	= \$ _____
15 A dedicated quad outlet (40-7-17)	_____	_____	\$144.50	\$202.30	= \$ _____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	\$184.75	\$258.65	= \$ _____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	\$380.25	\$532.35	= \$ _____
30 Amps (40-9-30/31)	_____	_____	\$508.50	\$711.90	= \$ _____
60 Amps (40-9-60/61)	_____	_____	\$690.75	\$967.05	= \$ _____
100 Amps (40-9-100/101)	_____	_____	\$977.50	\$1368.50	= \$ _____

Please specify the NEMA code on your plug: _____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	\$404.00	\$565.60	= \$ _____
30 Amps (40-10-30/31)	_____	_____	\$536.25	\$750.75	= \$ _____
60 Amps (40-10-60/61)	_____	_____	\$755.75	\$1058.05	= \$ _____
100 Amps (40-10-100/101)	_____	_____	\$1094.75	\$1532.65	= \$ _____

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 supply to unit)

Arm Light *hardwall exhibits only* (40-19-101)	_____	_____	\$32.00	\$44.80	= \$ _____
Quartz Light Stand (40-19-103)	_____	_____	\$70.50	\$98.70	= \$ _____
4' Track Light *hardwall exhibits only* (40-19-4)	_____	_____	\$111.00	\$155.40	= \$ _____
Power Strip (40-30-5)	_____	_____	\$21.50	\$30.10	= \$ _____
Extension Cord (40-30-15)	_____	_____	\$21.50	\$30.10	= \$ _____

SPECIAL REQUIREMENTS

Please contact us at (613) 748-7180 or freemanottawaES@freemanco.com if you require additional information and/or electrical services not listed on this form.

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 27, 2016**

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.

TOTAL COST

Subtotal | \$ _____

13% HST Tax | \$ _____
HST# R101889426

GRAND TOTAL | \$ _____

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

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.

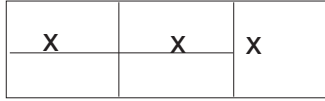
For Lighting

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

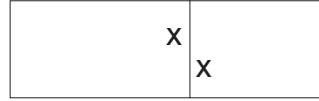
LOCATION OF POWER IN YOUR BOOTH

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

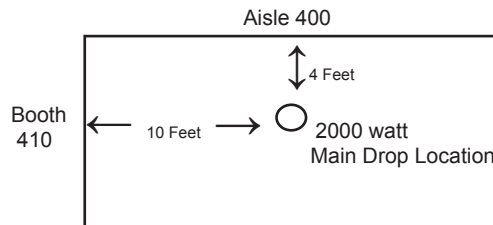


BACK TO BACK PENINSULA

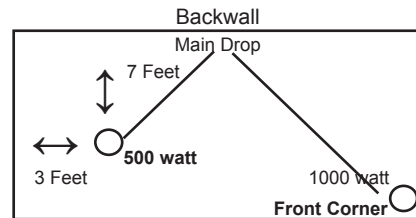
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

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 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.

F R E E M A N

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 Ottawa, Ontario, Canada K1G 4A2
 Ph: (613) 748-7180 • Fax: (613) 748-5977
 freemanottawaES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN electrical labour

ICMC 2016

NAME OF SHOW: _____
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

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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	\$83.00	\$ 116.25
Electrician - OT	\$ 124.50	\$ 174.50
Electrician - DT	\$ 166.00	\$ 232.50

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):

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____
 CELL PHONE: _____

Special Instructions: _____

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

Date _____ Time _____ Est. # Hours _____ # Electrician _____
 Date _____ Time _____ Est. # Hours _____ # Electrician _____

NAME OF ON-SITE CONTACT: _____
 CELL PHONE: _____

Special Instructions: _____

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.

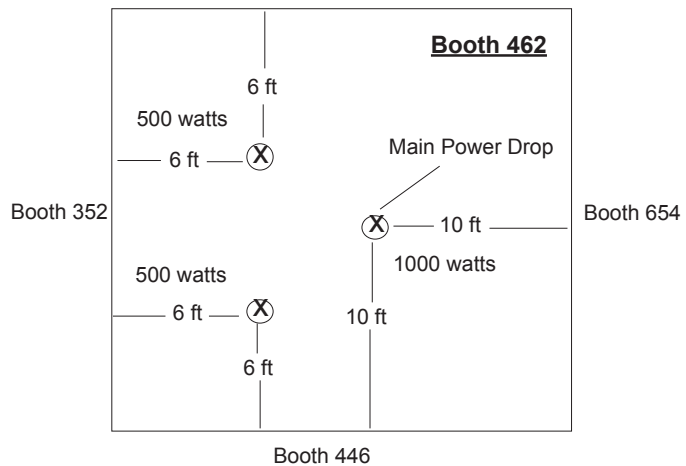
CANCELLATION POLICY

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.



PAYMENT AND LABOUR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

FREEMAN terms & conditions

MATERIAL HANDLING

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

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

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

FREEMAN TERMS & CONDITIONS

1. DEFINITIONS. For purposes of this Contract, "FREEMAN" means Freeman

Expositions, Ltd. dba Freeman and its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

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

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

- Error in the above procedures;
- Removal of containers with old empty labels and without FREEMAN labels; or
- Improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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

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

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

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

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

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

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be

entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

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

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

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

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

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

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

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

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

(Complete these forms to receive authorization to distribute foods and non-alcohol beverages not purchased through the Shaw Centre).

The Shaw Centre has the exclusive food and beverage rights within the facility.

As the exclusive provider, the Shaw Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain authorization from the Shaw Centre to distribute any food or beverage item, one of the following conditions must exist:

Option #1- Manufacturer of Product

The party interested in distributing food or beverage **must be the manufacturer of said product** and is exhibiting at a **food and beverage or related industry show**. The interested party must only distribute SAMPLE sizes (two ounces or less for food and three ounces or less of beverages) of the product.

**A waiver releasing the Shaw Centre of liability will be required.*

Option #2 – Non-manufacturers of Product

The party interested in distributing food or beverage must pay a fee to Shaw Centre in order for Shaw Centre to waive its right to exclusivity. The waiver fee will be no more than the full retail menu price, but the final waiver fee will be up to the discretion of Shaw Centre, to view the Exhibitor Booth Menu and Order Form see Appendix J. All food and beverage requires full payment 7 days prior to the event date. Credit Cards will be required to cover any on site incidentals.

**A waiver releasing the Shaw Centre of liability will be required.*

For your ease and convenience, the Shaw Centre offers a great selection of food and beverage for your needs including bar service. Contact the Event Services Department for selections.

It is the responsibility of the client/exhibitor to comply with all local health and safety regulations. If a party brings unauthorized food or beverage into the Shaw Centre and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized items from their exhibit or meeting space.

EXHIBITOR SIGNATURE

DATE

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

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

Product(s) for Sampling: _____

Check Applicable Line:

- I/we are the manufacturer or distributor of the products listed above. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.
- I/we would like to request permission to pay a waiver fee to the Shaw Centre so that I/we may sample above product. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.

**Signed Event Order and Payment Required*

RELEASE AND INDEMNITY AGREEMENT

This Agreement is by and between Shaw Centre and _____
Above Named Customer

In consideration of the terms and conditions set forth below, Caterer and Exhibitor, intending to be legally bound, agree as follows:
Exhibitor hereby agrees to indemnify, defend and hold harmless Shaw Centre its subsidiaries, affiliates, employees, agents, officers and directors from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by Shaw Centre and arising out of or relating to Exhibitor's distribution of food and non-alcoholic beverage service at the Facility or any other activity related thereto, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property.

Exhibitor Signature & Date

Shaw Centre Sales & Date

(All catering orders or authorization requests must be received three (3) weeks prior to the event 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.

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	
		TOTAL BOOTH CLEANING	

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.

APPENDIX D

TEMPORARY COLD WATER SERVICE

Bringing cold water supply to booth complete with ½” shut-off valve at booth
 Water service is available on Level 2 – Gatineau Salon (205,206) and Ottawa Salon (213,214),
 Level 3 – Parliament Foyer (pre-function area), Canada Hall (1 - 3) and Level 4 – Trillium Ballroom
 No guarantee can be made on minimum pressure.

SHOW NAME		BOOTH NUMBER	
SHOW DATE		COMPANY NAME	
ON-SITE CONTACT NAME	TELEPHONE	E-MAIL	
ADDRESS	WATER INSTALL DATE	WATER REMOVAL DATE	

Cost

ITEM REQUIRED	NUMBER OF CONNECTIONS	CHARGE PER CONNECTION CDN. FUNDS	TOTAL
Water (standard ¾” hose connection supplied to booth)		\$100.00	
Drainage (1 ½” drain)		\$75.00	
Labour (for connect)		\$46.00/hr (minimum 1 hour)	
*Late Charge		\$50.00	
		TOTAL	
		13% HST	
		TOTAL TEMPORARY COLD WATER	

**Late charges will apply to orders received less than 48 hours prior to show move-in time*

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	3 DIGIT SECURITY CODE
CLIENT SIGNATURE	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.

APPENDIX J

ON SITE VEHICLE DISPLAY REGULATIONS

The information below outlines the rules and regulations involving the safe display of vehicles at the Shaw Centre. Items below are industry standards, and are in place to protect all exhibitors and attendees.

The Ottawa Fire Prevention Division, Show Management and the Shaw Centre reserves the right to remove any vehicle from the show confines, at exhibitor's expense, which contravenes these rules and regulations or is deemed to be unsafe for display.

The undersigned has read and agrees to the following:

1. Provide exact weights and measurements of the vehicle (diagram where possible) should there be a floor load bearing issue.
2. Copies of insurance coverage in case of loss, damage, theft or fire. Show Management and the Shaw Centre will be held harmless from any action that results from loss, theft, fire, damage or any other occurrence.
3. Vehicle must have the battery disconnected while on static display and gas caps are to be locked or secured against tampering.
4. Vehicle must have minimal amounts of fuel. Only enough to propel the vehicle in and out of the building is permitted.
5. While on static display, the vehicle must have an oil/fluid pan collecting leaking fluids and to protect the show floor surface. This must be monitored and cleaned.
6. A set of keys and emergency telephone numbers for contact person(s) responsible for the vehicle is to be left with the Shaw Centre Security Department.
7. Vehicle move in and out times are to be coordinated with Event Material Handling crews. Upon move in and move out there must be a forward and rear ground guide present to direct vehicle and pedestrians.
8. Vehicles may be brought into the facility via the freight elevators, up the ramp to level 2 (note that only very small vehicles can go up the ramp) or via the entry point at the main entrance.*

*Note that any vehicle being brought into the Facility that is unusual (such as a tank) or extremely heavy should be approved by the Facilities Department.

CLIENT NAME

COMPANY NAME

EVENT

TELEPHONE

ADDRESS

EMAIL

CLIENT SIGNATURE

DATE

Save and e-mail the completed form to eventservices@shaw-centre.com or print and fax the completed form to the Shaw Centre at 613-563-7646.

Exhibitor Booth Menu and Order Form



SERVICE EXCELLENCE
SENSATIONAL PRESENTATION
INNOVATIVE



Think Global – Dine Local

Shaw Centre is committed to culinary excellence. It is a commitment that includes fresh seasonal, regional, organic and sustainable ingredients, and extends through preparation, plating and service.

Our carefully planned menus and exquisitely prepared dishes reflect growing trends toward eating global and dining local – appealing to increasingly varied international tastes, while responding to the twin demands of healthy eating and responsible sustainable business practices. Morning,

noon, and night, our talented kitchen brigades create palate-pleasing and beautifully presented selections, with élan and flair. Prepare to be wowed by Canada's Meeting Place™.



Green By Design

In principle and practice, the Shaw Centre is at the leading edge of healthy, sustainable and environmentally-responsible dining.

It begins with our selection of ingredients – with an emphasis on fresh seasonal, regional, sustainable and organic products across all food groups.

We adhere to the tenets of safe seafood, working with suppliers who harvest in a responsible, sustainable manner. We serve food and beverages on china and glassware and serve items such as cream and condiments via non-disposable bulk containers rather than wasteful and polluting individual servings.

We endeavour to donate surplus food from our operations to charitable organizations where permitted by health regulations. And we operate an advanced waste management system focused on reduction, recycling and diversion.



Traffic Promoters

Hot Pretzel Cart

\$4.00 /each

Warm Pretzels, Ballpark Mustard and Nacho Cheese

Machine Rental \$50.00

Ice Cream Box

\$5.00 /each

Ice Cream Bars, Sundaes and Sandwiches

Table Top Fridge Rental \$50.00

Go Nuts

\$5.00 /guest

Warm Fancy Mixed Nuts served on a Heated Platter

Cajun Spiced Peanuts and House-smoked Almonds

Italian Soda Bar

\$5.00 /each

Made to Order Sodas

Sparkling Water, Fruit Juices and Flavoured Syrup

Minimum order of 50 required

Carnival Popcorn Cart

Popcorn – up to 250 bags \$175.00

Popcorn – up to 500 bags \$325.00

Antique Popcorn Machine Rental \$200.00

Bytowne Barista Station

Cappuccino and Espresso Bar

Inquire with the Event Services Manager

Attendant Available @ \$35.00/hour – minimum 4 hours



Edible Incentives

Flavour Your Kettle Chips

\$6.00 /guest

Housemade Kettle Chips with Shakers
Sea Salt and Cracked Pepper, Cajun,
Smoked Paprika

Miniature Bags Provided

Signature Trail Mix

\$6.00 /guest

Granola, Dried Fruit, Dry Roasted Peanuts,
Banana Chips and M&M's

Miniature Bags Provided

Minimum order of 50 required

Warm Cinnamon Dusted Donut Holes

\$24.00 /dozen

Caramel Sauce

Miniature Gourmet Cupcakes

\$60.00 /dozen

Chocolate, Vanilla, Peanut Butter

Miniature Whoopie Pies

\$48.00 /dozen

Chocolate-Vanilla, Spice

Freshly Baked Cookies

\$36.00 /dozen

Muffin Tops

\$45.00 /dozen

Blueberry, Apple Spice, Lemon Cranberry

Maple Fudge

\$48.00 /dozen

Minimum order of 3 dozen required.

Milk and Dark Chocolate Fruit Kabobs

\$48.00 /dozen

Sushi and Sashimi

\$42.00 /dozen

Soya, Wasabi and Ginger

Deluxe Cold Canapés

\$40.00 /dozen

Minimum order of 6 dozen required.



Refreshment Breaks

Quench

Starbucks® Organic Coffee or Tazo® Tea (20 cups) <i>Includes cream, milk and soy milk</i>	\$80.00
Gourmet Hot Chocolate (20 cups)	\$74.00
Iced Coffee Station with Flavoured Syrups (serves 20)	\$72.00
Infused Water (serves 20) <i>Lemon, Lime or Cucumber</i>	\$42.00
Herb Infused Water (serves 20) <i>Lime-Mint or Cranberry-Thyme</i>	\$45.00
Fruit Punch (serves 20) <i>Match the colour with your logo</i>	\$90.00
Lemonade and Iced Tea (serves 20)	\$70.00
Assorted Coca-Cola Soft Drinks	\$3.75
Dasani Bottled Water	\$3.75
Assorted Minute Maid Fruit Juices	\$4.00
Badoit Sparkling Water	\$4.00
10lb Bag of Ice	\$12.00/bag

Keep It Cool

Spring Water Cooler	\$95.00
5 Gallon Bottle of Water	\$25.00

Sip & Savour

Ontario Vineyard Tour \$10.00/person
A 3oz Sampling of an Ontario VQA Wine Paired with Local Cheese.

Attendant Required

Spicy Caesar Bar \$7.00/glass
Vodka, Motts Clamato, Pickled Beans, Celery Stalks, Lemons, Grated Horseradish and Worcestershire Sauce served in Biodegradable 5oz Glasses.

Attendant Required.

Attendant @ \$35.00/hour – minimum 4 hours.

Inside the Box

Starbucks® Organic Coffee "in a box"	\$34.00/box
Boxed Lunch	\$20.00/box
Choice of: <i>White BC Albacore Tuna Salad with Swiss Cheese, Lettuce and Sprouts on Country Baguette</i>	
Or <i>Smoked Turkey Breast with Cranberry Mayonnaise, Lettuce, Tomato and Cheddar Cheese on Ciabatta</i>	
Or <i>Grilled Vegetables, Spinach and Goat Cheese Wrap Includes Potato Chips, Freshly Baked Cookie and Chilled Beverage</i>	



**Prices are subject to 18% service charge and 13% HST (harmonized sales tax).*

Shaw Centre Booth Catering Form

NAME		COMPANY NAME	
SHOW NAME			
SHOW DATE		BOOTH #	
ADDRESS			
PHONE	FAX	E-MAIL	
ONSITE CONTACT		ONSITE CELL	

DELIVERY DATE	DELIVERY START TIME	EVENT END TIME	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<ul style="list-style-type: none"> The Shaw Centre is the exclusive food and beverage provider within the facility. As the exclusive provider, the Shaw Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization. Orders must be received no later than 7 days prior to the event. Full charges will apply to cancellations made within 5 days prior to delivery. Attendant & bartender labour charges are \$35.00/hour (minimum 4 hours). The Shaw Centre does not provide skirted tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please order these requirements through the exhibitor supplier. 					SUB-TOTAL	
					18% Service	
					Labour	
					13% HST	
					TOTAL	

Method of payment

(Must be made at time of ordering):

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER WITH 3 DIGIT SECURITY CODE
CARDHOLDER'S SIGNATURE	EXP. DATE 3 DIGIT SECURITY CODE
CLIENT SIGNATURE	DATE

Save, print and fax the completed form to the Shaw Centre at 613-563-7646, or scan and e-mail to eventservices@shaw-centre.com.

General Information

Food and Beverage Planning

You can select from the food and beverage choices presented in our menus, or we would be happy to customize and create special menus to suit your tastes and needs.

All food and beverage must be prepared and presented by the Shaw Centre. Remaining food and beverages cannot be removed from the facility.

Alcohol beverages will be served in accordance with the regulations of the Alcohol and Gaming Commission of Ontario and Shaw Centre Alcohol Beverage Policy.

Food and Beverage specifications must be received in writing 45 days in advance of the event.

Upon receipt of specifications, your Shaw Centre Event Services Manager will provide written confirmation with an event order no less than 35 days prior.

To ensure successful events it is necessary to receive your final guarantee 4 or 5 business days prior to your event (according to following schedule).

- Events up to 1000 Guests – four (4) business days prior to event
- Events over 1000 Guests – five (5) business days prior to event

Once the final guarantee is due, the count may not be decreased. A 3% overage will be prepared up to 50 meals – Shaw Centre will make every effort to accommodate increases after the final guarantee is due. Any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge.

Food and Beverage Pricing

Food and Beverage prices are subject to 13% HST (harmonized sales tax) and an 18% administrative charge. The 18% administrative charge is dispensed as follows: (i) 22% of the administrative charge is retained by the company, and not intended to be a tip, gratuity or service charge for the benefit of service employees and no portion of this 22% is distributed to the service employees, and (ii) 78% of the administrative charge is paid to the service employees (front line staff and supervisors) as a gratuity.

Menu prices cannot be guaranteed more than 90 days out.

A surcharge will apply for small groups.

A surcharge will apply for food and beverage events scheduled on a Canadian statutory holiday*.

- * New Years Day – January 1st
- Family Day – Third Monday in February
- Good Friday – Friday before Easter Sunday
- Easter Monday – Monday after Easter Sunday
- Victoria Day – Monday before May 25th
- Canada Day – July 1st
- Civic Holiday – First Monday in August
- Labour Day – First Monday in September
- Thanksgiving Day – Second Monday in October
- Remembrance Day – November 11th
- Christmas Day – December 25th
- Boxing Day – December 26th

Payment Policy for Food and Beverage Events

On signing	\$1,000.00 plus 13% HST deposit
30 days prior	50% of Estimated Food and Beverage Costs
7 days prior	Remainder of Estimated Food and Beverage Costs

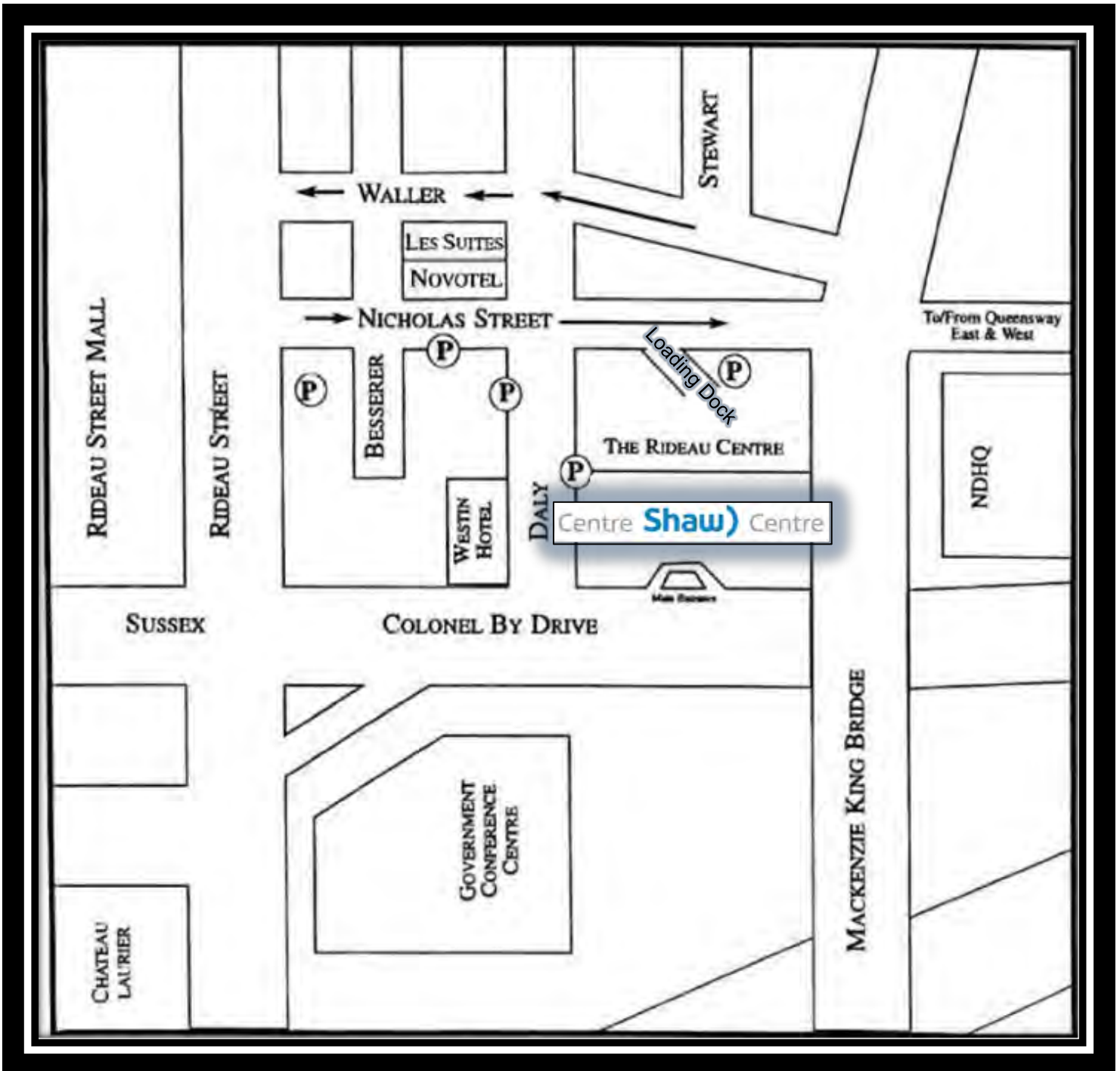
Successful Event Timeline	
With Contract	\$1,000.00 Deposit Due
45 Days	Food, Beverage, Event Specifications Required from Client
35 Days	Event Order sent by Shaw Centre with Confirmation of Event Specifications
30 Days	50% of Estimated Balance and Signed Event Order Required
7 Days	Remainder of Estimated Balance
4/5 Days	Final Guarantee of the Number of Guests Attending

Standard Food and Beverage Service

Sit down service is planned for rounds of 10 with floor length white linen, china and glassware.

To ensure quality and safety, food stations may remain out for a maximum of 2 hours.





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
Service Elevator 5	B2 – 4	4'6" X 10' Side Opening	6'6" x 12' x 10'	9,000 lbs
Service Elevator 6	B2 – 3	4'6" X 10' Side Opening	6'6" x 12' x 10'	9,000 lbs
*Freight Elevator 8	B2 – 3	14'6" X 10' Bi-Parting	14'10" x 13'4" x 10'	20,000 lbs
*Freight Elevator 9	1 – 3	12'1" X 10' Bi-Parting	12'1" x 39' x 10'	24,000 lbs

Ceiling Heights

LEVEL	LOCATION	FEET	METERS
Level 1	Colonel By Foyer (pre-function area)– high point	37'	11.315
	Colonel By Foyer (pre-function area)– low point Main Area	9'08" – 10' 9'6"	2.770 – 3.050 2.896
	Executive Boardroom/ Meeting Rooms 101, 103, 105	9'3"	2.840
Level 2	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
Level 3	Meeting Rooms 201 – 204 209 – 212	14'	4.265
	Parliament Foyer (pre-function area)	15'	4.575
Level 4	Canada Hall (1 – 3)	36'	11
	Trillium Ballroom	15'	4.575

COMPANY: _____	SHOW NAME: ICMC 16 - MAY 18-20, 2016		
STREET: _____	LOCATION: SHAW CENTRE		
CITY: _____	BOOTH #: _____		
PROV / STATE: _____	POSTAL CODE: _____		
E-MAIL: _____	INSTALLATION DATE: _____	TIME: _____	
PHONE: _____	FAX: _____	EXHIBIT START DATE: _____	TIME: _____
ORDERED BY _____	CONTACT ON-SITE _____	EXHIBIT END DATE: _____	TIME: _____
PO #: _____	PST #: _____	STAYING AT: _____	PHONE: _____

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 27, 2016. 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: 12:00pm - 5:00pm ON MAY 18, 2016.

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	TOTAL
FLAT SCREEN DISPLAYS & PROJECTORS FOR COMPUTERS			
	24" LCD FLAT SCREEN MONITOR (16:10 RATIO)	\$300.00	
	32" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1366 x 768, VIDEO, SPEAKERS)	\$750.00	
	40" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$1,050.00	
	42" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1920 x 1080, VIDEO, HDTV, SPEAKERS)	\$1,110.00	
	52" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, SPEAKERS)	\$1,650.00	
	60" LCD FLAT SCREEN MONITOR (16:9 RATIO, 1280 x 768, VIDEO, SPEAKERS)	\$2,400.00	
	FLAT SCREEN MONITOR FLOOR STAND (INCLUDES SHELF)	\$270.00	
COMPUTERS			
	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	
COMPUTER ACCESSORIES			
	LASER PRINTER - B & W, 15 PPM	\$495.00	
	GALAXY SMALL POWERED SPEAKER	\$135.00	
VIDEO PLAYERS & MONITORS			
	PROFESSIONAL DVD PLAYER	\$240.00	
	VIDEO CART WITH SKIRT	\$90.00	
AUDIO EQUIPMENT			
	CD PLAYER (C/W GALAXY SMALL POWERED SPEAKER)	\$375.00	
	BOOTH AUDIO SYSTEM (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$990.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER)	\$480.00	
OTHER			
	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 #: _____	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> PAYMENT </div>	DELIVERY & PICKUP:	\$150	
EXPIRY: _____		LABOUR - SETUP/DISMANTLE:		
		LABOUR - ADDITIONAL:		
		CABLES & CONSUMABLES:		
		SUB-TOTAL:		
AUTHORIZED SIGNATURE: _____		H.S.T.	13.0%	
NAME ON CREDIT CARD: _____	IF PST EXEMPT			
DATE: _____	ENTER # BELOW			
		PST EXEMPTION:		\$0.00
ADMINISTRATION FEES WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,000.00		TOTAL:		

For further information, please contact:	ENOCH KWOK	613-688-9064 PH
e-mail address:	enoch.kwok@freemanco.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: _____	SHOW NAME: ICMC 16 - MAY 18-20, 2016
STREET: _____	LOCATION: SHAW CENTRE
CITY: _____	BOOTH #: _____
PROV / STATE: _____	POSTAL CODE: _____
E-MAIL: _____	INSTALLATION DATE: _____ TIME: _____
PHONE: _____	FAX: _____
ORDERED BY: _____	EXHIBIT START DATE: _____ TIME: _____
PO #: _____	EXHIBIT END DATE: _____ TIME: _____
	CONTACT ON-SITE: _____
	STAYING AT: _____ PHONE: _____

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. Freeman Audio Visual does not allow the use of any Wi-Fi broadcasting device, such as : Wireless Routers, Access Points or Ad-Hoc devices. DHCP Servers, VPN Servers; Adhoc devices or Access Points require exclusive permission.

DISCOUNT DATE: APRIL 27, 2016. 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: 12:00pm - 5:00pm ON MAY 18, 2016.

QUANTITY	SERVICE AVAILABLE	EVENT RATE	TOTAL
EVENT WIRELESS INTERNET DHCP			
	Wireless Standard - up to 3Mbps	\$250.00	
	Wireless Premium - up to 5Mbps	\$550.00	
	Add for each additional device for any of the above services	\$100.00	
EVENT WIRED INTERNET - PLEASE NOTE THAT FIREWALLS, ROUTERS, SWITCHES AND HUBS ARE NOT PERMITTED.			
	Wired Standard - up to 3Mbps	\$450.00	
	Wired Premium - up to 5Mbps	\$650.00	
	Wired Ultra - up to 10Mbps	\$950.00	
	Add for each additional device for any of the above services	\$150.00	
EVENT DEDICATED INTERNET - PLEASE NOTE THAT FIREWALLS, ROUTERS, SWITCHES AND HUBS ARE NOT PERMITTED UNLESS PRE-ARRANGED			
	Premium Dedicated 5Mbps	\$1,250.00	
	Dedicated 5Mbps Additional	\$250.00	
	Ultra Dedicated 10Mbps	\$2,250.00	
	Dedicated 10Mbps Additional	\$225.00	
	Router Activation Static IP	\$150.00	

TELEPHONES - ANALOG LINES - INTERNET - FOR POINT OF SALE TERMINALS


It has been reported that Rogers has cellular network connectivity issues at the Shaw Centre which impact Point of Sale terminals that use 3G service. The facility has no control over issues related to cell service. If you have any questions or concerns please contact your service provider. If you are using a 3G Point of Sale Terminal from Rogers, please be advised that these devices do not typically allow for an alternate connection type and may not function as desired.

	Telephone (VOIP) Includes local access	\$250.00	
	Wireless Lite (For POS Terminal) -1Mbps	\$150.00	
	Wired Lite (For POS Terminal) 1Mbps	\$250.00	
	Analog phone line (Analog phone NOT included)	\$250.00	
	Analog phone	\$50.00	

NETWORK SUPPORT

	Hours of on-site Network Technician support @ \$105.00/hour	\$105.00	
	Under carpet cable installation (Please submit booth schematics with order to ensure proper placement of cabling)	\$150.00	

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX ; USE ARROW TO SELECT METHOD)

		SERVICE TOTAL:	\$0.00						
CREDIT CARD #: _____		DELIVERY & PICKUP:	\$0.00						
EXPIRY: _____		LABOUR - NETWORK TECH:	\$0.00						
		LABOUR - ADDITIONAL:	\$0.00						
AUTHORIZED SIGNATURE: _____		SUB-TOTAL:	\$0.00						
NAME ON CREDIT CARD: _____	<table border="1"> <tr> <td>IF HST EXEMPT</td> <td></td> <td></td> </tr> <tr> <td>ENTER # BELOW</td> <td></td> <td></td> </tr> </table>	IF HST EXEMPT			ENTER # BELOW			HST: 13%	\$0.00
IF HST EXEMPT									
ENTER # BELOW									
DATE: _____	HST EXEMPTION:	\$0.00							
ADMINISTRATION FEES OF 2.5% WILL APPLY FOR ALL CREDIT CARD TRANSACTIONS OVER \$5,000.00		TOTAL:	\$0.00						

For further information, please contact:

DENIS CHENIER

613-688-9058 PH

e-mail address: denis.chenier@freemanco.com

613-688-9068 FAX

INSTRUCTIONS FOR USE

It couldn't be simpler! Just complete the form, save to your desktop, & forward 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 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.