

Thank you for your participation in the **2018 MJBizCon INT'L!**

As the show approaches, there are **several important items and deadlines** that you need to be aware of to ensure that your show participation is both a productive and successful experience.

Important Deadlines:

June 14	Submit your proof of insurance to aliciaf@mjbizdaily.com
July 12	EAC form with Insurance due for exhibitors using an Exhibitor Appointed Contractor
July 12	Fire Safety Form Submission Deadline (All exhibitors must fill out and submit this form)
July 16- August 7	Shipments to Advance Warehouse (Highly Recommended)
July 23	Early Discount deadline for all Freeman / Metro Convention Center / Showtech services
July 20	Book your hotel room https://compass.onpeak.com/e/012605064
July 30	Voyage Control registration begins for exhibitor load-In
August 1	Lead Retrieval form due to Expo Logic
August 2	Register your on-site staff
August 13 ONLY	Shipment to Show site

What is included in my booth?

Each 10'x10' space includes:

- 8' black pipe and drape back wall
- 3' black pipe and drape sidewalls
- 6'x30" black draped table
- 2 standard chairs
- Wastebasket
- Booth ID sign
- **FREE** Material Handling
- **FREE** Lead Retrieval Apps if ordered by Wednesday, August 1
- **FREE** Standard black carpeting
- Online Booth profile
- Four (4) Passes

Exhibitor Services Manual

Your Exhibitor Services Manual (ESM) contains all the necessary documentation needed to execute your experience at the Show. The ESM contains the forms, rules, guidelines, deadlines, and information for all your show services.

Important notes regarding the documents within the ESM:

Material Handling

Your onsite material handling is included in your booth fee up to 3,000 pounds per item. This means you will not get a large bill for moving your freight from dock to booth, storing your empties, returning them, and bringing them back to the dock for outbound shipping. There are a few exceptions such as late shipments, heavy machinery, etc., but follow the guidelines and your material handling is on the house!

Shipping

You are responsible for shipping to the show and arranging return transportation. We **HIGHLY** encourage you to ship to the advance warehouse, with delivery no later than August 7 (**PLEASE NOTE: The office and warehouse will be closed on August 6, 2018 in observance of the Civic Holiday**). This will provide you a much smoother set-up day as your booth materials will be in your booth when you arrive. Freeman does provide Exhibit Transportation Services, for pricing please visit Freeman Online.

Customs

Your shipment can be addressed directly to Freeman's bonded warehouse without the delay and inconvenience of customs clearance at the border crossings or international airports. Upon arrival in the warehouse, they then proceed with the important process of clearing your goods with Canada Customs. All these services can be arranged with one simple phone call or if you have any questions regarding Customs, please call 1-877-478-1113. Additional information can be found [HERE](#).

Voyage Control

The MTCC has introduced a free, fast track reservation system for booking a guaranteed Loading Dock time. We hope that you choose to take advantage of this new system to improve your Move-In experience for MJBizCon INT'L. For information please click [HERE](#). Registration opens July 30th. You will not be able to book before this date.

Carpet Standard Black carpeting is provided for your booth at no charge. If you would like a different color carpet or padding under the black carpet, order through Freeman Online.

Cleaning & Trash Your booth will be vacuumed, and trashcan emptied at no charge on at the end of set up on Tuesday from 2:00 – 5:00 p.m. before the show opens. If you would like daily vacuuming and trash removal, please complete the [cleaning order form](#). Trash will only be removed if trash and cleaning are arranged.

Lead Retrieval Included in your booth package are two (2) lead retrieval licenses. Don't miss this FREE opportunity to capture and manage your show leads via an app on your phone. To take advantage of this opportunity, you must order by **Wednesday, August 1**. Order the app online [HERE](#), Show Code: INTL18

Electrical Your booth package does **NOT** include electrical. If you need this service, please complete order online through [ShowTech](#).

Insurance Per your sales agreement, you are required to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, for the event. Failure to secure or provide the insurance does not limit the extent of your liability. If you do not have General Liability Insurance or your underwriter will not provide this to you, you can order a low cost temporary event policy through [PAL Insurance Brokers](#).

You will need to name the following as additional insured prior to the event:
Anne Holland Ventures Inc. dba Marijuana Business Conference & Expo
2750 S. Wadsworth Blvd. Ste D-200
Denver, CO 80227
-and-
Metro Toronto Convention Centre
222 Bremner Blvd
Toronto, ON M5V 3L9, Canada

***Proof of insurance must be sent to AliciaF@mjbizdaily.com no later than Thursday, June 14.**

Program Agenda

Monday, August 13

7:00 am – 6:00 pm	Registration	600 level – South Building
8:00 am – 6:00 pm	Exhibitor Set-up	Hall E (800 Level - South Building)

Tuesday, August 14

8:00 am – 7:00 pm	Registration	600 level – South Building
8:00 am – 2:00 pm	Exhibitor Set-up	Hall E (800 Level - South Building)
	(Hall will be cleared at 2pm for cleaning)	
5:00 pm – 7:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)

Wednesday, August 15

8:00 am – 6:00 pm	Registration	600 level – South Building
9:00 am – 11:30 am	General Session	Hall F (700 level – South Building)
11:00 am – 6:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)
2:00 pm – 5:00 pm	Breakout Sessions	Multiple (700 level - South Building)

Thursday, August 16

8:00 am – 3:00 pm	Registration	600 level – South Building
9:00 am – 3:00 pm	Breakout Sessions	Multiple (700 level - South Building)
11:00 am – 3:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)
3:00 pm – 10:00 pm	Exhibitor Tear-Down	Hall E (800 Level - South Building)

NOTE: Do not tear-down early or you will lose priority points

If you have any questions, please don't hesitate to contact us!

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, black booth carpet, one 6'x30" black skirted table, two side chairs, one corrugated wastebasket and a 7" x 44" one-line booth identification sign.

Booths 300 sqft. or less will receive a 7" x 44" one-line booth identification sign. Booths larger than 300 sqft. may receive an identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is carpeted with black booth carpet and the aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by: **July 23, 2018**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday	August 13, 2018	8:00 AM - 6:00 PM
Tuesday	August 14, 2018	8:00 AM - 2:00 PM (Hall must be cleared by 2:00 PM for cleaning)

All exhibits must be fully installed by **2:00 PM on August 14, 2018**.

EXHIBIT HOURS

Tuesday	August 14, 2018	5:00 PM - 7:00 PM
Wednesday	August 15, 2018	11:00 AM - 6:00 PM
Thursday	August 16, 2018	11:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT

Thursday	August 16, 2018	3:00 PM - 10:00 PM
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Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately **3** hours.

All labour services performed between 4:00 pm and 6:00 pm (M-F), between 8:00 am and 4:00 pm (Sat-Sun) will have overtime charges applied. All labour services performed between 6:00 pm and 8:00 am (M-F) and between 4:00 pm and 8:00 am (Sat-Sun) will have double-time charges applied. Please refer to the enclosed Labour Order Form.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **10:00 PM on August 16, 2018**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **8:00 PM on August 16, 2018**

POST SHOW PAPERWORK AND LABELS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

61 Brownsline
 Toronto, Ontario, Canada M8W 3S2
 (416) 252-2420 fax (416) 252-2365
 FreemanTorontoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(877) 478-1113 for US & Canadian Exhibitors
 (905) 951-1612 for International Exhibitors
 exhibittrans.canada@freemanco.com

SERVICE CENTRE HOURS - We will have staff available at the Freeman Service Centre as follows:

Monday	August 13, 2018	8:00 AM - 6:00 PM
Tuesday	August 14, 2018	8:00 AM - 5:00 PM
Thursday	August 16, 2018	2:00 PM - 10:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store/index.jsp by **July 23, 2018**

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

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

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

To access this event on Freeman Online, go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=468408&nav=02>

ADVANCE WAREHOUSE SHIPPING INFORMATION

Exhibiting Company Name / Booth #

MJBizConINT'L 2018

C/O Freeman

61 Browns Line

Toronto, Ontario, Canada M8W 3S2

Freeman will accept crated, boxed or skidded materials beginning **July 16, 2018** at the above address.

All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. To avoid additional late arrival charges, materials must arrive by **August 7, 2018**. The warehouse will receive shipments Monday through Friday between 8:00 AM and 4:30 PM. To check on the arrival of your freight, please call 416-252-3361. If required, provide your carrier with this phone number: 416-252-2420.

PLEASE NOTE: The office and warehouse will be closed on August 6, 2018 in observance of the Civic Holiday. Shipments will not be accepted on this date.

SHOW SITE SHIPPING INFORMATION

Exhibiting Company Name / Booth #

MJBizConINT'L 2018

C/O Freeman

Metro Toronto Convention Centre - South Building

222 Bremner Boulevard

Toronto, Ontario, Canada M5V 3L9

Freeman will receive shipments at the exhibiting facility beginning **August 13, 2018**.

All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: 416-252-2420.

EXHIBIT TRANSPORTATION AND CUSTOMS

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **MJBizConINT'L 2018**.

Our Exhibit Transportation Department is available at our toll free number at 1-877-478-1113 should you wish to contact us regarding your shipping and or customs requirements

AS A REMINDER

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

SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

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

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

LABOUR INFORMATION

Union Labour may be required for your exhibit installation and dismantle. Please carefully read the LABOUR JURISDICTIONS to determine your needs. Exhibitors supervising labour need to pick up and release their labour at the Service Desk. Refer to the order form under Display Labour for Straight Time, Overtime and Double-Time hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 416-252-2420 or via email at FreemanTorontoES@freeman.com

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Toronto Exhibitor Services at 416-252-2420 or Freeman's Customer Support Centre at 1-888-508-5054, Toll Free in the US & Canada, or 512-982-4186 for International exhibitors.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date: **JULY 23, 2018**

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

Should you have any questions or need assistance, please contact Freeman's Exhibitor Services department at 416-252-2420 or via email at FreemanTorontoES@freeman.com.

WE APPRECIATE YOUR BUSINESS!



Canada Customs Regulations

Customs Regulations and Customs Bonds

Equipment and exhibits, in most cases, may be brought in free of duties and taxes, provided that, a Customs Broker provides a bond to cover all imports to the show.

Exhibitors not using a Customs Broker may be required to post a deposit, or pay duties and taxes, with Canada Customs.

It is recommended that associations contact a customs broker to have their event recognized with Canada Customs, providing them and their exhibitors an opportunity to obtain maximum benefits.

Material accompanying exhibitors

Hand baggage

If exhibitor staff bring any equipment or display material with them via aircraft, the exhibitor must have with them an equipment list showing description, country of origin and value.

When going through customs at the airport, the exhibitor will declare their goods. If the show is recognized, customs will give them documentation (Customs C6 Form) to give to the customs broker when they arrive at the show. If the show is not recognized, the exhibitor will be required to pay full duties and taxes or post a deposit with customs (direct to customs).

When leaving Canada with the equipment, documentation must be validated by Canada Customs at the airport prior to leaving the country.

Private Vehicle

The United States and Canada have now adopted a mandatory advanced electronic notification system. For this reason, it is recommended that any exhibitors wanting to drive their goods across the border contact a customs broker.

Imported Advertising Material (including give-away samples)

Advertising material including give-away items are free of duties and taxes, provided your event meets certain Canada Customs requirements. Please contact your customs broker to further assist.

Bonded Goods Sold at the Show

Customs Brokers are prepared to handle any release of this type of transaction. The exhibitor or their client must issue payment for duty, taxes and brokerage fees before material can be cleared from the show site.

If the above has not been complied with at the end of the show move-out period, the goods must be removed at the exhibitor's expense to a Bonded Warehouse for subsequent duty and tax payment and clearance.

Exhibitors wishing to contact Canada Customs directly may call:

Canada Border Services Agency
International Exhibitions & Convention Services Program
1980 Matheson Boulevard East
P.O. Box 7000, Station "A"
Mississauga, Ontario L5A 3A4
T: (905) 803-5261
F: (905) 803-5388
E: IECSP-PSEIC_GTA@cbsa-asfc.gc.ca

Transportation

Freeman is well known for its many years of full-service exhibit transportation services at a competitive price.

For both event management and exhibitor customers:

- Our global infrastructure covers multiple-origins and destinations throughout North America, South America, Europe and the Asia Pacific regions.
- Our Exhibit Transportation program includes all levels of domestic and international services, ranging in size from small packages to truckload and volume shipments.
- Because of our success as a domestic trade show industry market leader, Freeman has currently expanded its capabilities to include full customs brokerage services throughout Canada offering our customers complete international trade show transportation.
- Now your exhibitors can request a quote for transportation services through Freeman Online. This allows for an all-inclusive rate quote so exhibitors can more accurately budget their transportation in advance of the show and simplify the ordering process.



Customs clearance

Your shipment can be addressed directly to Freeman's bonded warehouse without the delay and inconvenience of customs clearance at the border crossings or international airports. Upon arrival in the warehouse, we then proceed with the important process of clearing your goods with Canada Customs. All of these services can be arranged with one simple phone call and then you can let us do all the worrying for you.

Our partner, North American Logistics Services Inc., is a licensed customs broker with the following credentials: Certificate issued by Canada Border Services Agency, a licensed individual certified by the Canadian Society of Customs Brokers and accredited by the Canada Border Services Agency.

In addition, Freeman Canada's Director of Transportation and Customs, Sunny Salas, is also a licensed individual certified by Canadian Society of Customs Brokers and accredited by Canada Border Services Agency and is well known in the industry for his knowledge and experience.

When it comes to transportation and customs clearance in the Trade Show Industry, Freeman is a market leader. We offer a reliable, one-stop, hassle and worry free shipping services for you and for your exhibitors. Our team takes pride in our service offerings and we look forward to working with you in the near future.

Border to Show Privileges

MJBizCon INT'L 2018 has been granted special privileges by Canada Border Services Agency (CBSA-Canada Customs) to ensure the event run smoothly as possible. A special trade fair tariff has been extended to all exhibitors for this event. With Freeman's assistance, all shipments will be placed on temporary import manifest at all border crossings and international airports upon arrival for ease of transportation to the Canada Customs bonded advance warehouse or directly to show site depending on the schedule. Customs clearance will be executed on-site during move-in or while at the bonded warehouse awaiting move-in to commence. This process virtually eliminates possible customs delay.

Duty and Tax Free

MJBizCon INT'L 2018 has also been granted Duty and Tax exemption on your trade show materials. Freeman will submit customs entries to CBSA for temporary entry of your show materials, such as, display booth, and product samples and equipment. In addition, your nominal promotional giveaway items, such as, brochures, corporate literature, pens, hats, T-Shirts, etc. will also be duty and tax free as long as their value is less than CDN \$25.00 per item.

Sales at a Canadian Convention

Product(s) sold at the expo and delivered to the client in the US or abroad will not be subject to duties and taxes. Sales to Canadian clients where the product remain permanently in Canada will be subject to all applicable duties and taxes. Most goods fall under NAFTA agreements and the applicable tax is generally limited to 5% GST based on the commercial invoice value.

- **Freeman can facilitate or consult prior to, during, or following the event. Their team can process any required customs entries/paperwork with CBSA. Please contact Freeman for more information.**

Transportation and Customs Clearance Forms

All required customs & transportation forms will be included in your Exhibitor Manual (Freeman On-Line) under the shipping/customs section. If you require assistance please feel free to contact Freeman at 877-478-1113 (Toll Free).

Courier Companies and U.S. Base Forwarders

Although, it is not advisable to ship with courier companies but, if you're only shipping small carton boxes please contact Federal Express due to their better than average tracking procedures.

FedEx, UPS, DHL or any other courier companies can also perform the Canada Customs Clearance on your behalf but unfortunately they are unable to facilitate and take advantage of the special privileges CBSA has granted the event (ie: duty and tax exemption).

- **Regardless which courier you choose, we strongly advise you to track and trace your shipment every day prior to travelling to show site to ensure that it has cleared Canada Customs and delivery has been executed by your carrier.**

You may contact Freeman for consultation or assistance if required.

US Base Freight Forwarders rarely deliver to Canadian show sites. Should you choose their services, we advise you confirm that they will deliver directly to the event.

Moreover, most US Forwarders are not bonded in Canada therefore it is unlikely that they are able to deliver to show site or to the advance bonded warehouse. Please confirm with them that they can provide the services that you require.

Freeman offers a door to door comprehensive service that includes every possible aspect of your shipment. Since that's all we do, we've become the experts.

Canadian Immigration

For the most up to date information please visit <http://www.cic.gc.ca/>.

Work Permits

Exhibitors, Event Management Team, and Speakers do not require work permits. Speakers should be furnished with a Speakers letter (Invitation). Supervisory staff with service contractors require validations with Immigration Canada. Please visit <http://www.cic.gc.ca/english/work/apply-who-nopermit.asp> for further information. General labourers are expected to be sourced in Canada.

Food Items

Items that are placed in mouth including gum is considered food. Food items require another level of release by another Canadian government agency. Once a shipment has been declared as a food item or has food included within the shipment CBSA refers the entry to CFIA (Canadian Food Inspection Agency). Once it's referred to CFIA it causes delay. As a reminder, don't pack food items in your shipment. It's better to make arrangement in purchasing food items in Toronto.

Personal Belongings

Personal clothing and shoes, all types, are not to be included in your show materials shipment. Personal belongings undergo a different type of Canada customs clearance called "Personal Effects" releases and must be referred to a different department within CBSA. Your event materials are deemed as commercial goods for conducting business in Canada and personal effects are not therefore, the release process is different and causes clearance delay.



NEW FAST TRACK MOVE IN SYSTEM

In partnership with Marijuana Business Daily (MJBizCon INT'L) and Voyage Control, the MTCC is offering you an opportunity to **skip the drive to the Marshalling Yard** and book a move in time through our online portal.

The MTCC Voyage Control registration system is available for Move In only for these dates:

- **Monday, August 13 – 8:00am – 6:00pm**
- **Tuesday, August 14 – 8:00am – 2:00pm**

If you do not wish to use the online registration process, you must check into the MTCC marshalling yard located at 100/120 Cherry Street.

If you would like to take advantage of this opportunity to save time and the hassle of navigating through the downtown core, please read on:

The MTCC has introduced a free, fast track reservation system for booking a guaranteed Loading Dock time. We hope that you choose to take advantage of this new system to improve your Move-In experience for MJBizCon INT'L.

The benefits of registering and booking through Voyage Control include:

- The ability to drive directly to the **South Docks** for your allotted time slot without having to check in at the Marshalling Yard.
- Your online booking will give you a dedicated space and time slot for your vehicle.
- No waiting at the Marshalling Yard; No diversions through the downtown core to reach the Metro Toronto Convention Centre Loading Areas.
- You can schedule a Move-In or Delivery time for of your show items from anywhere, and choose an available time loading convenient for your business demands.
- Receive Up to date communication from the MTCC Dock Staff.

Move In Registration for MJBizCon INT'L opens: **July 30 2018. You will NOT be able to book a move in time before this date.**



HOW TO BOOK:

Please visit <http://voyagecontrol.com/mtcc> to make your booking on the Metro Toronto Convention Centre portal.

LINK TO FREQUENTLY ASKED QUESTIONS:

Voyage Control ZenDesk: <https://mtccvoyagecontrol.zendesk.com/hc/en-ca>

IMPORTANT INFORMATION ABOUT YOUR VOYAGE CONTROL ACCOUNT:

First time users: Click the 'Sign Up' button on the Log in page to create a unique account.

CUSTOMER SUPPORT:

For more information about the system, please contact the MTCC at 416 585 8345/416 585 8506 between 9:00am-5:00pm or #Docks@mtccc.com or Voyage Control at mtcc@voyagecontrol.com.

MOBILE APPS:

The Voyage Control app can be downloaded on Android or iOS by visiting your app store. You can register, and make, or change your booking from any location, even while enroute with the Voyage Control app.

Thank You

Docks Department/Marijuana Business Daily

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

HOSTED FREIGHT PACKAGE

The MJBizConINT'L 2018 will be sponsoring a Hosted Freight Package for all **crated** advance shipments to the warehouse and/or direct shipments to show site (*material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required*).

The Hosted Freight Package has been designed to eliminate any service charge to exhibitors such as overtime.

The Hosted Freight Package will ONLY apply if shipments are received to the advance warehouse prior to the advance warehouse freight deadline of **August 7, 2018** (**please note the warehouse is closed on Monday August 6, 2018 for the Civic Holiday**) or during the show site shipments dates listed below.

Any Special Handling (see definitions on page 2) and/or Late Arrival shipments will incur additional charges as per below and are the responsibility of the exhibitor,

WAREHOUSE SHIPMENTS:	July 16 - August 7, 2018	Warehouse Hours: Monday to Friday 8:30 AM to 4:00 PM
SHOW SITE SHIPMENTS:	August 13, 2018	8:00 AM - 6:00 PM
	August 14, 2018	8:00 AM - 1:00 PM

Description	Price Per Pound
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RATE CLASSIFICATIONS:

Warehouse Shipment received from July 16 - August 7, 2018	No Charge
Show Site Shipment received as per above dates and times	No Charge
Late Arrival Shipment (warehouse & show site)	\$0.25 (min \$25.00)
Special Handling Shipment (warehouse & show site)	\$0.25 (min \$25.00)

Any single piece over 3,000 lbs. will be subject to additional equipment and labour charges. These charges are the responsibility of the exhibitor.

Please contact our Exhibitor Services Department with any questions at 416-252-2420 or via email at FreemanTorontoES@Freeman.com with any questions.

Description	Weight	Price per LBS	Estimated Total Cost
		\$0.25	
(i.e Late Arrival / Special Handling)			
		Subtotal	
		13% HST	
		Total	

FREEMAN hosted freight package

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

What does it mean if I have "No Documentation"?

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY: AUGUST 7, 2018

TO: _____
(EXHIBITOR NAME)

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

WAREHOUSE

EVENT: MJBizConINT'L 2018

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY: AUGUST 7, 2018

TO: _____
(EXHIBITOR NAME)

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

WAREHOUSE

EVENT: MJBizConINT'L 2018

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: AUGUST 13, 2018

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
METRO TORONTO CONVENTION CENTRE
SOUTH BUILDING - HALL E
222 BREMNER BLVD
TORONTO, ONTARIO, CANADA
M5V 3L9

SHOW SITE

EVENT: MJBizConINT'L 2018

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: AUGUST 13, 2018

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
METRO TORONTO CONVENTION CENTRE
SOUTH BUILDING - HALL E
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THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE OF EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: MJBizConINT'L 2018
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
PHONE#: _____ ATTN: _____

BILL TO: SAME AS SHIP TO

COMPANY NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation**
Charges will appear on your Freeman invoice.
- Other Carrier**
Carrier Name: _____
Carrier Phone: _____

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by all other carriers are the responsibility of the exhibitor.)

Select a Level of Service:

- 1 Day: Delivery next business day*
**Some restrictions may apply. Please contact our Exhibit Transportation team (877) 478-1113.*
- 2 Day: Delivery by 5:00 PM second business day
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload
- Deferred: Delivery within 3-5 business days

Select Shipment Options:

- Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 Do not stack

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

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return the completed material Handling Agreement to the Freeman service desk. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

**In the event your selected carrier (other than Freeman) fails to show on final move-out day,
Please select one of the following options:**

- Reroute via Freeman's choice.
- Delivery back to warehouse at Exhibitor's expense*
* Return to warehouse rates are based on weight. A minimum charge of \$190.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees. A \$185/ month minimum charge will be added to your account.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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





Metro Toronto Convention Centre Recycling Program

A large volume of material goes in to creating a successful event – from cardboard boxes, pallets and Styrofoam for shipping, to carpet and decor which make the space look fabulous. Not to mention the food and beverages consumed and enjoyed throughout. Although much of this material is used up during the event, or saved and reused afterwards, a lot ends up getting tossed.

To this end, the Metro Toronto Convention Centre (MTCC) has developed an aggressive waste reduction program.

We continuously strive to be good corporate citizens and to recycle as much as possible, both the material left over from events and that which is generated internally. This is an invitation to our exhibitors, show managers, and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing material sent to landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful! Here's how you can participate and make an impact.

Recycling on the Show Floor

- Use the recycling bins as marked – large bins are made available during move-ins/outs for wood / metal, cardboard / plastic / paper, and organics. If you do not see the bins, please inform one of our Cleaning Staff and they will be pleased to help
- Keep food separate from other materials – if normally recyclable material is contaminated by food or drink, it will be sent to landfill

Recycling in Meeting Rooms & Public Spaces

- Clearly marked recycling bins are conveniently located throughout the centre – the available streams are plastic / metal / glass, organics, paper, and waste
- It is important to note that this material is only accepted for recycling when it is separated properly at the source – if contamination occurs, the material will be sent to landfill

Donations

- If you no longer need certain materials, but they could be used by someone else, keep it aside so we can donate it for you. We work with several local charities and organizations that can use items such as pens, paper and notebooks, binders, bags, samples, furniture, etc.
- Inform an MTCC staff member of the item(s) to be donated and we will take care of the rest

Promote our Recycling Program

- It is important that everyone involved in the event be aware of the recycling requirements
- Show Managers, please use the communication tools provided to you by the Exhibitor Services team in all of your printed materials, emails, and brochures

Every little bit helps. We are proud of our program, we stand behind it. We want you to benefit from it too!

Like to learn more? Reach out to our Exhibitor Services team for communication material and check out <http://www.mtccc.com/green> for information about the Sustainability Program at the MTCC, including food waste management and energy saving measures.

Notice to Exhibitors / Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour / Repair charges will apply to remove prohibited tapes / decals from Metro Toronto Convention Centre property.
2. The provision, installation and use of wireless routers and access points (including cellular based personal hot spots) by exhibitors, exhibition companies and Audio Video suppliers is strictly prohibited within the Metro Toronto Convention Centre facility. This prohibition applies to all devices that broadcast an 802.11 (Wi-Fi) or other signal in either the 5 Ghz or 2.4 GHz radio spectrum regardless of whether the exhibitor has ordered Internet services or not. An application for an exception to the prohibition can be made to Technology Services Department and will be considered on a per case basis. Devices that are discovered within the MTCC that have not been approved will be shut down and / or have their Internet services disconnected.
3. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour / Repair charges will apply to remove prohibited tapes from the Convention Centre property.
4. Helium balloons, animals, birds or pets of any description require written authorization. You may find these forms in Exhibitor Forms Package (www.mtccc.com/exhibitors-forms-guidelines/) or please call the Event Manager for authorization form.
5. Sample food or beverage products may be distributed within an exhibit area with written authorization. Please contact the Catering department for further information (416) 585-8144.
6. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
7. All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved (or equivalent) safety shoes, hard hats, harnesses, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection.



Notice to Exhibitors / Display Companies

8. As per the Ministry of Labour, children under 16 years of age are NOT permitted on the show floor during tear down or move-out. Please also note, that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move-out activity is taking place.
9. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
10. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less, 30 tons weight capacity.
11. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
12. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Toronto Fire Department and the Metro Toronto Convention Centre approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals and floorplans. Labour charges will apply for a fire watch.
13. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Official Electrical / Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
14. Smoking is NOT PERMITTED anywhere inside the Convention Centre, including e-cigarette and vaporizing.
15. You are required to report immediately any unsafe condition or accident of which you have knowledge to a security guard or event management employee.
16. No material may be taken through the Main Entrance on Front Street, Internal Street or Bremner Blvd. unless it can be carried by hand. Dollies are not allowed on carpet areas. No equipment may be transported on the escalators or public passenger elevators. All four wheel dollies, pallet jacks or oversized loads are prohibited into the pre-function areas. If you require a dolly or pallet jack to move your items, you must use the designated loading area.



Sustainable Solutions: Donations

If you no longer need certain materials from this event but they could be used by someone else, let us know!

The Metro Toronto Convention Centre partners with local organizations to donate items rather than throw them out or to save you from shipping them back. This effort supports the community and makes move out easier for everyone. Our partners include the Toronto District School Board, Habitat for Humanity, Margaret's Housing and Community Support Services, and the Red Door Family Shelter.

Items such as pens, paper and notebooks, binders, reusable bags, giveaways and samples may no longer be useful for you, but they can make a big difference to the lives of others.

Inform us today of any item(s) to be donated and we will work with you to find the best home for them.

Please note that all material to be donated must be preapproved prior to show open on August 14.

Contact the Sustainability Officer (donations@mtccc.com or 416-585-8137) to make arrangements for your donation, or if you have any questions.





Protective Footwear

On May 28, 1998 the Ministry of Labour conducted a site tour of the Metro Toronto Convention Centre facilities & determined that the exhibit levels during a move-in and move-out are considered construction sites, therefore, all workers must wear protective footwear as stipulated in the Occupational Health & Safety Act. The Occupational Health & Safety Act states "A worker exposed to the hazard of a foot injury shall wear foot protection appropriate in the circumstances" (R.R.O. 1990 reg 851-S82).

All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved (or equivalent) safety shoes, hard hats, harnesses, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Provincial Ministry of Labour Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. Anyone found not wearing approved safety shoes will be immediately asked to leave the exhibit hall.

Safety in the workplace is an important issue for all of us and the Convention Centre appreciates your full co-operation and support with this important issue.

Should you have any questions, please feel free to contact Michel Genier, Operations Manager at (416) 585-8278.

Fire Regulations for Exhibitors

The purpose of these requirements is to maintain an acceptable level of fire safety within the Metro Toronto Convention Centre. The fire protection systems built into the Convention Centre have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Convention Centre to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Fire Safety Officer of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment
2. Materials, processes and equipment requiring special approval from the Metro Toronto Centre Fire Safety Officer
3. Acceptable booth configurations
4. Acceptable material for booth construction
5. Interior finishes and furnishings
6. Obstructions
7. Combustion engines
8. Electrical equipment and connections
9. Portable spotlights
10. Procedures during set-up and dismantling
11. All items to be suspended from ceilings
12. Emergency Procedures

Prohibited materials, processes, equipment and booth configuration

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper
2. Paper backed foil unless glued securely to suitable backing
3. Styrofoam and / or foamcore, gaterboard, corrugated plastic
4. Fireworks
5. Blasting agents
6. Explosives
7. Flammable cryogenic gases
8. Aerosol cans with flammable propellants
9. Fuelling of motor vehicles
10. Liquified petroleum or natural gas
11. Wood matches with all surface strikes
12. Hazardous refrigerants such as sulphur dioxide and ammonia
13. Cellulose nitrate motion picture film
14. Portable heating equipment
15. Flammable liquids or dangerous chemicals
16. Electrical equipment or installation not conforming to the Ontario Electrical Code
17. Hay

Rigging Plot submit to:

Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com

Fire Regulations for Exhibitors

Materials, processes and equipment requiring special permit for use

The use of the following materials, processes or equipment is subject to approval from the Metro Toronto Convention Centre Fire Safety Officer. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to the Metro Toronto Convention Centre who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles, torches, or cooking appliances
 - (a) Portable Commercial Cooking Equipment: Must meet NFPA96 - 184 installation of Equipment for the Removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Fossil fuel powered equipment
7. Hydraulically powered equipment using flammable fluids
8. Radiation producing devices
9. Natural Christmas trees
10. Hydrogen vehicles

Acceptable booth configuration

The following booth configurations will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from the Metro Toronto Convention Centre Fire Safety Officer. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Officer for his approval. The Fire Safety Officer will discuss these configurations with the Toronto Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.

Note: Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Fire Safety Officer and when they are in accordance with The Metro Toronto Convention Centre guidelines attached and/or National Fire Prevention Act #13 (1982) and the Ontario Building Code.

* Any enclosed showroom with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 2,500 square feet or more must contain one fire extinguisher.

* Bleachers are allowed with prior approval of Fire Safety Officer and Ontario Building Code.

Fire Regulations for Exhibitors

Acceptable materials for booth construction

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Noncombustible materials as regulated by the Ontario Building Code.

Interior finishes and furnishings

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper: cardboard or compressed paperboard less than 1/8 inch thick is considered paper
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

Limitations

1. Made from noncombustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the Metro Toronto Convention Centre Fire Safety Officer.

Note: It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the materials (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.
5. All fabrics should meet the requirements of CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films" or equivalent.



Fire Regulations for Exhibitors

Obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Manager or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than $\frac{1}{2}$ full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Fire Safety Officer.
3. The electrical system shall be de-energized by either:
 - (b) Removing the battery, or
 - (c) Disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than $\frac{1}{2}$ full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

Electrical equipment and connections

Rule 2-022 of the Electrical Safety Code, a provincial regulation, requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection / Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.

Rigging Plot submit to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com



Fire Regulations for Exhibitors

Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with Ontario Hydro an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows, and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual.

Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

Please note that the Electrical Safety Authority (ESA) inspectors have the authority to order the removal of unapproved electrical equipment from the show.

Portable spotlights

All clamp on types of portable spotlights shall be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) or power bars may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three conductor cord to be used.

Procedures during set-up and dismantling of shows

All exhibitors are to report to the Marshaling Yard prior to Move-In or Move-Out. Exhibitors will be issued a pass to receive authorization to enter the loading area. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited. Once unloaded, your vehicle is to be removed from the loading dock immediately.

Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the Centre's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule."

The following equipment and operations are prohibited during show set-up and dismantling:

1. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
2. Electrically powered tools and equipment other than those listed by CSA or approved by Ontario Hydro.
3. Portable heating equipment.
4. Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Fire Safety Officer.
5. Painting with flammable or volatile paints and finishes.
6. Use of other equipment or operations that increase the risk of life safety.

Rigging Plot submit to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com

Fire Regulations for Exhibitors

Ceiling suspended items

1. All items to be suspended from ceilings including signs, displays, light and sound equipment etc., must be approved in advance.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately upon close of the show.

Emergency procedures

The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Metro Toronto Convention Centre emergency number is 8160, or (416) 585-8160.

As a reminder, the Metro Toronto Convention Centre is a smoke free environment.



Fire Safety Reply

Event: MJBizCon INT'L

Complete and return by: July 12, 2018.

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the Building Department.

	YES	NO
1. Exhibit configuration is 1,000 sq ft or more	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit has roof / mezzanine / second storey	<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibit has a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibit exceeds 12 feet in height	<input type="checkbox"/>	<input type="checkbox"/>
5. Exhibit material exceeds 10,000 lbs gross weight	<input type="checkbox"/>	<input type="checkbox"/>
6. Exhibit material exceeds 300 lbs / sq ft limit	<input type="checkbox"/>	<input type="checkbox"/>
7. Exhibit has prohibited material	<input type="checkbox"/>	<input type="checkbox"/>
8. Materials / processes / equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit has suspended signs / banners / lights	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit has hard wall (in-line booths N/A)	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit has motorized vehicle / combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibit contains liquid fuels / natural gas / propane (six weeks notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
13. Exhibit contains cooking appliances	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibit contains hazardous material	<input type="checkbox"/>	<input type="checkbox"/>

Note: a) If questions 1 to 4 are answered "Yes" specific floor plans must be submitted
 b) If questions 5 to 14 are answered "Yes" specific details must be included

Details:

Notice: All exhibitors must wear protective footwear during move-in/out.

Email completed form and necessary floor plans to:
Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor / Company Name: _____
 Contact Person: _____
 Address: _____
 Postal Code: _____ Booth #: _____
 Telephone #: _____ Fax #: _____

Return completed forms to:
 Metro Toronto Convention Centre, Operations Department
 255 Front Street West, Toronto, Ontario M5V 2W6
 T: (416) 585-8135 | E: fsr@mtccc.com | www.mtccc.com



Emergency Procedures

NORTH AND SOUTH BUILDING
EMERGENCY NUMBER IS **(416) 585-8160 OR**
8160 FROM CLOSEST HOUSE PHONE

IN CASE OF FIRE EMERGENCY

IF YOU SEE FIRE OR SMOKE

- Leave the fire area immediately by the nearest exit.
- Close doors behind you.
- Activate the nearest fire alarm pull station.
- Leave building by nearest exit.

IN CASE OF FIRE ALARM

IF YOU HEAR A FIRE ALARM ALERT SIGNAL (SLOW BEEPING SOUND)

- Prepare to leave the building.
- Await instructions over the loud speakers (approximately one minute).

IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL (FAST BEEPING SOUND)

- Leave the building via the nearest exit.
- Do not use elevators.
- If you encounter smoke in the stairway, use alternate exits.
- Once outside building, stay clear and do not return until declared safe to do so by the Fire Official.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow instructions over loud speakers or from security staff.

Remain calm...Do not use elevators

IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for security office (416) 585-8160 or 8160 from closest house phone.
- Give exact location.
- Give detailed information of the injury and the cause of the injury.
- Remain in contact with security until emergency personnel have arrived.

FOR NON-EMERGENCY SITUATIONS PLEASE CALL (416) 585-8360 OR 8360

If you require this document in an accessible format, please contact us at (416) 585-8199 or accessibility@mtccc.com.
If you require additional support or an accommodation in the event of an emergency evacuation,
please notify Security upon your arrival to the Centre at (416) 585-8360.



Vehicle Marshalling / Move-In / Move-Out

A marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

Move-in / out information / bulletins will be provided by Show Management. Any variations to the procedures listed below will be indicated as such on the move-in / out information / bulletins.

PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre when required during operational hours of 0700–2359. Charges will be applied between 0001–0700.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by the Convention Centre dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with the Convention Centre dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through the Dock Office at (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

NOTE:


Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.



Vehicle Marshalling / Move-In / Move-Out


Directions from the Cherry St. Marshalling Yard to the Metro Toronto Convention Centre:

(A) Directions to the Metro Toronto Convention Centre North Building, West Ramp

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left onto Wellington St.
5. Turn left onto John St.
6. Head through the intersection and up the West Ramp  <https://goo.gl/maps/7oD1daUfuiB2>

Entrance to the Exhibit Hall(s) will be to your left.

(B) Directions to the Metro Toronto Convention Centre North Building, East Loading Dock & West Freight Elevator


1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left toward the Convention Centre Internal St.  <https://goo.gl/maps/R3bCJZ7VEps>


Entrance to the East Loading Dock will be immediately to your left.

Entrance to the West Freight elevator: continue through Internal St. towards the parking exit, Loading Docks for West Freight will be to your immediate right.

(C) Directions to the Metro Toronto Convention Centre South Building, Loading Dock & Truck Elevator

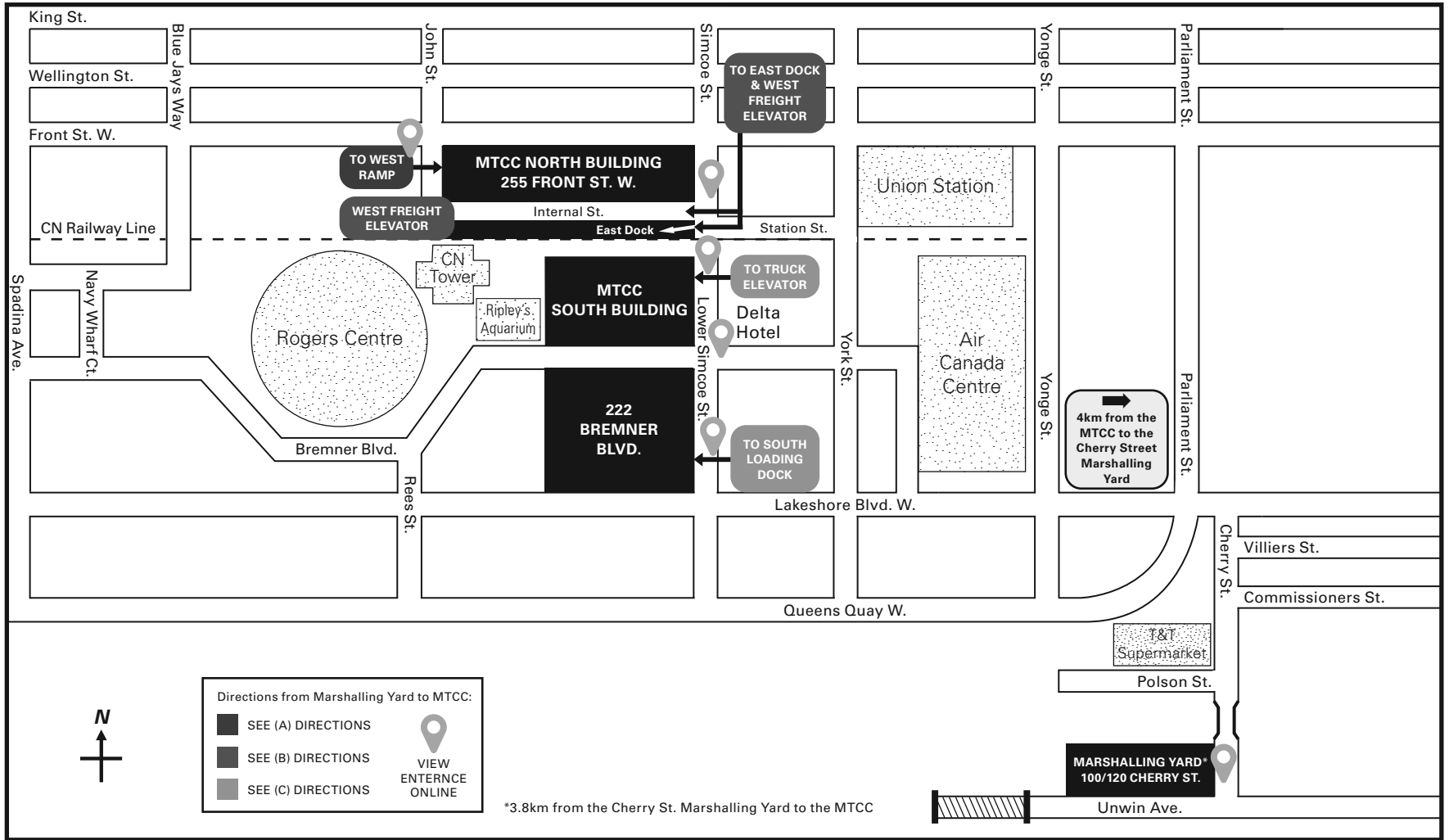
1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.

Entrance to Loading Dock will be immediately to your left.  <https://goo.gl/maps/nNskXYMc2kR2>

Entrance to the Truck Elevator is 80m ahead to your left.  <https://goo.gl/maps/HkcWfWixsm12>



Metro Toronto Convention Centre (MTCC)



Map is not to scale

Early-Bird Rates for MJBizCon INT'L 2018!

Exhibitors please order your booth services by **July 23, 2018** and save up to 41% off!

All orders received two weeks in advance of the event will now be able to save:

41% off Parking Passes

21% off Cleaning Services

12% off Wired High-Speed Internet Services

There are two convenient ways to order services from us:

Online Ordering

You can save money and time by conveniently ordering your services online! To order online please go to: <http://www.mtccc.com/online-ordering-tool/>. Online ordering closes 3 days before the event moves in.

Exhibitor Forms

You can also order by completing and sending Order Forms to the email or fax provided on them. Blank forms can be downloaded from <http://www.mtccc.com/exhibitors/forms.aspx>

Business Centre Services

Courier, Photocopying and Printing Services

The Business Centre on level 300 is able to assist exhibitors who want to **ship out packages via FedEx**. Exhibitors can ship out through our business centre for a \$40.00 handling fee, plus the courier's direct shipping cost.

At the Business Centre, you may find additional services to meet your needs, for example photocopying, faxing and document printing. We also have office supplies available for purchase.

The Business Centre located in the North Building, on Level 300 (beside Hall C). Hours of operation are Monday – Friday, 8:00am – 5:00pm.

Thank You,

JADRANKA DRAGICEVIC | Exhibitor Services Representative

Metro Toronto Convention Centre

255 Front Street West, Toronto, ON M5V 2W6

T: (416) 585-8387 | F: (416) 585-8388

E: exhibitor-services@mtccc.com



Your MTCC Team Contacts

Exhibitor Services Centre

Exhibitor cleaning, parking, internet & telecommunication services

Email: exhibitor-services@mtccc.com

Phone: (416) 585-8387

Fax: (416) 585-8388

Website: www.mtccc.com/order

Parking Services

Parking passes available for 2 MTCC lots
1,700 spaces available, open 24/7

Email: exhibitor-services@mtccc.com

Phone: (416) 585-8387

Fax: (416) 585-8388

Website: www.mtccc.com/order

Catering Services

Catering services available for your booth, exclusively by the MTCC. Consult one of our experienced Catering Specialists to place your order.

Email: catering@mtccc.com

Phone: (416) 585-8144

Business Centre Services

Available services include: Printing, photocopying, outbound courier services, stationary supplies and faxing.

Email: businesscentre@mtccc.com

Phone: (416) 585-8387

Showtech Electrical

Exclusive provider of electrical services, display lighting and banner hanging.

Email: sales@showtech.ca

Phone: (905) 283-0550

Internet & Telecommunication Services

In-house Telecommunications Specialists

Email: telecommunications@mtccc.com

Phone: (416) 585-3596

Fax: (416) 585-8275

Website: www.mtccc.com/order

Booth Cleaning / Janitorial Services

Interior booth cleaning services (vacuum, dust, mop, wastebasket removal) are exclusive to the MTCC.

Email: exhibitor-services@mtccc.com

Phone: (416) 585-8387

Fax: (416) 585-8388

Website: www.mtccc.com/order

Fire Safety Officer

Exhibits are to meet the Ontario Building & Fire Code as outlined in the enclosed forms.

Email: fsr@mtccc.com

Phone: (416) 585-8135

Emergency Services

For immediate assistance in case of emergency, please contact MTCC Security open 24 hours a day, 7 days a week

Phone: (416) 585-8160



DON'T MISS OUT ON THE DISCOUNT RATE, ORDER EARLY!
www.mtccc.com/order

Exhibitors Parking Pass Order Form

In order to arrange for parking service please complete this form:

SHOW: MJBizCon INT'L SHOW DATES: August 14 - 16, 2018.

CONTACT NAME: _____ BOOTH #: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

PROVINCE / STATE: _____ EMAIL: _____

POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____

CREDIT CARD #: _____ EXP. DATE: / / NAME ON CARD: _____

CARD HOLDERS SIG.: _____ CARD HOLDER'S EMAIL: _____

VISA MASTERCARD AMERICAN EXPRESS

Select one: Mail passes to address above (only orders received 14 days prior to event move-in will be mailed free of charge) If alternative address, please contact Exhibitor Services at exhibitor-services@mtccc.com

Pick up on-site.

(Please indicate number of passes required in the table below) Prices below are in effect as of April 1, 2018 to March 31, 2019.

Advanced Rate "Early Bird" Discount	Regular / On-site rate	Dates	License plate
"Early Bird" Rates End: July 23, 2018.	On-site Rates Start: July 24, 2018.	Please list dates for parking pass.	Please advise plate #. If unknown enter TBA
_____ 1-Day @ \$18.00 = \$ _____	_____ 2-Day @ \$54.00 = \$ _____	Valid: _____	_____
_____ 2-Day @ \$32.00 = \$ _____	_____ 3-Day @ \$81.00 = \$ _____	Valid: _____	_____
_____ 3-Day @ \$48.00 = \$ _____	_____ 4-Day @ \$108.00 = \$ _____	Valid: _____	_____
_____ 4-Day @ \$64.00 = \$ _____	_____ 5-Day @ \$135.00 = \$ _____	Valid: _____	_____
_____ 5-Day @ \$80.00 = \$ _____	Other: _____ \$ _____	Valid: _____	_____
Other: _____ \$ _____	Other: _____ \$ _____	Valid: _____	_____
TOTAL: \$ _____	TOTAL: \$ _____	GRAND TOTAL:	_____

- All orders with **more than one pass** must be picked up by one main contact person.
- Multiple** day parking pass rates are available for two or more consecutive days. Multiple day parking passes allow for in / out privileges, starting at 7:00am until 7:00am the following day.
- One day** parking pass does not allow in / out privileges; one time use only. One day passes are only available to purchase during the early bird time period, no purchase available on-site.
- Parking passes are **non-refundable** and **non-transferable**. **The Convention Centre is not responsible for lost passes.**
- Regular parking rates** can be found online at www.mtccc.com/attendees/parking.aspx. There are no in / out privileges.
- Rates are subject to change without notice.

There are 1700 garage spaces as follows:

1200 North Building – enter from Simcoe St., south of Front St.W. (clearance 6'3", 1.9 m.)

500 South Building – enter from Lower Simcoe St., south of Bremner Blvd. (clearance 6'6", 2.0 m.)

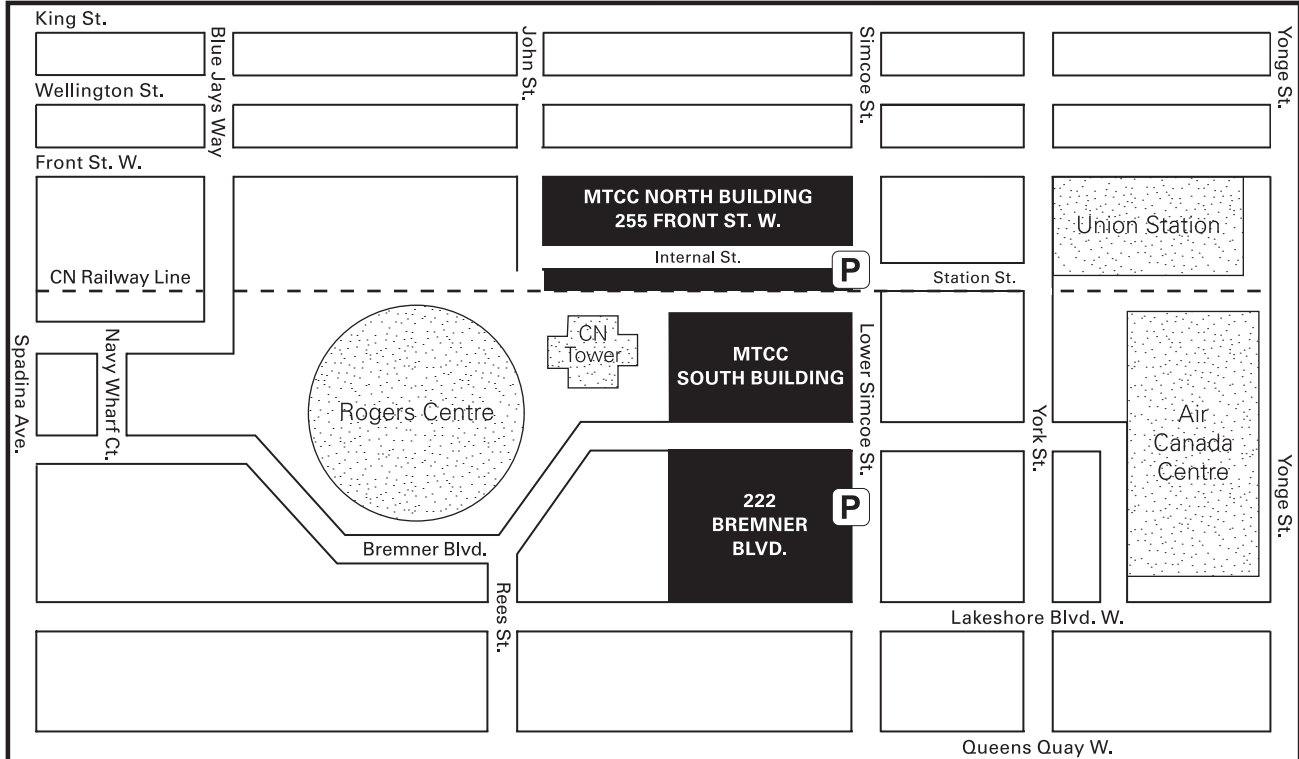
There is an internal walkway adjoining the buildings.

Parking passes are available on a first come first serve basis.

Where do I pick up my Parking Pass?

Parking passes are to be picked up at the Exhibitor Services counter in the exhibit hall during event move-in / set up. If you are unable to pick up your parking passes during regular service hours, they may also be picked up at the closest Parking Office after the service desk has closed or up to one hour prior to the end of the event. Parking Offices are located at the entrance / exit of the parking garages in the North Building (Level 5A) or the South Building (off of Level 600). The parking passes are required to exit the garage.

Exhibitors Parking Pass Order Form



Map is not to scale

04|12

Return completed form to: Metro Toronto Convention Centre, Exhibitor Services
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8387 | F: (416) 585-8388 | E: exhibitor-services@mtccc.com | www.mtccc.com



Exhibit & Signage Rules

To ensure a successful show for all exhibitors at MJBizCon INT'L, please familiarize your team with these important updates to exhibit booth display guidelines. These rules and regulations have been implemented to ensure that all exhibitors are treated fairly, and have equal opportunity to present their brand and products in a compelling fashion.

The intent is to keep sight lines open and not infringe on your neighbors.

Island Exhibit Space:

Hanging signs are **ONLY** permitted for island exhibit spaces.

Rules:

- All hanging signs must be submitted and approved by Show Management no later than Thursday, July 12. Email design to aliciaf@mjbizdaily.com.
- Exhibitors are responsible for producing the hanging sign and all related costs.
- Exhibitors are responsible for rigging and all related costs.
- Rigging request must be made by Thursday, July 12 through official show providers that can be found in the Exhibitor Service Manual (ESM).
- Hanging signs cannot exceed a maximum height of 4'.
- Maximum hanging height from the top of the sign to the floor, for all signs is 22' unless further restricted by the venue.
- Hanging signs must be placed above contracted exhibit space only.
- Signs should be centered within the exhibit space and cannot encroach on any neighboring company's exhibit space.
- Any variances may be issued at the Show Organizer's discretion.

In-line and Corner booths:

Hanging signs are **NOT** allowed over in-line or corner exhibit space

- Display materials cannot obstruct sight lines of neighboring exhibitors.
- The maximum height of any structure in the booth cannot exceed 10 feet. Booth branding can only face forward, exhibitors cannot brand on the sides or back of booth.
- Exhibit structures or individual elements that are between 10 feet and 14 feet in height will be allowed for an additional fee of \$500 – as long as sight lines to neighboring exhibitors are not obstructed. Show management must be notified by Thursday, July 12, please email aliciaf@mjbizdaily.com.
- Displays over 14 feet, including but not limited to- signs, flags and banners, are not permitted in any in-line booth, and will not be allowed.

- The back walls of all displays visible from a neighboring exhibit must be finished materials displaying a plain, non-branded wall. Any back-wall logos/words/graphics visible from an adjoining exhibit must be covered in a similar finish to the rest of the wall.
- If back wall materials do not conform with the required plain, non-branded finished material, the exhibitor will incur the charges to have coverage completed on site. Exhibitors agree that show management shall not be held liable for damages should the onsite solution involve a permanent alteration of the booth.
- Side walls/displays/equipment may be up to 8 feet tall in the back half of the booth but must be 4 feet or under on the front 5 feet.

Each 10'x10' space includes:

- 8' black pipe and drape back wall
- 3' black pipe and drape sidewalls
 - 6' black draped table
 - 2 standard chairs
 - Wastebasket
 - Booth ID sign



Exhibits which are not in compliance with the above guidelines will be asked to adjust on-site. Failure to comply will impact future opportunities to exhibit at MJBizCon events.

SIGN & BANNER HANGING ORDER FORM

Booth #: _____

ADVANCED PRICE UNTIL: _____ **REGULAR PRICE:** _____

ALL ORDERS RECEIVED BEGINNING ON AUGUST 10, 2018 THROUGH THE COMPLETION OF THE EVENT, WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE.

EXHIBITOR INFORMATION

BOOTH #: _____ COMPANY: _____ CONTACT NAME: _____

ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____ PHONE: _____ FAX: _____

SIGN INFORMATION

**TO RECEIVE A QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO 416.585.8255
FOR ASSISTANCE CONTACT OUR SITE OFFICE – 416.585.8109**

Please check your Exhibitor's Manual for any Show Restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation.

All signs must be hung by SHOWTECH prior to aisle carpet placement. Large/heavy signs must be installed prior to booth set-up. IT IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY SHOWTECH.

NOTE: Upon show closing, Exhibitors must remain in their booths until signage can be removed by SHOWTECH and collected by the Exhibitor. SHOWTECH is not responsible for loss or storage of signage at show completion.

Quantity: _____ Vertical: _____ ↑ Horizontal: _____ ↔ Weight: _____ lbs.
(please specify ft. or in.) (please specify ft. or in.)

OVERHEAD VIEW OF SIGN/BANNER LOCATION

Back of Booth

Front of Booth

PLEASE COMPLETE THE FOLLOWING SECTION:

- Shape of sign: _____
(Example – Banner, 3D square, 3D triangle, 3D circle)
- Height from floor to bottom of sign: _____ ↑
- Material of sign: _____
- Is power required?: _____ Amps/Volts: _____
- Has this sign been hung before at MTCC?: _____
- If yes, which show?: _____

QUOTATION ESTIMATE

\$ _____ Sign Estimate +13% HST \$ _____ Power cost for sign +13% HST \$ _____ Total Estimate based on information above

QUOTE PREPARED BY _____

CUSTOMER SIGNATURE _____

PLEASE PROVIDE PAYMENT DETAILS TO CONFIRM ACCEPTANCE OF QUOTE

VISA MasterCard Amex Cheque (payable to SHOWTECH) CARDHOLDER NAME: _____

_____/_____/_____ EXPIRY DATE: ____/____/_____ CODE: _____

CARDHOLDER SIGNATURE: _____

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.

PAYMENT INFORMATION: **This is your official receipt/invoice.** Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Advanced Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advanced Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

ONLINE ORDERS: PLEASE VISIT WWW.SHOWTECH.CA, CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

EMAIL/FAXED ORDERS: PLEASE RETURN COMPLETED FORMS TO

Linear Booth

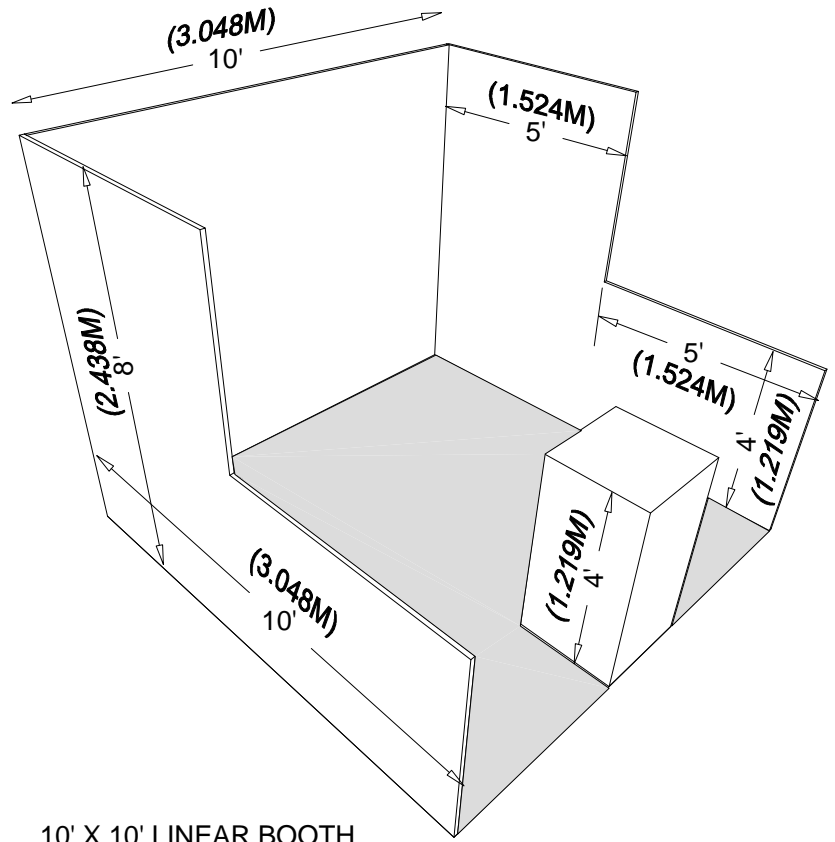
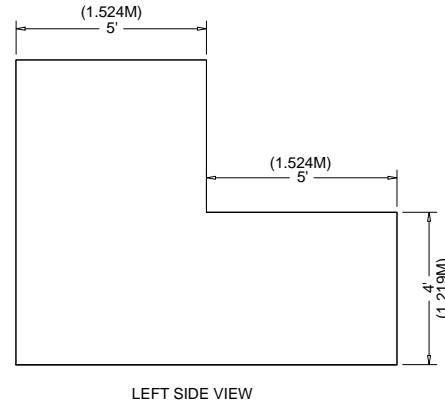
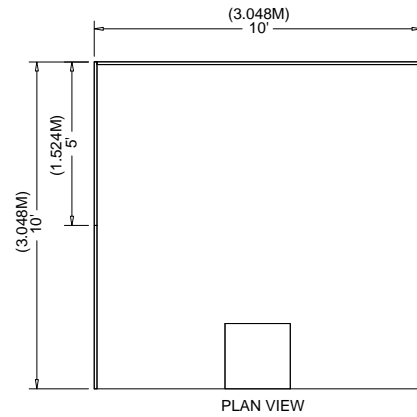
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

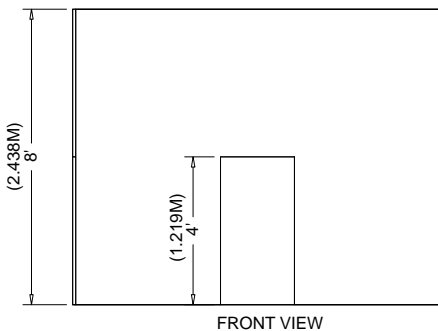
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

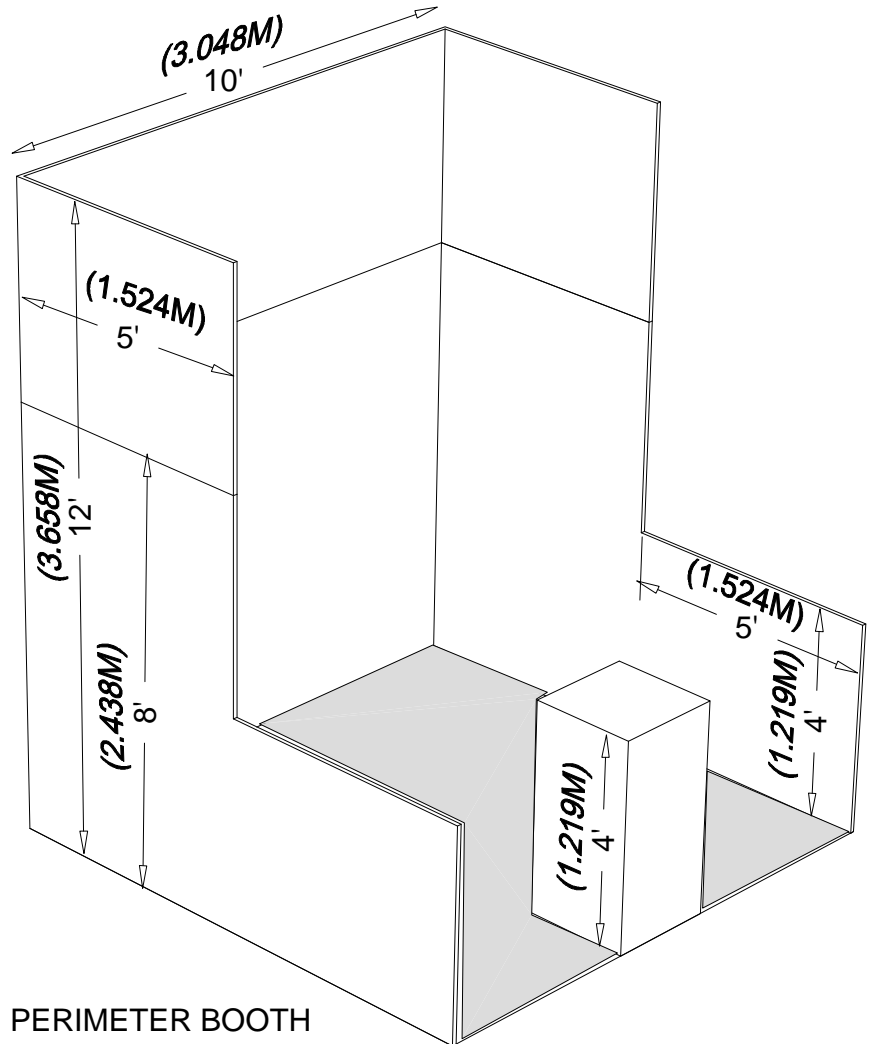
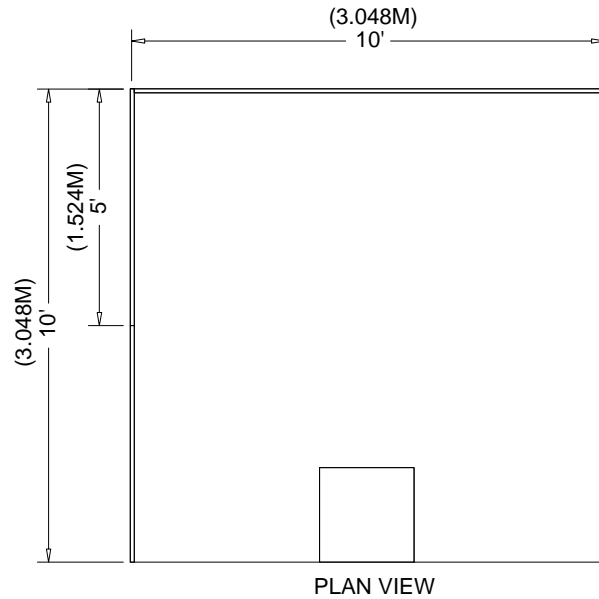
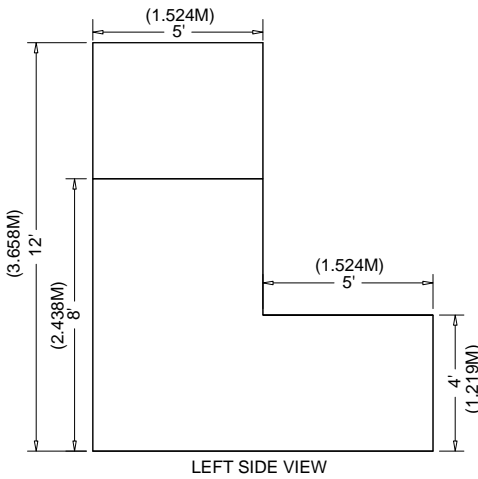
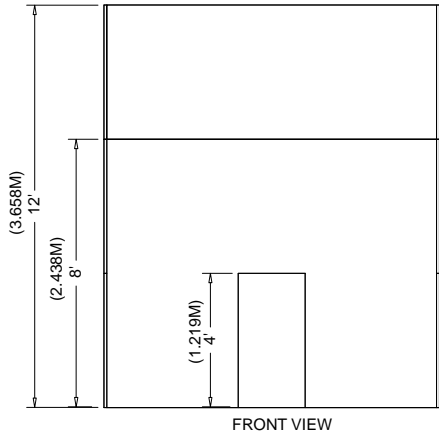


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



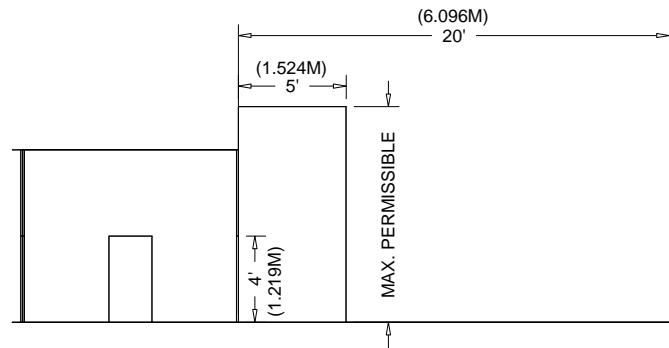
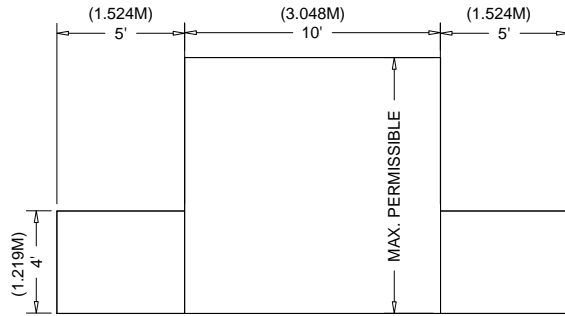
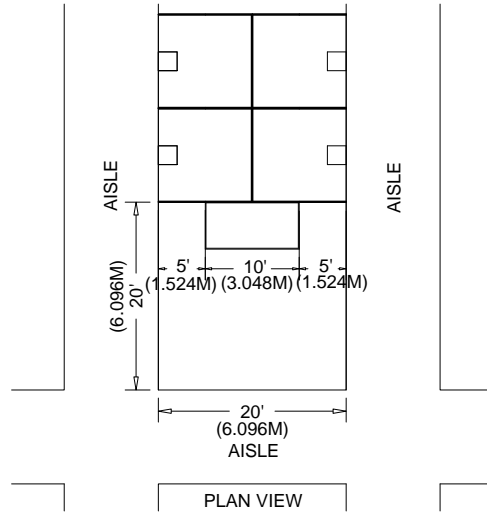
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **FREEMAN**

Peninsula Booth

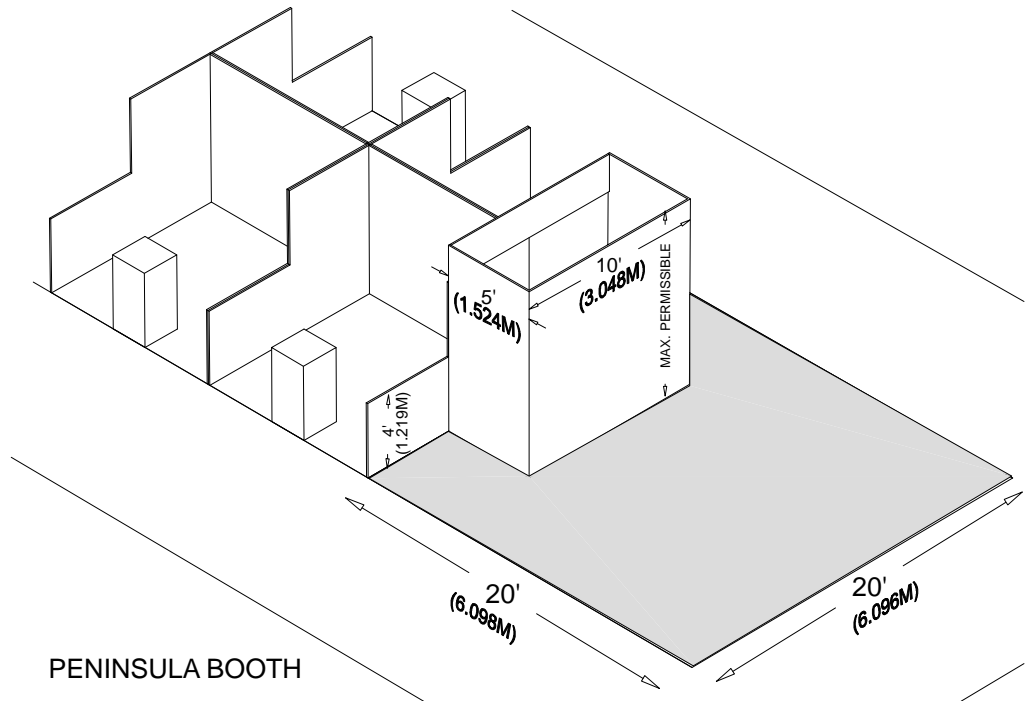
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



FRONT VIEW



This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **FREEMAN**

Island Booth

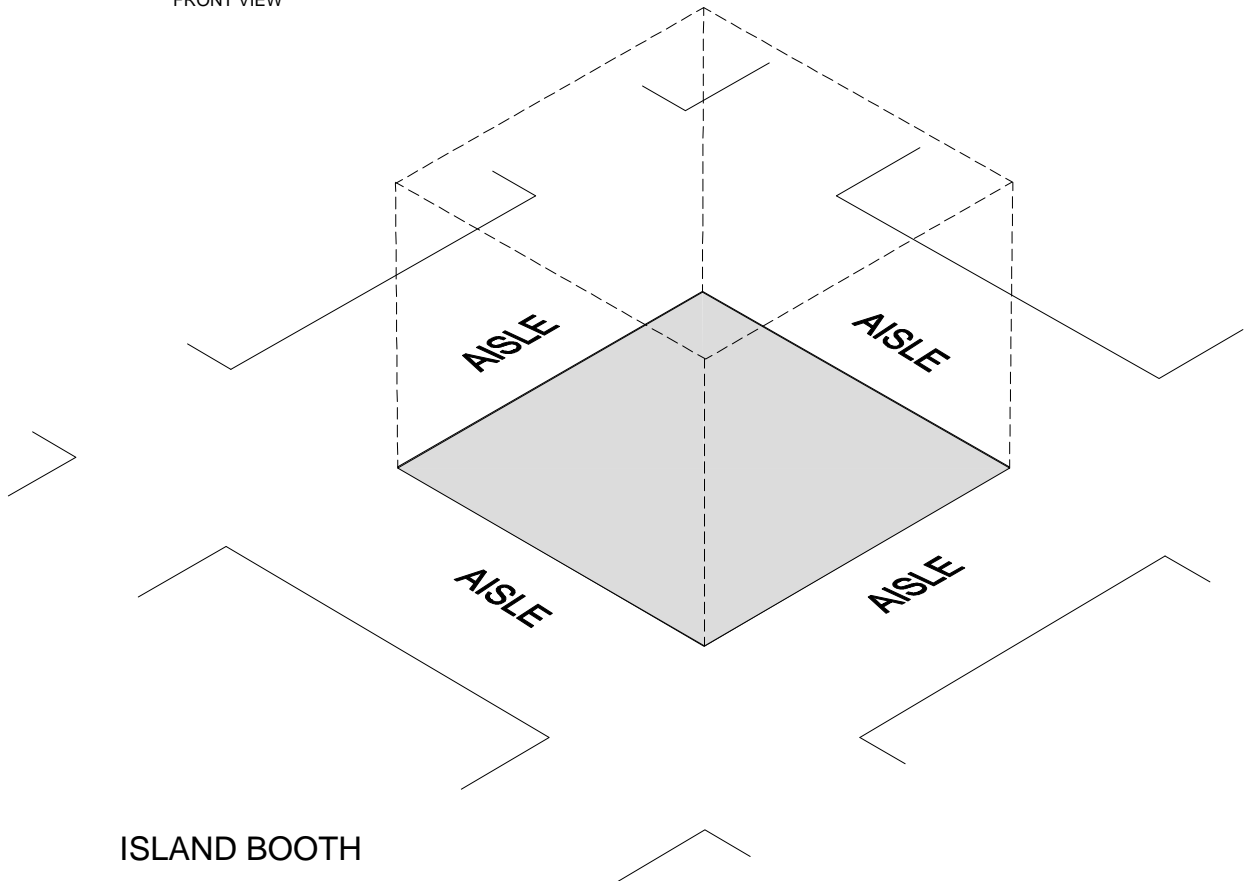
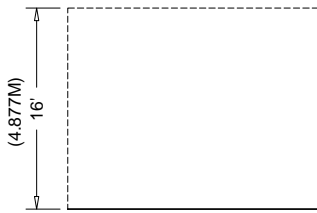
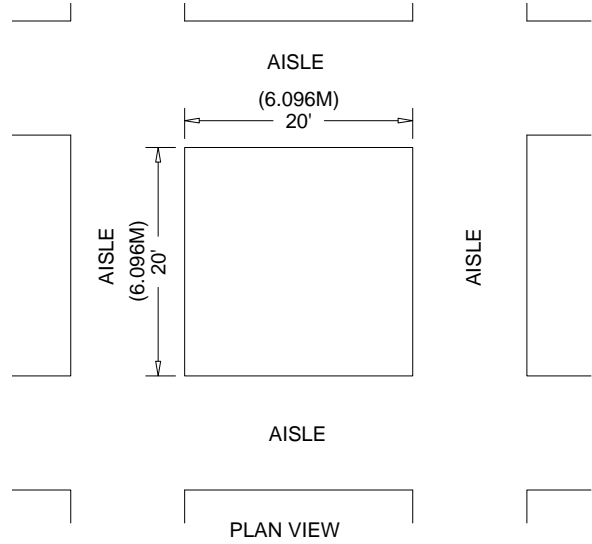
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



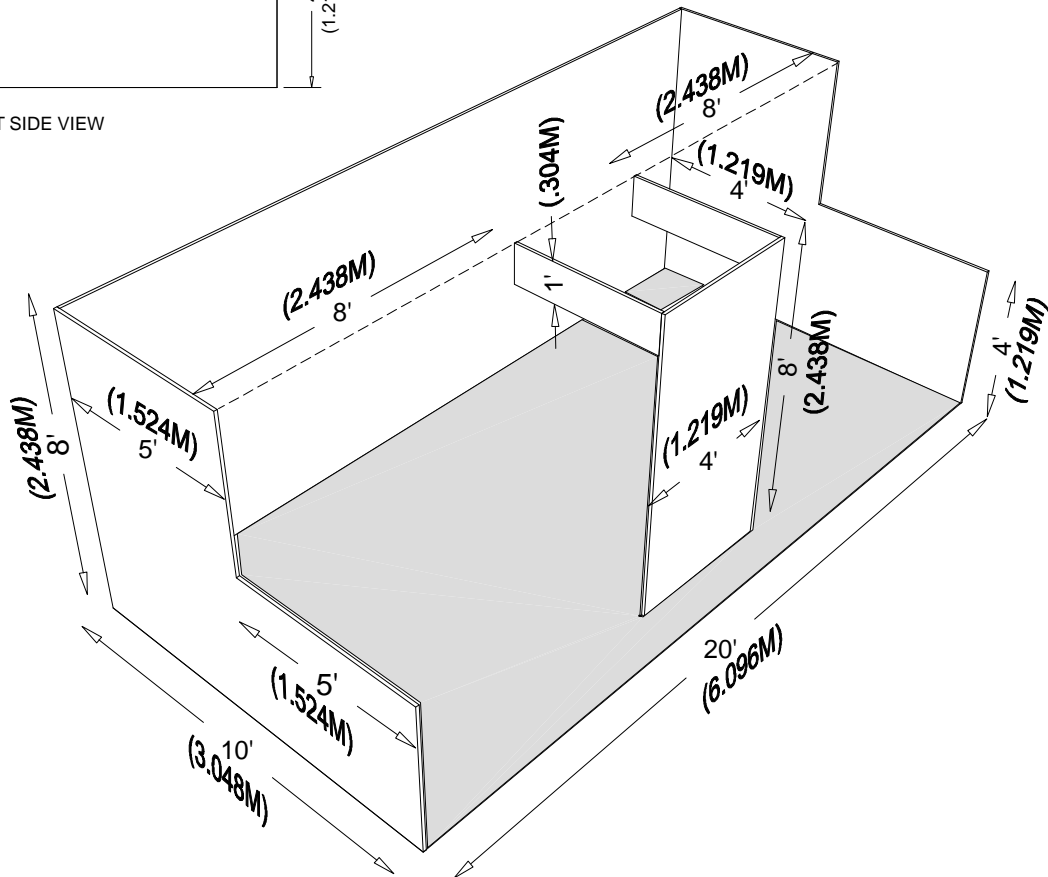
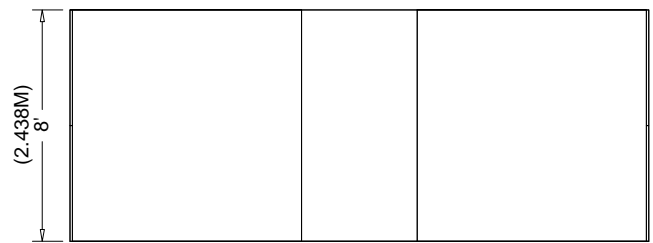
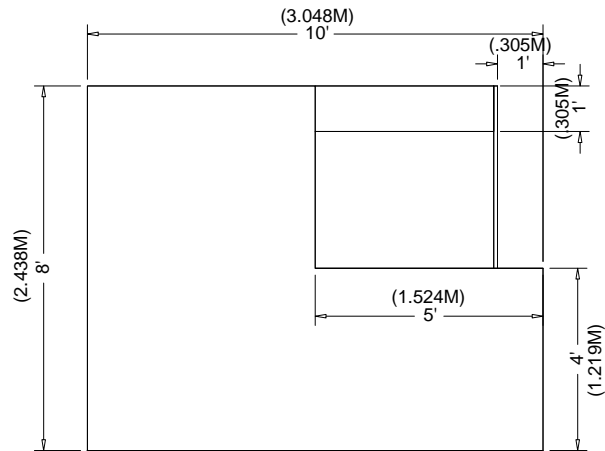
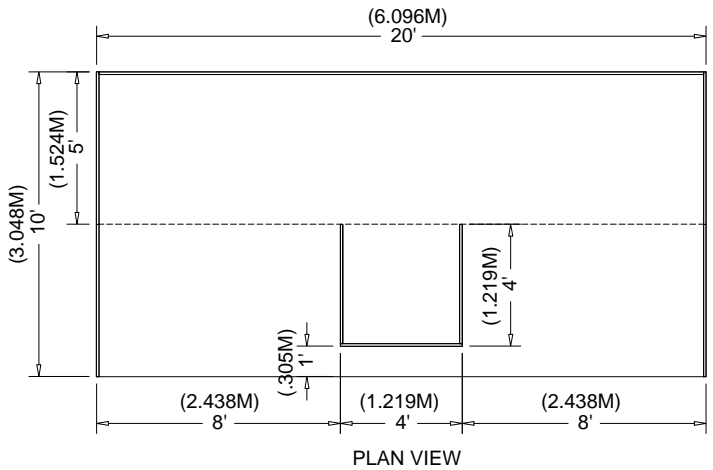
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



10' X 20' EXTENDED HEADER BOOTH

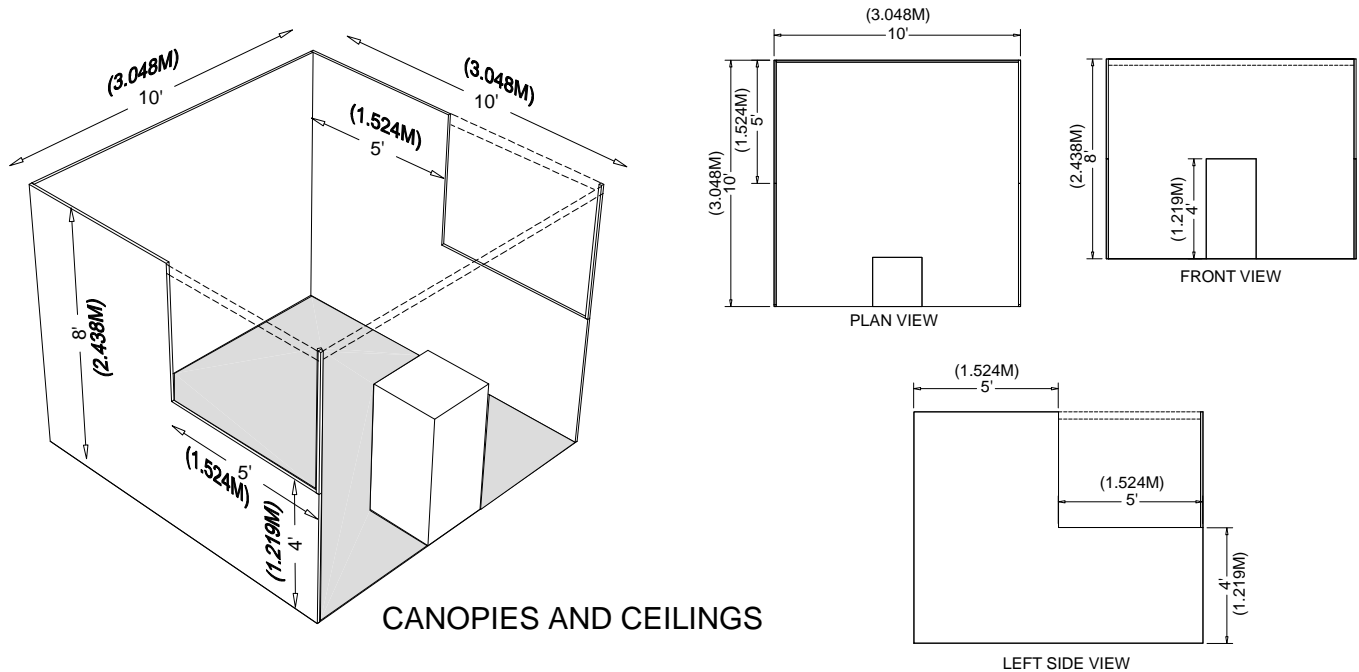
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **FREEMAN**

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management’s discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at www.usdoj.gov/crt/ada/adahom1.htm.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

(continued on next page)

Issues Common To All Booth Types *(continued)*

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Rigging / Overhead Work Policy

This policy applies to all overhead work at the Metro Toronto Convention Centre. This policy is also supplementary and/or to compliment other relevant and applicable legislation (such as OHSA), other existing building health and safety policies, and the contractors own policies given to their workers.

- **Rigging installation affixed to any Centre structure is an exclusive service provided by SHOWTECH Power & Lighting**

Worker Competency, Training, and Certification

Workers must have appropriate training and certification in the use of specialized equipment, tools, and the acceptable techniques employed for working at high levels.

- Boom Lifts / Scissor Lifts operation
- Fall Arrest System, safety lines
- Propane handling (if machine is propane powered)
- Chain falls, hoists, winches, rigging apparatus, attachments, load cells etc.
- General knowledge of the Metro Toronto Convention Centre structure, load capacities, attachment points / methods

Workers engaged in any Overhead work activity must be properly outfitted with Personal Protective Equipment (P.P.E.). These may include safety footwear, hard hat, safety glasses, gloves, and fall protection to be used as demanded by the tasks being accomplished.

Workers participating in lifting operations, or in the vicinity of materials handling operations or other mobile equipment, are at all times required to wear safety footwear.

Equipment, Tools and Hanging Components

At all times, small hand tools should be connected via a safety cable that prevents accidental dropping. Portable radios / phones must be sheathed in a secure holster with similar safety hook-up.

Lifting Equipment, such as Booms and Scissor lifts must have current certification demonstrating regular inspection and maintenance.

Chain Hoists, chain falls, steel cables, slings, chokers and all other Rigging equipment are to be regularly maintained, inspected and certified according to governing legislation, manufacturers' recommendations, and good industry practice.

Production components (to be hung in the ceiling from approved Load points or structural framing) including grids, trusses, speaker assemblies etc. must be inspected prior to installation. Annual inspection certificates must be available for load-carrying components.



Rigging / Overhead Work Policy

Control of the Work Area

During the installation / removal of production components onto the Ceiling space, the work area below must be clear of people at all times. A 'ground rigger' must be in place to protect the area using both physical elements (signage, barricades, traffic cones etc.) and vigilance to ensure no one gains access.

Once production components are at 'trim' height (final show position - no more movement) and the remaining overhead work is related to minor adjustments (aiming lights, tying up cable etc.), or when the installation is of lightweight components such as signs / banners, the required level of control of the work area is contingent on the presence of other activity in the area. As a minimum, both signage and traffic cones must be used to warn people of the immediate work area around the lift. If there is significant activity in the vicinity, a 'ground person' must be used to keep people and mobile equipment away from the work area and lift.

Under no circumstances should people be working directly under a boom arm or bucket.

Production Schedule / Rig Plot Approval

A key requirement of a successful and safe workplace is the appropriate scheduling of the work activity.

The Client, its Service Supplier(s) in partnership with the Metro Toronto Convention Centre, must ensure that there exists a detailed production schedule for both Technical set-ups and tear-downs.

The schedule must define both start / stop times of each work group, and also the predecessor / successor relationships. As can be expected, the start of a tear-down schedule may be affected by a late event end and in this case we must always maintain the scheduled activity relationships.

All groups must have the appropriate resources (both people and equipment) on hand to accomplish the work in the allotted timeframe, and abide by the scheduled order of activity.

All groups must provide contact names and mobile telephone numbers for key on-site personnel, for both the set-up and tear down.

Prior to rigging any significant loads in the Metro Toronto Convention Centre structure, the Riggers must verify that a rig plot has been submitted and approved. Rig Plots must be submitted a minimum of 4 weeks prior to move in dates. For additional information, please contact your Event Manager.

Rigging Plots are not required for banners, signs or other small loads that will be installed by SHOWTECH Power & Lighting. Please contact SHOWTECH Power & Lighting at (416) 585-8500 or email Rick Green, Technical Producer, at rgreen@showtech.ca

Rigging Plot submit to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com



Rigging / Overhead Work Policy

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T: (416) 585-8148 | www.mtccc.com



Ontario's Electrical Product Approval Requirements

Before an electrical product or piece of electrical equipment is used, sold, displayed or advertised for sale in Ontario, it must be approved by an accredited certification or inspection body. The item must carry the official mark or label of the agency which indicate that the product has been independently assessed for safety. *See the list of recognized marks and labels on the back of this card.*



LOOK FOR THE MARK OR LABEL

before you buy, install or use an electrical product.

REPORT an unsafe electrical product to ESA at www.esasafe.com/electricalproducts or call **1-877-ESA-SAFE**.

THE LAW

The Ontario Electrical Safety Code and Ontario Regulation 438/07 both require that all electrical products, devices and equipment be approved before they can be sold. These rules define the standards for safe electrical products and electrical installations in Ontario, and when followed, protect the public, workers, contractors and business owners.

Failure to comply with the Code and Regulation is an offence and upon conviction a corporation may be found liable to a fine up to \$1 million and a person or director/officer of a corporation could be fined up to \$50,000 and/or imprisonment of not more than one year.

Installation and connection of unapproved electrical equipment is against the law, puts people at risk and is liable to prosecution.

Recognized Certification Markings



Recognized Component Certification Markings



Recognized Field Evaluation Markings



Recognized Panel-Only Field Evaluation Markings



To view the current marking list, visit the [Electrical Product Safety section at esasafe.com](http://esasafe.com)



ONTARIO PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition SHALL BE APPROVED. At Trade or Consumer shows, unapproved electrical equipment will only be permitted to be displayed (not energized) when the Electrical Safety Authority gives permission through the Permission to Show. Failure to comply with the Ontario Electrical Safety Code could result in charges under the Electricity Act

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-*22 (*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly visit our web site at www.esasafe.com (electrical product safety section) for a current listing.

Note - Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

Permission to Show:

Exhibitors with unapproved electrical equipment that wish to display but not to connect or provide electricity to the equipment, must complete the application for Permission to Show and pay the fee indicated for unapproved electrical equipment that will be displayed but not energized. Exhibitors will be provided with a sales receipt which must be available to inspectors on show site at all times.

The “Permission to show” application does not permit the connection/energization of unapproved electrical equipment.

Permission to Energize – Trade Shows only:

Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the application for Permission to Energize and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”.
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is “Energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The permission to energize is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on-site electrical contractor.
5. Permission to Energize is available for Trade shows only, **not** Consumer shows.



APPLICATION FOR PERMISSION TO SHOW

This application does not permit the connection/energization of unapproved electrical equipment

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278
Email: esa.cambridge@electricalsafety.on.ca

Mail to: Electrical Safety Authority
400 Sheldon Drive, Unit 1
Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

Please provide the following information			
COMPANY INFORMATION			
COMPANY NAME: _____	ATTENTION: _____		
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
SHOW INFORMATION			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____	Ending: _____		
BOOTH #: _____	CONTACT AT SHOW: _____		
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN			
Quantity	Manufacturer	Description	Model

The fee is \$60.00 + \$7.80 HST = \$67.80 per booth payable by CHEQUE or CREDIT CARD
Cheques must be in Canadian funds and made payable to: Electrical Safety Authority

If you are paying by credit card please provide the following:

Visa MasterCard American Express

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com



APPLICATION FOR PERMISSION TO ENERGIZE TRADE SHOW ONLY (Not Applicable to Consumer Shows)

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278
Email: esa.cambridge@electricalsafety.on.ca

Mail to: Electrical Safety Authority
400 Sheldon Drive, Unit 1
Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

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NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____ Ending: _____			
BOOTH #: _____		CONTACT AT SHOW: _____	
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE ENERGIZED			
Quantity	Manufacturer	Description	Model

The fee is \$139.00 + \$18.07 HST = \$157.07 per piece of equipment
payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds and made payable to: Electrical Safety Authority.

If you are paying by credit card please provide the following:

Visa
 MasterCard
 American Express

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com



August 14-16, 2018
Metro Toronto Convention Centre
222 Bremner Blvd.
Toronto, ON M5V 3L9, Canada

Exhibitor Appointed Contractor Authorization Form

Deadline: Thursday, July 12

Exhibiting Company: _____ Booth Number: _____

Name and phone # of onsite exhibitor: _____

We intend to use the following Exhibitor Appointed Contractor (EAC) to perform services in our booth:

EAC Company Name: _____

EAC Onsite Contact and Phone Number: _____

Type of Service to be Performed: _____

Additional names of EAC onsite contractors:

1. _____
2. _____
3. _____

Inform your EAC that they **MUST** send a copy of their General Liability Insurance Certificate no later than **Thursday, July 12, 2018** or they will **NOT** be permitted to provide service for you exhibit. The exhibiting **company name** and **booth number** must be listed on Certificate of Insurance.

It is the responsibility of the **exhibitor** to see that each representative of an EAC abides by the official rules and regulations of this event.

Contractors must pick up a temporary contractor badge at Badge Assistant located in the Registration Area. EAC's are required to wear their company credentials (name tag or badge) at all times and temporary badge.

Reminder that early move is only for booths exceeding 400 sq. ft., booths under 400 sq. ft. can move-in on Monday, August 13 from 8:00AM-6:00PM and Tuesday, August 14 from 8:00AM-2:00PM. For more information please review the ESM.

Please return to this form and insurance certificate to:

Alicia Fresquez, Event Coordinator | E-mail: AliciaF@mjbizdaily.com | Phone: (401) 371-3376

Exhibitor Liability Application

MJBizConINT'L

DIRECT CLIENT SUBMISSION

Show Website: www.mjbizconference.com

2 Norfolk Street South Simcoe, ON N3Y 2V9

T: 1-800-265-8098 F: 519-428-5661

E: ontario@palcanada.com

www.palcanada.com



This is an application only. It does not constitute an insurance policy. Insurance shall become effective only upon the issuance of a policy or written binder specifically authorized by the company or agency. Quotations will be based upon the information provided and the applicant warrants the information provided.

Name of Insured: _____

Mailing Address: _____

City, Province: _____ Postal Code: _____

Contact Name: _____ Telephone: () _____

Web Site: _____

Description of items for sale or promotion at booth, kiosk or table: _____

Square footage of booth or kiosk: _____

Food and Beverage Vendors! Is food and beverage coverage required: Yes No
No Alcohol Service or Consumption

Event Name: MJBizConINT'L

Name of Location of Event: Metro Toronto Convention Centre

Location : Metro Toronto Convention Centre, 222 Bremner Boulevard, Toronto, ON
Dates : August 13, 14, 15, 16, 2018 (includes move in / out)

Additional Insured: Anne Holland Ventures Inc. dba Marijuana Business Conference & Expo and the Metro Toronto Convention Centre

Limit of Liability: \$2,000,000.00 (\$500,000.00 TLL) per occurrence and in the aggregate
PREMIUM: \$70.00 + PAL FEE: \$20.00 + TAX: \$7.20 = Total Due: \$97.20

VISA OR MASTERCARD: _____ EXP: _____ 3 digit CVD code on back: _____
Name on Card: _____

I/We hereby declare that the answers and declarations above, whether in my own hand or not, are true and that I/We warrant that no material fact has been withheld or misstated and agree that should a policy be issued this Application form will be attached to and form part of the policy and will form the basis of the contract with Underwriters. I/We agree that answers and declarations shall constitute material warranties of any policy issued. I/We further understand that the Underwriters may declare any policy issued void in the event of any false statement, misrepresentation, omission or concealment in the Application form whether made intentionally, innocently or accidentally. I/We have been advised and consent to any information that may be perceived as personal information for collection, appropriate use, and disclosure of to third parties.

APPLICANT NAME: _____

Address: _____ City: _____ Postal Code: _____

Telephone: () _____ FAX: _____ Email: _____


Signature: _____



To order online, go to myexpoleads.expologic.com and use show code: **INTL18**
 If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

LeadPod License Only

This license will allow you to use the LeadPod™ app (available in the App Store/Google Play Store) to capture leads at your event.



Device Selection	Initial Price	Starting 8/2/18	QTY	TOTAL
LeadPod License Only <small>Use your own iOS or Android Device!</small>	\$0/Max 2 Units (Before 8/2/2018)	\$150/1st Unit \$150/Addl.	____ ____	\$ ____ \$ ____

Additional Services	COST	QTY	TOTAL
<small>Insurance quantities must equal device quantities.</small>			
Custom Qualifiers	\$95	____	\$ ____

PROCESSING FEE <small>(for mail or fax)</small>	\$ 7.95
---	----------------

GRAND TOTAL	\$ ____
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Your Contact and Payment Information

Company <input style="width: 95%;" type="text"/>	Billing Contact <input style="width: 95%;" type="text"/>	
Billing Street Address <input style="width: 98%;" type="text"/>		
City <input style="width: 40%;" type="text"/>	State <input style="width: 15%;" type="text"/>	Zip <input style="width: 40%;" type="text"/>
Phone <input style="width: 40%;" type="text"/>	Fax <input style="width: 50%;" type="text"/>	
Email Address <input style="width: 98%;" type="text"/>		
Cell Phone Number (for on-site contact) <input style="width: 50%;" type="text"/>	Booth Number <input style="width: 40%;" type="text"/>	
Email Address (for on-site contact) <input style="width: 98%;" type="text"/>		
First Name (for on-site contact) <input style="width: 45%;" type="text"/>	Last Name (for on-site contact) <input style="width: 45%;" type="text"/>	

Credit Card (circle one if paying by credit card) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Check Number <input style="width: 95%;" type="text"/>	Total Amount Due <input style="width: 95%;" type="text"/>
Credit Card Number <input style="width: 50%;" type="text"/>	CVV <input style="width: 15%;" type="text"/>	Expires <input style="width: 30%;" type="text"/>
Name as it appears on card <input style="width: 45%;" type="text"/>	Signature <input style="width: 50%;" type="text"/>	

TERMS & CONDITIONS: It is understood the above named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey is \$495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order "Delivery" services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.

LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G). LeadPod users **without** active internet connection will be able to securely download lead information from the portal after the show.

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of rental lighting, temporary electrical, sign/banner hanging and mechanical services at the Metro Toronto Convention Centre. SHOWTECH looks forward to working with you and hopes that your show experience is a success.

SERVICES WE OFFER:

For your convenience, SHOWTECH POWER & LIGHTING is pleased to offer the following services:

- Rental Lighting
- Temporary Electrical Services
- Sign & Banner Hanging (as per Show Management's Rules & Regulations)
- Mechanical Services (such as compressed air, water lines, drains, etc.)

PRICING:

- **Advanced Pricing:** To take advantage of our Advanced Price, all completed forms and full payment must be received on or before
- **Regular Pricing:** Regular Prices will be charged after the Advanced Price deadline has passed and up until . The date range for placing orders at the Regular Price is
- **On Site Pricing:** All orders received beginning on through the completion of the event, will be subject to On Site Pricing.

PAYMENT:

SHOWTECH POWER & LIGHTING accepts payment by VISA, MasterCard and American Express. Cheques will be accepted if received by the Advanced Price deadline. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.

ONLINE ORDERING:

Please visit www.showtech.ca, choose the "Online Ordering" tab and follow the on-screen instructions. Please note that not all shows are available for online ordering. If your search for an upcoming show does not produce any results, please complete the attached order forms and return them to the email address or fax number listed at the bottom of the forms.

If you need assistance or require additional information, please contact one of our Customer Service Representatives at 905.283.0550.

ELECTRICAL

1. The Metro Toronto Convention Centre voltages are 600/120/208 volts 3 phase. Please check with your technical coordinator to see if your machines are compatible with these voltages. If so, you will save on costs.
2. All other voltages are available from SHOWTECH with the use of a transformer. Transformers must be placed within your booth space so please allow for the transformer when you do your space plan/layout. Approximate size can be provided by SHOWTECH (see below for contact info).
3. Transformers will be required on 208 volt connections greater than 30 amps.
4. 600 volt connections do not require a transformer.
5. The Metro Toronto Convention Centre has floor ports.
6. Power will be distributed by SHOWTECH from floor ports and exterior walls. Power can be dropped from the ceiling if required (additional charges apply). To order power, please contact our office at 416.585.8109.
7. If you have an island booth, please indicate a main power drop location on SHOWTECH's Booth Layout Form and submit the form with your Electrical & Lighting Order Form. We will distribute under carpet outlets from that location.

Ontario's Electrical Safety Authority (ESA) requires that all machinery that will be displayed and/or powered up during an event must be approved by the ESA before show opening. Exhibitors are responsible to obtain "Permission to Show/Energize" from the ESA directly. SHOWTECH cannot apply or be responsible for this permission. To obtain the ESA "Permission to Show-Energize Application", go to <https://www.esasafe.com/consumers/permits-and-inspections/inspection-forms> to apply for permission/approval from the ESA. **Apply as soon as possible to avoid onsite complications.**

MECHANICAL – North Building (Halls A, B, C) & South Building (Halls D, E, F, G)

8. Compressed air pressure is approximately 110 PSI and available anywhere in the facility by ordering from SHOWTECH. Please use the SHOWTECH's Mechanical Order Form to order this service.
9. The Metro Toronto Convention Centre has floor ports.
10. **In the North building** air lines, water lines, natural gas and drains are available from floor ports.
In the South Building air lines are distributed from the ceiling; water lines and drains are available from floor ports.
11. Only ½" air lines can be run under carpet in booths.
12. If you have an island booth, please submit the Booth Layout Form with your Mechanical order indicating where you would like the services to be located within your booth space.
13. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from SHOWTECH's Mechanical Order Form.
14. If you require hot water for your booth, an electric hot water tank will need to be installed by SHOWTECH within your booth space. Please plan accordingly and notify us in the Special Requirements space on the bottom of the SHOWTECH Mechanical Order Form or call for assistance (416.585.8109).
15. Natural gas is available in the **North building (Halls A, B, C) only**. Please check with SHOWTECH (416.585.8109) or Show Management, as soon as possible, if you require natural gas.

SHOWTECH POWER & LIGHTING contact information: 416.585.8109

**SHOWTECH is pleased to offer the rental lighting options listed below.
Adding additional lighting to your booth creates a dramatic visual impact when done right!**

CEILING MOUNTED FIXTURES



LED WHITE LIGHT (LLEDOH) *NEW*

- Energy efficient
- Pure white light
- Equivalent light output to our Source 4 Par Fixture
- Covers approximately a 12' x 10' area
- Mounting height dependent on ceiling height of the facility



SOURCE 4 PAR FIXTURE (L575S4)

- Clean, bright and efficient
- Equivalent light output to a 1000 watt quartz floodlight
- Mounting height dependent on ceiling height of the facility

SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)



24 WATT LED BLACK ARM FIXTURE (LLEDA)

- Equivalent light output to a 200 watt quartz arm light
- Pure white – ideal for highlighting clothing, jewelry, art, graphics and more
- Attaches to a hard wall

SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)



3' TRACK COMPLETE WITH 3 – 24 WATT LED FIXTURES (LT3150)

- Equivalent light output to a 450 watt quartz floodlight
- Ideal for fascia lighting
- Clean and attractive lighting system
- Pure white light, excellent way to accent any product
- Attaches to a fascia or hard wall

FLOOR LIGHTING



2 – 24 WATT LED FIXTURES ON AN 8' TELESCOPIC STAND (L2150)

- Equivalent light output to a 400 watt halogen bulb
- Pure white light with clean lines.
- Excellent way to highlight a focal point in your booth
- Lamps are mounted on a sturdy cross bar with a 140 degree tilt
- For optimum lighting, fixture is placed in the front corner of booth
- Covers approximately an 8' x 8' area

HELPFUL HINTS

- Borrowing power from an adjoining booth is NOT permitted. Sharing your neighbour's power may overload the circuit.
- All equipment must be approved for use by a recognized certification agency (i.e. CSA, ULC). Approval markings can be found on the rating nameplate located on the back or bottom of the equipment.
- Check the equipment rating nameplate on the bottom or back of your equipment to determine your total electrical needs.
- Order 24-hour outlets if you require your power to remain energized overnight (i.e. for refrigerators, freezers, fish tanks, etc).
- All equipment must have a 3-wire grounded cord, minimum of #14 gauge wire.
- A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment/devices within 6 feet of a water/liquid source.

120 VOLT ELECTRICAL OUTLETS

POWER SUPPLIED AT BACK-OF-BOOTH

<p>1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET (E1500)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs 	<p>1800 WATT, 15 AMP, 120 VOLT OUTLET (E15A)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
<p>24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET (E150024)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	<p>2400 WATT, 20 AMP, 120 VOLT OUTLET (E20A)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug

SPECIAL UNDERCARPET PLACEMENT (BOOTH LAYOUT IS REQUIRED)

SHOWTECH will place power cords under the carpet to locations specified on your booth layout form. If a layout is not provided, SHOWTECH will place the outlet(s) at our discretion.

<p>1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET (E1500U)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs 	<p>1800 WATT, 15 AMP, 120 VOLT OUTLET (E15AU)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
<p>24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET (E150024U)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

SPECIAL OVERHEAD PLACEMENT (BOOTH LAYOUT IS REQUIRED)

If power is required for a tower, signage suspended from the ceiling, etc. SHOWTECH will drop the power cord(s) from the ceiling to the location(s) specified on your booth layout form.

<p>1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET (E1500V)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs 	<p>1800 WATT, 15 AMP, 120 VOLT OUTLET (E15AV)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 1 plug
<p>24 HOUR, 1500 WATT, 12 AMP, 120 VOLT DUPLEX OUTLET (E150024V)</p> <ul style="list-style-type: none"> • Standard office/home outlet with 2 plugs • For equipment requiring continuous power 	

POWER ACCESSORIES

<p>15FT EXTENSION CORD (E15)</p> <ul style="list-style-type: none"> • Can only be provided if an outlet has also been ordered 	
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208 VOLT ELECTRICAL SERVICES

See the attached *Electrical & Lighting Order Form* for standard 208 volt electrical services up to 60 amps. Other voltages and amps are available upon request. The ratings placed on equipment will indicate voltage, amps/watts/hp/kw and phasing. CONTACT SHOWTECH 3 WEEKS PRIOR TO THE MOVE-IN DATE FOR QUOTATIONS.

5675 McLAUGHLIN ROAD MISSISSAUGA, ON L5R 3K5
 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832
 MTCC SITE OFFICE: 416.585.8109

ADVANCED PRICE UNTIL:

July 23, 2018

REGULAR PRICE:

July 24 - August 9, 2018

ALL ORDERS RECEIVED BEGINNING ON AUGUST 10, 2018 THROUGH THE COMPLETION OF THE EVENT, WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE.

EXHIBITOR INFORMATION

BOOTH #: _____ COMPANY: _____ CONTACT NAME: _____
 ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____
 EMAIL: _____ PHONE: _____ FAX: _____

120 VOLT ELECTRICAL OUTLETS

QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT
POWER SUPPLIED AT BACK-OF-BOOTH (NO BOOTH LAYOUT REQUIRED)				
	1500 watt, 12 amp, 120 volt duplex outlet (E1500)	\$173.00	\$242.00	
	1800 watt, 15 amp, 120 volt outlet (E15A)	\$206.00	\$288.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet (E150024)	\$262.00	\$367.00	
	2400 watt, 20 amp, 120 volt outlet (E20A)	\$278.00	\$389.00	
SPECIAL UNDERCARPET PLACEMENT (BOOTH LAYOUT IS REQUIRED)				
	1500 watt, 12 amp, 120 volt duplex outlet (E1500U)	\$213.00	\$298.00	
	1800 watt, 15 amp, 120 volt outlet (E15AU)	\$247.00	\$346.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet (E150024U)	\$304.00	\$426.00	
SPECIAL OVERHEAD PLACEMENT (BOOTH LAYOUT IS REQUIRED)				
	1500 watt, 12 amp, 120 volt duplex outlet (E1500V)	\$213.00	\$298.00	
	1800 watt, 15 amp, 120 volt outlet (E15AV)	\$247.00	\$346.00	
	24 hour, 1500 watt, 12 amp, 120 volt duplex outlet (E150024V)	\$304.00	\$426.00	
POWER ACCESSORIES				
	15ft. extension cord (E15)	\$24.00	\$24.00	
208 VOLT ELECTRICAL SERVICES (OTHER CONNECTIONS AVAILABLE UPON REQUEST)				
	208 volt, 1 phase, 15 amp (CS208115)	\$329.00	\$461.00	
	208 volt, 1 phase, 20 amp (CS208120)	\$359.00	\$503.00	
	208 volt, 1 phase, 30 amp (CS208130)	\$501.00	\$701.00	
	208 volt, 3 phase, 30 amp (CS208330)	\$688.00	\$963.00	
	208 volt, 3 phase, 60 amp (CS208360)	\$966.00	\$1352.00	

RENTAL LIGHTING

QTY	DESCRIPTION	ADVANCED PRICE	REGULAR PRICE	AMOUNT
CEILING MOUNTED FIXTURES				
	LED White Light (LLEDOH) *NEW*	\$309.00	\$433.00	
	Source 4 Par Fixture (L575S4)	\$285.00	\$399.00	
SYSTEM & BOOTH LIGHTING (HARD WALL REQUIRED)				
	24 watt LED black arm light fixture (LLEDA)	\$110.00	\$154.00	
SYSTEM & BOOTH LIGHTING (FASCIA OR HARD WALL REQUIRED)				
	3ft track complete with 3 – 24 watt LED fixtures (LT3150)	\$224.00	\$314.00	
FLOOR LIGHTING				
	2 – 24 watt LED fixtures on an 8ft telescopic stand (L2150)	\$141.00	\$197.00	

SPECIAL REQUIREMENTS (ELECTRICAL AND/OR LIGHTING)

QTY	DESCRIPTION	QUOTE	AMOUNT

SUB-TOTAL	
+13% HST APPLICABLE ON ALL ITEMS	
TOTAL AMOUNT PAYABLE – CDN. FUNDS	
HST #: 104060264RT0001	

PAYMENT DETAILS

VISA MasterCard Amex Cheque (payable to SHOWTECH) CARDHOLDER NAME: _____

_____/_____/_____ EXPIRY DATE: ____/____/____ CODE: _____

CARDHOLDER SIGNATURE: _____

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.

PAYMENT INFORMATION: This is your official receipt/invoice. Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Advanced Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advanced Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

ONLINE ORDERS: PLEASE VISIT WWW.SHOWTECH.CA, CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

EMAIL/FAXED ORDERS: PLEASE RETURN COMPLETED FORMS TO

SIGN & BANNER HANGING ORDER FORM

Booth #: _____

ADVANCED PRICE UNTIL:

July 23, 2018

REGULAR PRICE:

July 24 - August 9, 2018

ALL ORDERS RECEIVED BEGINNING ON AUGUST 10, 2018 THROUGH THE COMPLETION OF THE EVENT, WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE.

EXHIBITOR INFORMATION

BOOTH #: _____ COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____
EMAIL: _____ PHONE: _____ FAX: _____

SIGN INFORMATION

**TO RECEIVE A QUOTATION PLEASE COMPLETE THIS SECTION AND FAX TO 416.585.8255
FOR ASSISTANCE CONTACT OUR SITE OFFICE – 416.585.8109**

Please check your Exhibitor's Manual for any Show Restrictions and obtain necessary approvals from Show Management PRIOR to requesting a quotation.

All signs must be hung by SHOWTECH prior to aisle carpet placement. Large/heavy signs must be installed prior to booth set-up. IT IS THE EXHIBITOR'S RESPONSIBILITY TO ASSEMBLE SIGNS PRIOR TO BEING HUNG BY SHOWTECH.

NOTE: Upon show closing, Exhibitors must remain in their booths until signage can be removed by SHOWTECH and collected by the Exhibitor. SHOWTECH is not responsible for loss or storage of signage at show completion.

Quantity: _____ Vertical: _____ ↑ Horizontal: _____ ↔ Weight: _____ lbs.
(please specify ft. or in.) (please specify ft. or in.)

OVERHEAD VIEW OF SIGN/BANNER LOCATION

Back of Booth

Front of Booth

PLEASE COMPLETE THE FOLLOWING SECTION:

1. Shape of sign: _____
(Example – Banner, 3D square, 3D triangle, 3D circle)
2. Height from floor to bottom of sign: _____ ↑
3. Material of sign: _____
4. Is power required?: _____ Amps/Volts: _____
5. Has this sign been hung before at MTCC?: _____
6. If yes, which show?: _____

QUOTATION ESTIMATE

\$ _____ Sign Estimate +13% HST \$ _____ Power cost for sign +13% HST \$ _____ Total Estimate based on information above

QUOTE PREPARED BY _____

CUSTOMER SIGNATURE _____

PLEASE PROVIDE PAYMENT DETAILS TO CONFIRM ACCEPTANCE OF QUOTE

VISA MasterCard Amex Cheque (payable to SHOWTECH) CARDHOLDER NAME: _____

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CARDHOLDER SIGNATURE: _____ EXPIRY DATE: ____/____/____ CODE: _____

PAYMENT INFORMATION: ***This is your official receipt/invoice.*** Orders will only be accepted if paid in full. Incomplete orders cannot be processed. Company cheques will only be accepted by the Advanced Price deadline date. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advanced Price deadline date. Bank transfers please request the Electronic Funds/Wire Transfer Form. Bank fees will be charged for this service.

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD.

ONLINE ORDERS: PLEASE VISIT WWW.SHOWTECH.CA, CHOOSE THE "ONLINE ORDERING" TAB AND FOLLOW THE ON-SCREEN INSTRUCTIONS.

EMAIL/FAXED ORDERS: PLEASE RETURN COMPLETED FORMS TO

5675 McLAUGHLIN RD., MISSISSAUGA, ON L5R 3K5 P: 905.283.0550 F: 905.283.0551 TOLL-FREE: 1.855.746.9832 SITE OFFICE: 416.585.8109

SHOW: MJBizConINT'L	FACILITY NAME:
DATES: August 14 - 16, 2018	

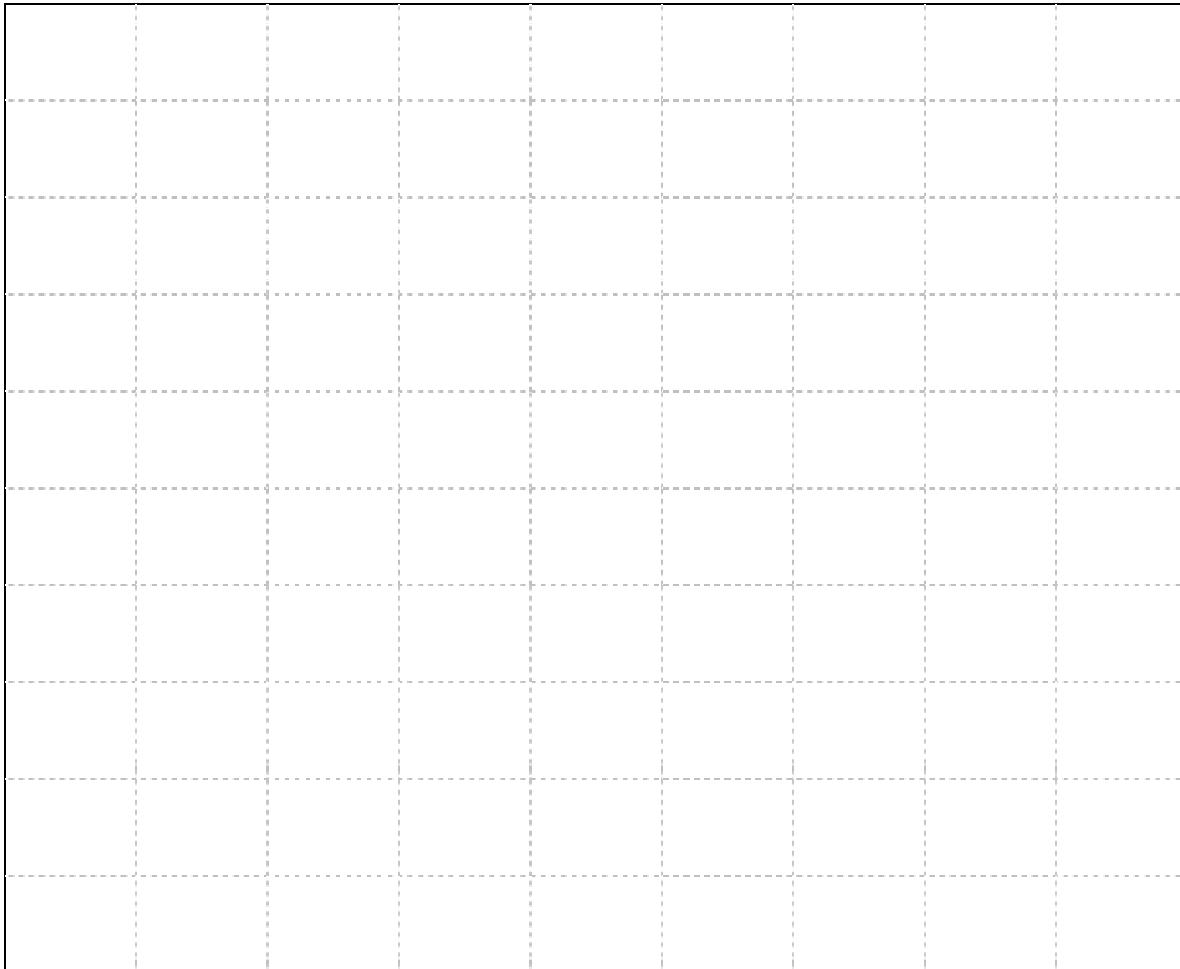
EXHIBITOR INFORMATION	INSTRUCTIONS FOR USE
BOOTH #: _____ COMPANY: _____ ADDRESS: _____ CITY: _____ PROV/STATE: _____ CODE: _____ E-MAIL: _____ PHONE: _____ FAX: _____ CONTACT NAME: _____	<p>Use the grid below to indicate placement of SHOWTECH services.</p> <ul style="list-style-type: none"> • Circle the correct booth type INLINE PENINSULA ISLAND • Indicate the dimensions of your booth _____ (10x10 – 1 square = 1 foot, 20x20 – 1 square = 2 feet, etc) • Use bold lines to indicate the outline of your booth • Fill-in the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. Entrance, Exit, Stage, Aisle Number, etc) • <u>For overhead and/or undercarpet outlets:</u> Draw an "O" for overhead placement or a "U" for undercarpet placement. • <u>For Source 4 Par fixtures:</u> Draw arrows to indicate the light direction. • <u>Sign/Banner Hanging:</u> Draw a line to indicate sign placement.

This form is ONLY required when ordering services to be placed undercarpet and/or overhead. It is not necessary to indicate back-of-booth services on this form.

SHOWTECH must receive a booth layout, along with your completed order form, to ensure proper placement of undercarpet and/or overhead services in your booth.

BACK OF BOOTH **Adjacent Booth or Aisle Number:** _____

Adjacent Booth or Aisle Number: _____



Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH **Adjacent Booth or Aisle Number:** _____

SHOWTECH POWER & LIGHTING

TERMS & CONDITIONS

GENERAL:

1. The Centre and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the Centre's power sources and/or may wish to use while in the building.
2. Only an authorized SHOWTECH tradesperson is permitted to make a connection to any of the Centre's electrical or mechanical sources.
3. No electrical/mechanical equipment shall be restarted after failure until a SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by SHOWTECH shall remain the property of the Company. The exhibitor shall be held responsible for loss of such materials as are associated with his/her booth, and shall compensate SHOWTECH in the event of loss or damage.
5. Customer Account information will not be disclosed to third parties.

SERVICE ORDER REQUEST AND PAYMENT:

6. Order forms must be received with full payment by the Advanced Price deadline date to qualify for the Advanced Price.
7. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay On Site Pricing for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment. A reconnection fee of \$40.00 will be required.
8. Failure to provide all the necessary information requested on our order forms may result in a delay of service installation.
9. Out of country payments may be made by credit card, money order or bank transfer (there is an additional charge for this service).
10. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
11. On site orders MUST be paid by valid credit card or cash. Cheques will only be accepted if accompanied by a valid credit card number and signature.
12. Additional and/or special electrical/mechanical services are available on request and shall be supplied at an hourly rate charged for labour plus the cost of material used. Rates quoted by SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
13. REFUNDS/CANCELLATIONS:
 - a. If services have already been provided at the time of cancellation, original charges will apply.
 - b. No refunds on unused outlets or lights installed as ordered.
 - c. Refunds will not be considered unless the Exhibitor has notified a SHOWTECH representative of any problem with our service or product on site prior to show close.
 - d. No refund on services that require advance planning i.e. special electrical circuits, transformers, special lighting and non-electrical items.
 - e. Full refund will be issued on items listed from our order forms if we receive a cancellation notice in writing **on or before** the Advanced Price deadline date.
 - f. A 50% refund will be issued on listed items from our order forms if we receive a cancellation notice in writing **after** the Advanced Price deadline date.
14. Third Party Order (Exhibitor Appointed Contractors). It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. In the event that the named third party E.A.C. does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

ELECTRICAL:

15. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see Electrical & Lighting Order Form).
16. Island booth outlets will be placed in one main location per exhibitor's floor plan. If a plan is not provided, the outlets will be installed at our discretion.
17. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate this requirement in the space provided on the Electrical & Lighting Order Form.
18. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
19. Sharing power from an adjoining booth is not permitted.
20. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords are prohibited. Extension cords must be 3-wire grounded cords, minimum of #14 gauge wire.
21. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and CSA or Electrical Safety Authority approval sticker.
22. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
23. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of the Electrical Safety Code that any equipment being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED by ESA. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the Electrical Safety Authority at www.esasafe.com, click on "Electrical Products", then "Product Safety Regulation" or call 877.372.7233.

MECHANICAL:

24. All mechanical equipment shall have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Centre's sources of natural gas, compressed air, water and all connections to drains, must be made by an authorized SHOWTECH tradesperson.
26. Mechanical services are only turned on during Show Hours.
27. It is the responsibility of the Exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.



DON'T MISS OUT ON THE DISCOUNT RATE, ORDER EARLY!
www.mtccc.com/order

Booth Cleaning Service Order Form

The Metro Toronto Convention Centre is the exclusive provider of all cleaning services.

In order to arrange for janitorial service please complete this form:

SHOW: _____ SHOW DATES: _____

CONTACT NAME: _____ BOOTH #: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

PROVINCE / STATE: _____ EMAIL: _____

POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____

CREDIT CARD #: _____ EXP. DATE: / / NAME ON CARD: _____

CARD HOLDERS SIG.: _____ CARD HOLDER'S EMAIL: _____

VISA MASTERCARD AMERICAN EXPRESS

RATES (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets) **Rates are subject to change without notice.**

The rates are based on gross booth area. Prices are in Canadian funds. **Advanced Rate "Early Bird" Discount END:** _____

NOTE: cleaning will be done prior to show opening on the dates required.

Rate Type	Advanced Rate "Early Bird" Discount	Regular / On-site Rate	Total sq ft	Total Days	Cost (\$)	Required Dates
ONE Clean Only <i>(minimum charge \$42.00)</i>	25 ¢/sq ft	32 ¢/sq ft	x _____ x	1 Day =	\$ _____	_____
Daily Cleaning (must be more than one clean)						
under 1000 sq ft	19 ¢/sq ft	23 ¢/sq ft	x _____ x	_____ Day(s) =	\$ _____	_____
1001-2500 sq ft	18 ¢/sq ft	22 ¢/sq ft	x _____ x	_____ Day(s) =	\$ _____	_____
2501-5000 sq ft	16 ¢/sq ft	19 ¢/sq ft	x _____ x	_____ Day(s) =	\$ _____	_____
5001-10,000 sq ft	15 ¢/sq ft	18 ¢/sq ft	x _____ x	_____ Day(s) =	\$ _____	_____
10,001 sq ft + over	14 ¢/sq ft	17 ¢/sq ft	x _____ x	_____ Day(s) =	\$ _____	_____
Steam Cleaning	23 ¢/sq ft	29 ¢/sq ft	x _____ x	_____ Day(s) =	\$ _____	_____
Large Waste Receptacle			\$15/day	x _____	Day(s) = \$ _____	_____
Additional waste removal available on request						
<i>Please provide details below under "Special Requirements" (including number of pickups and booth size) and a quote will be sent to you.</i>						
Additional exhibit cleaning is available <i>(minimum 4 hours)</i>			\$55.00/hr	x _____	hrs = \$ _____	_____

Additional charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Special Requirements:

ALL ORDERS MUST BE PREPAID IN FULL

AUTHORIZED CUSTOMER SIGNATURE: _____ SUB-TOTAL: _____
 DATE: _____ 20_____ HST 13%: _____
TOTAL PAID: _____

Wired Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the terms and conditions set out on page 3. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

SHOW: _____ SHOW DATES: _____

CONTACT NAME: _____ BOOTH #: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

PROVINCE / STATE: _____ EMAIL: _____

POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____

CREDIT CARD #: _____ EXP. DATE: ____/____/____ NAME ON CARD: _____

CARD HOLDERS SIG.: _____ CARD HOLDER'S EMAIL: _____

VISA MASTERCARD AMERICAN EXPRESS

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred.

Floorplans indicating the location of services ordered must be provided with order. Services ordered without provided floorplans will be installed at back centre of booth.

The provision, installation and use of wired routers, wireless routers and access points on the MTCC Network is strictly prohibited. Installation of such devices will result in the immediate termination of services ordered.

<p style="text-align: center;">Wired Internet Access \$895 + 13% HST (Two Devices)</p> <p style="font-size: small;">Advanced rate "Early Bird" discount – \$795 Early Bird rate ends 14 days prior to event moving into the building / contracted space and is <u>not</u> specific to exhibitors move-in.</p>	<ul style="list-style-type: none"> Wired Internet access includes one Cat5 cable installed in the clients booth and includes access for two devices: <p style="text-align: right;"># Required <input style="width: 60px; height: 25px;" type="text"/></p>				
<p style="text-align: center;">\$150 + 13% HST (Additional Wired Devices)</p> <p style="font-size: small;">There is no advanced rate for Additional Devices Client is responsible for supplying and running any additional cables to provide multiple connections Fully qualified Public IPs available upon request. The MTCC requires that clients have administrative rights to all devices that will be connected to the network</p>	<ul style="list-style-type: none"> Additional devices (one IP address needed per device): <p style="text-align: right;"># Required <input style="width: 60px; height: 25px;" type="text"/></p>				
<p>MTCC 1X Package - \$1,500 + 13% HST – 1 wired network connection installed in booth and up to 10 wired or wireless devices on a single connected network. Service is to be ordered when wired and wireless devices need to communicate. Client is responsible for supplying and installing any additional equipment and cables to provide multiple wired connections.</p>					
Equipment Rental	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; font-size: small;">10/100mb 16 Port Switch \$65.00 ea. +13% HST</td> <td style="width: 20%; text-align: right;"># Required:</td> </tr> <tr> <td style="font-size: small;">Data Cable (50 foot) \$20.00 ea. +13% HST</td> <td style="text-align: right;"># Required:</td> </tr> </table>	10/100mb 16 Port Switch \$65.00 ea. +13% HST	# Required:	Data Cable (50 foot) \$20.00 ea. +13% HST	# Required:
10/100mb 16 Port Switch \$65.00 ea. +13% HST	# Required:				
Data Cable (50 foot) \$20.00 ea. +13% HST	# Required:				

Please indicate any special services required: _____

Important Information:

- Wired internet orders must be received at least 48 hours prior to event move-in.
- Wired Internet access provides only one network connection into a booth. The customer must provide or rent a hub or switch and cables for additional device connections.
- There are no refunds for orders cancelled after event has commenced, or services installed and not used during an event (no exceptions).
- Prices are based on current rates and are subject to change without notice.
- Claims will not be considered unless submitted by customer prior to the end of the event.

See reverse of this form for full list of terms and conditions.

Metro Toronto Convention Centre Use Only

Required services _____

Internet Services Terms and Conditions

1. Payment Terms:
 - Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than fourteen (14) days for Internet – Network Services **PRIOR** to the show / event move-in.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and / or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC Accounting Department 15-30 days after the show closing date.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s) / equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show / event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware / software / set-up / configuration and / or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show / event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show / event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show / event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone / data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access shall require either a wireless code, IP address, or per device fee that is assigned by the MTCC Technology Services Department.
18. The MTCC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the Standard High Speed Internet Connection. Installation of such devices will result in the immediate termination of services ordered without refund.
19. Due to the dynamic nature of the Internet, the MTCC cannot guarantee any level of performance or accessibility beyond our gateway. The MTCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. **Wireless Services:**
 - Wireless / System performance, battery life and functionality may vary depending on your specific hardware and software configurations.
 - Wireless Access Points are strictly prohibited unless authorized by the Metro Toronto Convention Centre.
 - Client must provide their own 5 Ghz 802.11 a/n or ac.
 - Wireless Internet access utilizes a shared medium and an unlicensed radio spectrum. As such, contention and interference can have a significant impact on connection rates. The MTCC requires using 5 Ghz (a/n, ac) devices to mitigate these problems. The MTCC does not guarantee service levels on the 2.4 Ghz (b/g/n) radio band.
 - The MTCC requires that clients have administrative rights to all devices that will be connected to the network.
 - Use of Wi-Fi rebroadcasting devices (such as Mi-Fi devices) is strictly prohibited.
 - Use of routers is not permitted without permission from the Telecommunication Department.
 - Do not activate hotspots from personal devices as this adds to general interference in the area.
21. **Internet service requirements / client responsibilities – It is the responsibility of the client to provide the following:**
 - Computers, workstations, etc.
 - Standard Ethernet Network Interface Card (RJ45 Interface or wireless adapter) for each computer.
 - Proper configuration of computer equipment for TCP/IP connection.
 - Electrical services for your booth, room, or service location.
 - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.
 - Internet services are provided without any warranties. The MTCC and its' Internet service provider are unable to guarantee uninterrupted service, or that the information accessed through the Web will be free from worms, viruses, Trojan Horses, or other harmful malware. The MTCC shall have no liability whatsoever for claims, losses, actions, damages, suits, or proceedings resulting from other users accessing your hardware; security breaches; eavesdropping; interception of traffic being sent or received. Nor shall the MTCC hold any liability for the loss or deletion of files, errors, defects, delays in operation and transmission. The service speed can vary depending on location, line quality, inside wiring, Internet traffic, and other factors beyond the control of the MTCC. The MTCC provides the service on a "best effort" standard and does no guarantee upload or download speeds. Users agree not to post or transmit any unlawful, threatening, abusive, libelous, defamatory, profane, obscene, pornographic, or racist information, or malware of any kind.



Wireless Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the terms and conditions set out on page 3. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

SHOW: _____ SHOW DATES: _____

CONTACT NAME: _____ BOOTH #: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

PROVINCE / STATE: _____ EMAIL: _____

POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____

CREDIT CARD #: _____ EXP. DATE: ____/____/____ NAME ON CARD: _____

CARD HOLDERS SIG.: _____ CARD HOLDER'S EMAIL: _____

VISA MASTERCARD AMERICAN EXPRESS

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred.

Customer provided wireless routers / access points, DHCP Servers, Nat Devices, or Proxy Servers on the MTCC Network are strictly prohibited. Installation of such devices will result in immediate termination of the services ordered.

<p>Wireless Internet Access</p> <p>\$395 + 13% HST (First Access Code)</p> <p>\$150 + 13% HST (Additional Access Codes)</p> <p><small>Connection to the MTCC internal wireless network requires a wireless enabled device</small></p>	<p>One wireless access code is required per device</p> <p>Codes can only be used by one device at time.</p> <p>Codes are transferable.</p> <p>Wireless should not be ordered for devices that will be contained within an enclosed structure</p> <p>Due to general interference in the 2.4 Ghz (b/g/n) radio band, it is required that devices be set to use the Wi-Fi protocols in the 5 Ghz (a/n, ac) radio band.</p>
--	--

Required

Important Information:

- Wireless Internet access utilizes a shared medium and an unlicensed radio spectrum. As such, contention and interference can have a significant impact on connection rates. The MTCC requires clients to use 5 Ghz (a/n, ac) devices to mitigate these problems. The MTCC does not guarantee service levels on the 2.4 Ghz (b/g/n) radio band.
- The MTCC requires that clients have administrative rights to all devices that will be connected to the MTCC network
- Use of Wi-Fi rebroadcasting devices (such as Mi-Fi devices) is strictly prohibited.
- Use of routers is not permitted without permission from the Telecommunication Department
- Do not activate hotspots from personal devices as this adds to general interference in the area

<p>Equipment Available for Purchase (if required and subject to availability)</p>	<p>5 Ghz Wireless Adapter \$75.00 ea. +13% HST <small>(must have administration rights to device)</small></p>	<p># Required:</p>
<p>Please indicate any special services required:</p>		

There are no refunds for orders cancelled after show has commenced, or services ordered are not used during an event (no exceptions). Prices are based on current rates and are subject to change without notice. Claims will not be considered unless submitted by customer prior to the end of the event.

See reverse of this form for full list of terms and conditions.

Metro Toronto Convention Centre Use Only		
Date Received:	Payment Received:	Payment by: Credit Card: _____ Cheque #: _____ PO#: _____
Network:	Assignment:	Required services

HST #12140 3141 RT0001

Return completed forms to: Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6

Internet Services Terms and Conditions

1. Payment Terms:
 - Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than fourteen (14) days for Internet – Network Services **PRIOR** to the show / event move-in.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and / or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC Accounting Department 15-30 days after the show closing date.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s) / equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show / event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware / software / set-up / configuration and / or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show / event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show / event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show / event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone / data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access shall require either a wireless code, IP address, or per device fee that is assigned by the MTCC Technology Services Department.
18. The MTCC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the Standard High Speed Internet Connection. Installation of such devices will result in the immediate termination of services ordered without refund.
19. Due to the dynamic nature of the Internet, the MTCC cannot guarantee any level of performance or accessibility beyond our gateway. The MTCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. **Wireless Services:**
 - Wireless / System performance, battery life and functionality may vary depending on your specific hardware and software configurations.
 - Wireless Access Points are strictly prohibited unless authorized by the Metro Toronto Convention Centre.
 - Client must provide their own 5 Ghz 802.11 a/n or ac.
 - Wireless Internet access utilizes a shared medium and an unlicensed radio spectrum. As such, contention and interference can have a significant impact on connection rates. The MTCC requires using 5 Ghz (a/n, ac) devices to mitigate these problems. The MTCC does not guarantee service levels on the 2.4 Ghz (b/g/n) radio band.
 - The MTCC requires that clients have administrative rights to all devices that will be connected to the network.
 - Use of Wi-Fi rebroadcasting devices (such as Mi-Fi devices) is strictly prohibited.
 - Use of routers is not permitted without permission from the Telecommunication Department.
 - Do not activate hotspots from personal devices as this adds to general interference in the area.
21. **Internet service requirements / client responsibilities – It is the responsibility of the client to provide the following:**
 - Computers, workstations, etc.
 - Standard Ethernet Network Interface Card (RJ45 Interface or wireless adapter) for each computer.
 - Proper configuration of computer equipment for TCP/IP connection.
 - Electrical services for your booth, room, or service location.
 - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.
 - Internet services are provided without any warranties. The MTCC and its' Internet service provider are unable to guarantee uninterrupted service, or that the information accessed through the Web will be free from worms, viruses, Trojan Horses, or other harmful malware. The MTCC shall have no liability whatsoever for claims, losses, actions, damages, suits, or proceedings resulting from other users accessing your hardware; security breaches; eavesdropping; interception of traffic being sent or received. Nor shall the MTCC hold any liability for the loss or deletion of files, errors, defects, delays in operation and transmission. The service speed can vary depending on location, line quality, inside wiring, Internet traffic, and other factors beyond the control of the MTCC. The MTCC provides the service on a "best effort" standard and does no guarantee upload or download speeds. Users agree not to post or transmit any unlawful, threatening, abusive, libelous, defamatory, profane, obscene, pornographic, or racist information, or malware of any kind.

Return completed forms to: Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6

Telecommunication Services Order Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the terms and conditions set out on page 2. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

SHOW: _____ SHOW DATES: _____
 CONTACT NAME: _____ BOOTH #: _____
 COMPANY NAME: _____
 ADDRESS: _____ CITY: _____
 PROVINCE / STATE: _____ EMAIL: _____
 POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____
 CREDIT CARD #: _____ EXP. DATE: ____ / ____ NAME ON CARD: _____
mm yy
 CARD HOLDERS SIG.: _____ CARD HOLDER'S EMAIL: _____
VISA MASTERCARD AMERICAN EXPRESS

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred. Please retain a copy of your order form as credit card receipts will not be provided.

Please indicate the approximate location of service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation / floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening



BACK	
LEFT	RIGHT
FRONT	

Basic Analog Telephone Service - Dial "7" for an outside line

Basic Analog service is suitable for Telephone, Fax, Modem or Credit Card/Debit Authorization Machines

\$225.00 + 13% HST

Advanced rate "Early Bird" discount – \$200.00

"Early Bird" rate ends 14 days prior to event moving into the building / contracted space and is not specific to exhibitors move-in.

Please Indicate Amount of Lines Needed For Type of Service Required

# Required <input style="width: 100%; height: 20px;" type="text"/>	➔	Long Distance Allowed <small>(Credit Card # or \$500 deposit required per line)</small>	➔	# Required <input style="width: 100%; height: 20px;" type="text"/>	➔	Local Calling Only
--	---	---	---	--	---	---------------------------

Please enter quantity in box for any equipment for special services you require

Equipment Rental		Special Services	
___ Basic Telephone Handset	\$15.00 + 13% HST	___ Voice Mail Box	\$20.00 + 13% HST
___ Handsfree Telephone	\$60.00 + 13% HST	___ Basic Line Features i.e.. Hunting	\$20.00 + 13% HST
___ Polycom Conference Unit	\$160.00 + 13% HST	___ Jack Extension - Same Number	\$100.00 + 13% HST

Basic Analog Telephone Service Local Calling Only can be used for 1-800 numbers and Calling Cards.
 Lost or Damaged Equipment is subject to replacement or repair charges.
 All Long distance calls and other Telco services including directory assistance will be charged at the prevailing rate plus handling.
 There are no refunds for orders canceled after show has commenced.
 There are no refunds for services installed and not used during an event (no exceptions).
 Prices are based on current rates and are subject to change without notice.
 Claims will not be considered unless filed by customer prior to end of show.

See reverse of this form for full list of terms and conditions

Metro Toronto Convention Centre Use Only			
Date Received:	Payment Received:	Payment by: Credit Card: _____ Cheque #: _____ PO#: _____	
Phone Number:	Assignment:	Required services	



Telecommunication Services Terms and Conditions

1. **Payment Terms:**

- Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than fourteen (14) days **PRIOR** to event move-in for Telecommunication Services.
- Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
- Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
- Refunds for overpayment will be processed by the MTCC's Accounting Department 15-30 days after the show's closing date.
- Order form prices do not include Local Taxes. Taxes will be included on the final bill.

2. Prices are subject to change without notice.

3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.

4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**

5. All claims/disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**

6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).

7. Notification of cancellation must be in writing and received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.

8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.

9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.

10. Telephone service is contracted for actual show days only. Telephone Service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the MTCC Technology Services Department of any special requirement(s).

11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.

12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the MTCC Technology Services Department. Additional fees will apply to extend service(s) to booth.

13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.

14. Any equipment that is found to be causing disruptions to any part of the MTCC's infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.

15. **Long Distance, Directory Assistance and Toll Free Calling:**

- The Exhibitor is responsible for all long distance, directory assistance and operator assisted calls that are charged against the assigned telephone number(s).
- A surcharge of 20% will be added for all charges that are incurred on your assigned phone number(s).
- Basic Analog Lines with local calling only can be used for the dialing of local calls, "1-800" calls, directory assistance and calling card calls. All other "1+" or "0+" dialed calls on these lines are restricted.

Should you have any questions please call the Technology Services Department at (416) 585-3596.

Return completed forms to: Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6



Exhibitor Catering – Terms and Conditions

Exclusivity:

- The Metro Toronto Convention Centre (MTCC) is the exclusive supplier of Food & Beverage services. No other products can be brought into our building, this includes bottled water.
- A more extensive menu is available on our website at www.mtccc.com or please call a Catering representative at (416) 585-8144.
- To ensure availability of menu items, we encourage you to place your order 10 business days prior to your scheduled event.

Billing and Cancellations:

- Upon receipt of the order, a Service Order confirmation will be sent to you for approval and signature. All orders must be prepaid in full to be considered as confirmed.
- Any orders received within three (3) business days are subject to a 15% surcharge.
- Should any orders be cancelled with less than five (5) business days of notice, the total amount of the order will be charged fully.
- All menu prices are subject to change at any time; this also includes administrative charges and sales tax.
- Full payment of the total estimated food and beverage and signed contract (BEO) is due at least one (1) week prior to the first scheduled food function.
- Event pre-payments of less than \$5,000.00 can be processed by credit card. All other payment must be by company cheque or wire transfer.
- On-site orders will require payment by credit card.

Employees, Service and Labour:

- Catering employees will deliver food and beverage, service, and clean related areas.
- Catering personnel are not permitted to perform any non-food service related duties or act as badge checkers or ticket takers.
- On-site orders are subject to additional banquet labour charge of \$180.00 per delivery.
- All prices are quoted in Canadian dollars, subject to 18% administrative charge, 13% HST. An administrative charge (18%) is added to your bill for this catered event / function (or comparable service). 6.65% of the total amount of this charge is used to defray the cost of house expenses and will be maintained by the MTCC. 11.35% of the total amount of this administrative charge is distributed to employees providing the service including servers, bartenders and porters.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$45.00 / hour, minimum 4-hour shift.
- For all booth deliveries, compostable and disposable utensils are included in the menu prices. Additional charges may apply for tables, linen, chinaware and glassware.

Instructions:

- Step 1** Download and save this PDF to your work station.
- Step 2** Complete the Contact and Billing Information form as well as credit card information (page 2)
- Step 3** Set the quantity for the desired menu items to calculate totals for each item, and to generate a grand total (Page 3-8)

- Step 4** Save the completed file electronically.
OR
Print, complete manually and scan the form.
- Step 5** Email the completed form to catering@mtccc.com

Please discuss any specialty orders with the Catering Department (416) 585-8144



Exhibitor Catering – Contact and Billing Information

Booth #: _____

Show: _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ Province / State: _____ Postal Code / ZIP: _____

Telephone: _____ Email: _____

BILLING INSTRUCTIONS: Cheque Credit Card* Wire Transfer

*Credit cards accepted only for orders under \$5,000.

VISA MASTERCARD AMERICAN EXPRESS

CREDIT CARD #: _____ EXP. DATE: ____ / ____ NAME ON CARD: _____
mm yy

CARD HOLDERS SIG.: _____ CARD HOLDER'S EMAIL: _____

Delivery Date:	Delivery Time:	Number of People:

Special Instructions:



Exhibitor Catering – Daily Order Form (April 1, 2017 - July 31, 2018)

A-la-Carte Beverages	Quantity	Price	Total
Coffee (gallon)			
Tea (gallon)			
Decaf coffee (gallon)			
Brewed iced tea (gallon)			
Lemonade (gallon)			
Assorted soft drinks			
Bottled water			
Sparkling water			
Bottled juices			
Infused water station (2 gallon) orange-lemon-lime / cucumber-mint			

Specialty Coffee Service	Quantity	Price	Total
Nespresso machine 1-day show* (200 servings per day)			
Nespresso machine 2-day show* (200 servings per day)			
Nespresso machine 3-day show* (200 servings per day)			
Nespresso machine 4-day show* (200 servings per day)			
Professional Cappuccino Machine with Barista* (unlimited coffee)			
Full day show (10 hours max)**			
Half day show (5 hours max)**			

***NOTE:** power & labour not included in the above pricing. Requires 110V - 20amp power.

**Must supply: floorplan of booth indication location for set up, countertop or table, set up 1 hour prior to the scheduled start time.

From the Bakery / Pantry	Quantity	Price	Total
Breakfast loaf. Select one (1) of the following flavours: - Blueberry, muesli, peaches 'n' cream			
Scones (dozen). Select one (1) of the following flavours: - Raisin, maple buttermilk, cheddar bacon, cranberry thyme			
Assorted baby lemon loaves filled with raspberry jam, chocolate cherry (dozen)			
Decadent chocolate brownies & blondies (dozen)			
Homestyle cookies (dozen)			
Cupcakes with logo (dozen)			
Cupcakes (dozen)			
Mini French pastries (dozen)			
Mini Muffins (dozen). Select one (1) of the following flavours: - Morning glory, lemon poppy seed, walnut maple, blueberry lemon			
Breakfast bundle (croissant / danish / juice / coffee & tea) (minimum 10 people)			



Exhibitor Catering – Daily Order Form (April 1, 2017 - July 31, 2018)

From the Bakery / Pantry (continued)	Quantity	Price	Total
Granola & cereal bars (each)			
Whole fruits			
Chewy homestyle powers bars (dozen)			
Kettle chips (per person)			
Retro ice creams (per person)			
Gelato fresco fruit tubes			
Individual bag of popcorn			
Individual bag of chips & pretzels			
Individual bag of dried fruits & nuts			
Individual yogurt			

Lunch	Quantity	Price	Total
Assorted Sandwiches* (Max 3 sandwich types)			
Working Lunch Option #1* (minimum order 30) Soup, 1 salad selection, 3 sandwich selections, dessert, coffee & tea			
Working Lunch Option #2* (minimum order 30) Soup, 2 salad selections, 4 sandwich selections, dessert, coffee & tea			
Boxed Lunch* (minimum order 30) 1 salad selection, 3 sandwich selections, dessert			
*Visit www.mtccc.com/food-beverage/lunch/ for details and specify your selections at the end of this form.			

Water Service	Quantity	Price	Total
Rental price for water dispenser is per event based on a three day show and begins on the first day of delivery, not the first day of usage. Client to provide power (110 volts, 15 amp)			
Water dispenser			
18.5 litre water jug			

Ice Delivery	Quantity	Price	Total
Bus pan of ice (25 lbs)			

Platters	Quantity	Price	Total
Selection of artisan cheeses (20 portions)			
Seasonal market vegetable platter (20 portions)			
Fresh fruit platter (per person)			
Antipasto platter (20 portions)			
Rustic bread display (20 portions)			
Charcuterie platter (20 portions)			

Exhibitor Catering – Daily Order Form (April 1, 2017 - July 31, 2018)

Reception Items (minimum 3 dozen per item)	Quantity	Price	Total
Local blue cheese, roasted apple & onion confit, toasted focaccia (dozen)			
Marinated mushroom salad, charred vegetables, goat cheese, whole grain wasa (dozen)			
Asian soft spring roll selection & futomaki (dozen)			
Lobster & scallop salad, leek slaw, lemon vinaigrette (dozen)			
Grilled asparagus, prosciutto, tomato, parmesan, Caesar crostini (dozen)			
Mini open face Atlantic smoked salmon potato rösti, Boursin cheese (dozen)			
Beef carpaccio, parmesan feather, truffle paste on crostini (dozen)			
Braised lentil & beets, Skyr yogurt, cumin dust (dozen)			
Poached tiger shrimp, vodka tomato gazpacho shooter, celery stick swizzle (dozen)			
Fresh figs, prosciutto cracklings, chocolate dipped walnuts, mascarpone cheese and honey drizzle (dozen)			
Smoked turkey, butternut squash hummus, apple treviso slaw, ficelle crostini (dozen)			
Mushroom rosemary scone, brie, tomato confit (dozen)			
Braised short rib, leeks & smoked Gouda micro Yorkie, pepper scallion salsa (dozen)			
Mediterranean vegetable phyllo tarts, roasted vegetables & goat cheese, spinach (dozen)			
Mini lamb sliders, charred tomato, feta, onion, tzatziki on brioche (dozen)			
Roasted chicken shish taouk, cucumber tomato salsa, garlic sauce, pickled onions, mini flatbread (dozen)			
Beef donair à la Halifax (dozen)			
Slow roasted pulled pork on savoury cheddar cheese waffle, sticky bourbon BBQ sauce (dozen)			
Vegetarian spring rolls, Thai chili sauce (dozen)			
Vegetable samosas, tamarind chutney (dozen)			
Duck spiducci, maple thyme glaze (dozen)			
Fried chicken slider, coleslaw (dozen)			
Trio of dim sum with sauces (dozen)			
Vegetarian Brazilian coxinha – corn, leek & Boursin cheese (dozen)			
Beer & aged cheddar croquettes, smoky tomato ketchup (dozen)			
Red pepper & goat cheese polenta frits, smoky tomato jam (dozen)			
Spicy crab cake panko herb crust, roast pepper aioli (dozen)			

Exhibitor Catering – Daily Order Form (April 1, 2017 - July 31, 2018)

Stations	Quantity	Price	Total
<p>Candy Station (serves 100ppl) Assortment of sweets displayed in a clear bowls Select five (5) of the following: Licorice nibs, m&m's, gummy bears, yogurt-covered raisins, jolly ranchers, jube jubes, sour gummy worms, chocolate <i>(Includes displays bowls / jars, scoops and paper candy bags)</i> <i>3x2 feet counterspace required</i></p>			
<p>Trail Mix Station (serves 100ppl) Selection of nuts and savoury snacks Includes: assorted nuts, pretzel sticks, dried cranberries, yogurt chips, raisins, dark chocolate & banana chips <i>(Includes displays bowls / jars, scoops and bamboo cones)</i> <i>3x2 feet counterspace required</i></p>			
<p>Chocolate Break (serves 100ppl) Triple chocolate macaron pop, hot chocolate tart, double chocolate éclair, salame di cioccolato <i>4x2 feet counter space required</i></p>			
<p>Gourmet Snack Bar (serves 100ppl) Fresh kettle chips, salts & dips, Muskoka firewood honey bar nuts, wasabi peas, pretzel rods <i>3x2 feet counter space required</i></p>			
<p>Housemade Harmony organic milk station (per cup / minimum 60 cups) Locally farmed organic Harmony milk with house made infusions: Vanilla bourbon, chai and chocolate Accoutrements: Housemade marshmallows, dark chocolate curls, Tahitian vanilla whipped cream and Vietnamese cinnamon <i>4x3 feet counter space required</i></p>			
<p>Retro Ice Cream / Novelty Bar Chest (dozen) Ice Cream Chest included <i>4x3 feet counter space required</i></p>			
<p>Nacho Bar with Tex-Mex (serves 100ppl) Condiments and dips <i>4x3 feet counter space required</i></p>			
<p>Housemade Cotton Candy Station (per person / minimum 100ppl) Candy floss, cones, plastic holders, Chef attendant included <i>8x4 feet counter space required</i></p>			
<p>Housemade Gourmet Popcorn Station (per person / minimum 100ppl) Flavours to include maple, ginger orange, vanilla caramel & a selection of nuts & dried fruits, presented in clear bowls. Chef attendant available at \$55.00 per hour (minimum 4 hours) <i>8x4 feet counter space required</i></p>			



Exhibitor Catering – Daily Order Form (April 1, 2017 - July 31, 2018)

Stations (continued)	Quantity	Price	Total
Carnival Popcorn Cart			
Machine rental (1 day show)*			
Machine rental (2 day show)*			
Machine rental (3 day show)*			
Popcorn kernels (up to 250 bags x 20 g servings)			
Popcorn kernels (up to 500 bags x 20 g servings)			
Popcorn kernels (up to 1000 bags x 20 g servings)			
Warm Pretzel Cart			
Machine rental (1 day show)*			
Machine rental (2 day show)*			
Machine rental (3 day show)*			
Large soft warm pretzel (each) (minimum order of 50)			
*NOTE: power & labour <u>not</u> included in the above pricing. Requires 110V - 20amp power.			

Labour Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
Booth Attendant				

Host Bar	Quantity	Price	Total
All alcohol sales and consumption in the Metro Toronto Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be served by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors and event participants from removing alcohol from the premises.			
Featured brands (1 oz)			
Coors Light beer (355 ml)			
Selection of local craft breweries:			
Steam Whistle Pilsner (341 ml)			
Ace Hill Pilsner (473 ml)			
Ace Hill Vienna Lager (473 ml)			
MacKinnon Brothers Crosscut Canadian Ale (473 ml)			
Liqueurs (1 oz)			
Georgian Bay Vodka Smash			
Georgian Bay Gin Smash			
Wine by the glass			
Sparkling water (300 ml)			
Soft drinks			
Selection of local craft beer by the Keg:			
Ace Hill Pilsner (30 L)			
Ace Hill Vienna Lager (TBC)			
Steam Whistle Pilsner (50 L)			
MacKinnon Brothers Crosscut Canadian Ale (50 L)			



Exhibitor Catering – Daily Order Form (April 1, 2017 - July 31, 2018)

*Client to supply a 6'x4' work space, trash removal and clean-up, and power for keg units (110V).
 Special order wines, beers and champagnes are sold by the case only and are not based on consumption.

Bartender Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
A bartender is required to distribute all alcoholic beverages.				

Special Instructions:

Subtotal (*Admin. Charge applicable*) _____
 18% Administrative Charge _____
 Subtotal (*Admin. Charge not applicable*) _____
Subtotal _____
13% HST _____
Total (\$CAD)

For dietary indicators please refer to our Catering Menu at www.mtccc.com/food-beverage

Totals are estimates only. Your Catering Manager will provide an itemized invoice when confirming your order.



Authorization Request – Sample Food and/or Beverage Distribution

Metro Toronto Convention Centre Corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

Please complete this form to request authorization to distribute food or beverages not purchased through the Food & Beverage Department of the Metro Toronto Convention Centre.

General Conditions for Sampling Food & Beverage

- Items dispensed are limited to products **manufactured, processed or distributed** by an exhibiting firm and/or are related to the purpose of the show.
- All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance with **Local Public Health Codes**. **Visit the following link for more information: <http://www.toronto.ca/health/>.**
 - Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4 oz / 118 ml** sample size.
 - Sample food items limited to bite sized (**2x2 inches/5x5cm or 2oz/59gr portions**).
- For sampling questions regarding alcoholic beverages, please contact the Catering Department at **catering@mtccc.com** or call us at **(416) 585-8144**.
- Sponsorships or donations involving Food and/or Beverage products are subject to a **Loss of Revenue Fee** for food and beverage products distributed. This charge is determined based on the product. You may contact us at catering@mtccc.com or (416) 585-8144 to discuss further.
- Samples may be distributed from the exhibiting booth only, and not in any pre-function spaces or public spaces without written consent from the show manager as well as the Metro Toronto Convention Centre.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items in compliance with all applicable policies and laws in the City of Toronto, Province of Ontario. Accordingly, the Company agrees to fully indemnify and hold harmless the Metropolitan Toronto Convention Centre Corporation from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items.

Date: _____ Event Name: _____ Booth Number: _____
month/day/year

Company Name: _____ Contact: _____

Office Phone: _____ Mobile: _____ E-Mail: _____

Address: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Event Room / Hall: _____

Item and purpose of distribution (include quantity, portion size, method of dispensing and food vessel used) Please note the exclusion of any of this information may result in a delayed approval process. Matron service or booth cleaning charges may apply.

MTCC USE ONLY:

Approved: Yes No MTCC Manager's Signature: _____



Business Centre Price List

Services Hours:

North Building (Level 300)

Mon – Fri: 8:00am – 5:00pm

T: (416) 585-8387

South Building (Level 800)

Mon – Fri: 8:30am – 4:30pm

Items	(\$)
2-Way Telephone Duplex Jack*	8.00
Adjustable Wrench*	15.00
Bubble Wrap (various sizes)*	1.00-10.00
Batteries (AA – per battery)	2.00
Batteries (AAA – per battery)	2.00
Batteries 9V*	2.00
Business Cards (perforated sheets, per sheet)*	2.00
Calculator	10.00
Caution tape*	8.00
Clip Boards *	5.00
DVD-R Recordable Disc *	8.00
Envelopes (per envelope)	
Large	2.00
Small	0.50
File Folder	2.00
Fire Extinguisher (rental)*	30.00
Fold Back Clips*	
Large 1" – 25mm	7.00
Medium 1¼" – 32mm	5.00
Small ¼" – 6mm	3.00
Frame (plastic)*	
Large	20.00
Small	10.00
Glass Bowl*	10.00
Glass Square Bowl (small)*	5.00
Glue Stick	3.00
Hammer*	15.00
Hard Hat*	25.00
HDMI Cable*	50.00 - 60.00
Highlighter (yellow, pink, orange, green)	3.00
Index Cards*	5.00
International Travel Adapter*	80.00
Mailing Labels (per sheet)*	2.00
Metal Utility Cutter*	10.00
Name Badge Holders*	3.00
Name Badge Inserts*	2.00
Needle Nose Pliers*	15.00
Notepad*	7.00
Packing Tape	8.00
Paper (one package)	10.00
Paper Clips (any size)	5.00
Pen (per pen)	2.00
Plastic Paper Protectors (10 per pack)*	5.00
Plastic Paper Protectors (per sheet)*	2.00
Post-it Flags*	6.00
Pry Bar*	15.00

Items	(\$)
Push Pins (one box)	5.00
Receipt Book*	5.00
Report Cover*	2.00
Rubber Bands	5.00
Ruler*	2.00
Safety Glasses*	12.00
Scissors	6.00
Scotch Tape	5.00
Screwdriver*	15.00
Screwdriver Set*	10.00
Sharpie Marker	3.00
Stapler	15.00
Staples (one box)	8.00
Staples (one row)	1.00
Stapler Remover*	2.00
Sticky Notes	3.00
Tablecloth*	10.00
Toe Caps (CSA approved)*	50.00
Tent Cards*	
Large (per sheet)	2.00
Small (per sheet)	2.00
Trans-select Rolls*	3.00
USB Adaptor – Wireless N600*	75.00
USB Flash Drive - 2GB*	10.00
USB iPod Extensions*	8.00
Utility Scissors*	10.00
White-Out*	5.00

Fax Service	(\$)
Local	3.00 first page / 1.00 each additional page
Long Distance (Canada & United States)	5.00 first page / 1.50 each additional page
International (Overseas)	8.00 first page / 1.50 each additional page
Incoming Fax	3.00 first page / 1.00 each additional page

Photocopies / Printing	
Black & White – Single-sided	0.30 each
Black & White – Double-sided	0.35 each
Colour – Single-sided	1.00 each
Colour – Double-sided	1.50 each
Document Scanning*	5.00
Small Parcel Service (outbound)	
Letter Handling Fee	15.00
Boxes / Cylinders Handling Fee	40.00

(*) Item or Service that is available ONLY at North Building location

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

**DISCOUNT PRICE
 DEADLINE DATE
 JULY 23, 2018**

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

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X _____
(STREET) (P.O. BOX)

PHONE #: _____ EXT.: _____ FAX #: _____
(CITY) (STATE/ PROVINCE) (ZIP/POSTAL CODE)

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

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

METHOD OF PAYMENT

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

- COMPANY CHEQUE**
 Please make cheque payable to:
 Freeman Expositions, Ltd.
 Cheques must be in CDN funds drawn on a Canadian Bank or U.S. funds drawn on a U.S bank.
Please reference (job # 468408) on your remittance.
 GST # R101889426 // HST 101 889 426 RT 0001
- CREDIT CARD / DEBIT CARD (NOT INTERAC)**
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:
We do not accept credit card information via email
- BANK TRANSFER**
Please note that customers are responsible for any bank processing fees of \$15.00 CDN.
 Beneficiary Name: Freeman Expositions, Ltd.
 61 Browns Line, Toronto, Ontario, Canada M8W 3S2
 Bank Transfer to Royal Bank of Canada
 Bank # 003 - 200 Bay Street, Toronto, Ontario, Canada M5J 2J5
 Transit or Bank ID: 00002 - Freeman Account # 000021048693
Foreign Exhibitors wiring funds from Overseas should use:
 Swift Code: ROYCCAT2
If sending USD use:
 Intermediary Bank: JP Morgan Chase Manhattan, New York, NY
 Swift Code: CHASUS33 - ABA: 021000021
 IBAN Number: Canadian Banks do not carry IBAN numbers
Please reference Name of Show & Booth Number on all Bank Transfers so we properly credit your account.

AMERICAN EXPRESS MASTERCARD VISA

Account No.: _____ Exp. Date _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS	CARPET	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	FABRIC SOLUTIONS	RENTAL FABRIC	
SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	TRANSPORTATION & CUSTOMS	MATERIAL HANDLING	OTHER	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

For secure and fast payment by credit / debit card, click here to enter your payment information
<https://payments.freemanco.com/?DepartmentId=6B6D0227-678B-475D-B823-FED1966E131F>

FREEMAN method of payment

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365

MJBizConINT'L 2018

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

- | | |
|--|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> TRANSPORTATION/CUSTOMS |
| <input type="checkbox"/> I&D LABOUR/SUPERVISION | <input type="checkbox"/> MATERIAL HANDLING |
| <input type="checkbox"/> RENTAL FURNITURE/SIGNS/CARPET | <input type="checkbox"/> RENTAL EXHIBITS |
| <input type="checkbox"/> OTHER _____ | |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/PROVINCE/ZIP/POSTAL CODE:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

We do not accept credit card information via email

THIRD PARTY CREDIT CARD / DEBIT CARD (NOT INTERAC) AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/PROVINCE/ZIP/POSTAL CODE:

For secure and fast payment by credit / debit card, click here to enter your payment information
<https://payments.freemanco.com/?DepartmentId=6B6D0227-678B-475D-B823-FED1966E131F>

PAYMENT & LABOUR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOUR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

RESULTS, DELIVERED

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.

DES RÉSULTATS, ASSURÉS

Avec plus de 85 années d'expérience dans l'industrie événementielle, personne ne comprend le transport des expositions mieux que Freeman. Nos services de transport sont un prolongement direct des produits de première qualité sur lesquels les exposants du monde entier comptent à chaque fois.

Entre nos tarifs forfaitaires et notre service clientèle supérieur, le service de transport des expositions de Freeman est la solution la plus fiable, pratique et rentable qui soit. Notre équipe d'experts a la capacité de rapidement faire face aux changements selon le besoin, demeurant fin prêts à répondre à toutes les conditions de votre événement, quels que soient l'heure et l'endroit.



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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur freeman.com

EXHIBIT TRANSPORTATION SERVICES

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

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit freeman.com

Contact our exhibit transportation experts at **877.478.1113** for U.S. and Canadian Exhibitors and at **+1.905-951-1612** for International Exhibitors; or reach us via email at: exhibittrans.canada@freemanco.com

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.

SERVICE DE TRANSPORT D'EXPOSITION

Freeman collabore directement avec vous et les responsables de l'événement sur place pour le transport de votre exposition où que ce soit et ce, sans problème. Transport d'exposition Freeman est un partenaire de Smartway EPA qui appuie les efforts et encourage les partenaires qui s'engagent à l'amélioration de l'efficacité énergétique, et ainsi réduire l'émission des gaz à effet de serre et la pollution atmosphérique de la chaîne d'approvisionnement de transport.

Le transport d'exposition de Freeman garantit:

- DES TARIFS FORFAITAIRES SANS AUCUN FRAIS ADDITIONNEL POUR RAMASSAGE ET LIVRAISON, Y COMPRIS POUR LES SERVICES DE LA FIN DE SEMAINE ET DE LA NUIT
- UNE FACTURE PRATIQUE COMPRENANT TOUS LES SERVICES DE FREEMAN POUR L'ÉVÉNEMENT
- DES EXPERTS EN TRANSPORT SONT DISPONIBLES SUR PLACE AVANT, PENDANT ET APRÈS L'ÉVÉNEMENT
- UN SERVICE CLIENTÈLE FIABLE SEPT JOURS PAR SEMAINE, OFFRANT UNE VISIBILITÉ COMPLÈTE DE L'EXPÉDITION ET UNE SUPERVISION D'EXPERT

des questions?

Pour recevoir des informations supplémentaires sur nos services, tarifs, dates butoir d'expédition, exigences en matière de documentation, commande et les conditions générales de nos offres de service, rendez-vous sur freeman.com

Contactez nos experts en transport d'exposition au **877.478.1113** pour les exposants des États-Unis et du Canada et au **+1.905.951.1612** pour les exposants internationaux, ou par courrier électronique à: exhibittrans.canada@freemanco.com

N'OUBLIEZ PAS NOS SERVICES D'EXPÉDITION ENTRANTE! REMPLISSEZ ET ENVOYEZ LE FORMULAIRE DE COMMANDE POUR DEMANDER VOTRE EXPÉDITION ENTRANTE OU SORTANT.

Exhibiting internationally may seem daunting, but the details don't have to get in your way. Freeman will manage customs clearance for all of your shipping needs, ensuring that your booth and your products make it safely to your event. On time, and in one piece.

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

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

Bien qu'exposer à l'échelle internationale puisse sembler poser un défi de taille, les détails pour y arriver n'ont pas à se mettre en travers de votre route. Freeman se chargera du dédouanement pour tous vos besoins en matière d'expédition, et garantit l'arrivée à bon port de votre kiosque et de vos produits pour l'événement prévu. En toute sécurité, à temps, et en un seul morceau.

À titre de fournisseur officiel de services, nous assumons la responsabilité de chaque aspect logistique, du départ jusqu'à l'arrivée... Avant l'exposition, sur place et au cours du transport de votre matériel vers sa prochaine destination. Quel que soit le transporteur que vous choisissiez, Freeman sait comment vous aider à libérer vos marchandises auprès des fonctionnaires des douanes. L'entrée, tout comme la sortie, peuvent donc se dérouler tout en douceur et sans stress.

Nous vous considérons comme un client de première classe, et c'est pourquoi nous mettons notre expérience et notre expertise à votre service pour vous vous faire franchir la frontière, à l'entrée et à la sortie.

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

Appelez nos experts en dédouanement au **877.478.1113** pour les exposants des États-Unis et du Canada et au **+1.905.951.1612** pour les exposants internationaux ou par courrier électronique à: **exhibittrans.canada@freemanco.com**

Our secret to painless international transport is advance planning. Here are a few ways that we can help you be where you want to be, with exactly what you need when you get there.

- ORGANIZATION OF REQUIRED CUSTOMS DOCUMENTS
- ASSISTANCE IN THE COMPLETION OF REQUIRED CUSTOMS DOCUMENTS
- PREPARATION OF ONE INVOICE, DETAILING ALL OF YOUR SHOW SERVICES ON ONE CONVENIENT FORM
- AROUND-THE-CLOCK AVAILABILITY, VIA A SPECIAL TOLL-FREE PHONE NUMBER THAT WILL CONNECT YOU WITH YOUR CUSTOMS SPECIALIST
- COMPETITIVE PRICING

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

- ORGANISATION DES DOCUMENTS DE DOUANES REQUIS
- SERVICE DE SOUTIEN POUR REMPLIR LES DOCUMENTS DE DOUANES REQUIS
- PRÉPARATION D'UNE FACTURE PRÉCISANT TOUS LES SERVICES RETENUS EN VUE DE VOTRE EXPOSITION, OFFERTE EN UN FORMAT PRATIQUE
- SERVICE OFFERT 24 HEURES SUR 24 PAR L'ENTREMISE D'UNE LIGNE SPÉCIALE SANS FRAIS, QUI VOUS METTRA EN CONTACT AVEC VOTRE SPÉCIALISTE DES DOUANES
- TARIFS CONCURRENTIELS

FREEMAN

1-877-478-1113 / exhibittrans.canada@freemanco.com

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

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

FREEMAN exhibit transportation & customs

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____ FAX #: _____

PICK UP AND/OR CUSTOMS INFORMATION

Requested Pick Up Date: _____ Contact Person: _____

Company Name: _____ Tax ID #: _____

Pick Up Address: _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

E-mail address: _____ Phone #: _____

PLEASE NOTE WHEN ORDERING

- All charges will be included on your show services invoice.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up and delivery of your shipment.

ORDERING SERVICE

- Schedule pick-up by calling TOLL FREE: **1-877-478-1113**
- Fax this Order Form with the Canada Customs Invoice (if applicable) to **416-252-2365**

Section 1: PLEASE SELECT

- Transportation & Customs Clearance
(Complete Section 2 to 6 & Canada Customs Invoice)
- Transportation Only Customs Clearance Only
(Complete Section 2 to 6) (Complete Section 5 & 6 & Canada Customs Invoice)

Section 2: DESTINATION

- I will be shipping to the **WAREHOUSE**
- MJBizConINT'L 2018**
Company Name, Booth # _____
C/O Freeman
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

SHIPMENTS ACCEPTED BEGINNING JULY 16, 2018
TO AVOID DEADLINE CHARGES DELIVER BY AUGUST 7, 2018

- I will be shipping to **SHOW SITE**
- MJBizConINT'L 2018**
Company Name, Booth # _____
C/O Freeman
Metro Toronto Convention Centre - South Building
DO NOT DELIVER BEFORE AUGUST 13, 2018

Section 3: OUTBOUND SHIPPING

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

Number of Labels: _____

Section 4: TYPE OF SERVICE - Choose One

- AIR**
- 1 Day: Delivery next business day* (before 5:00 p.m.)
*Some restrictions may apply.
- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 3 - 4 business days
- Declared Value \$ _____
(Additional charges will apply for declared value)
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

GROUND

- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, or truckload

Section 5: SHIPPING AND/OR CUSTOMS INFORMATION

Items to be shipped

Number of Pieces	Weight (lbs)
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (colour _____)	_____
___ Skids/Pallets	_____
___ Carpet (colour _____)	_____
___ Other (_____)	_____
___ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____
NOTE: Shipments will be weighed and measured prior to delivery.

Section 6: METHOD OF PAYMENT FORM

No shipments will be picked up or delivered without payment.
Please fill-out your credit card information on the METHOD OF PAYMENT FORM, located in this Exhibitor Service Manual and return a signed copy by Fax to Freeman at 416-252-2365.

TRANSPORTATION AND CUSTOMS CLEARANCE CHARGES DO NOT INCLUDE LATE ARRIVAL AND/OR SPECIAL HANDLING MATERIAL HANDLING

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

JOB #: 468408



1. Vendor (Name and Address) / Vendeur (Nom et Adresse)	2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada 3. Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) Show: _____ Booth#: _____	5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)
	6. Country of Transshipment / Pays de transbordement
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input type="checkbox"/> OUI NO <input type="checkbox"/> NON	9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement. (Ex. Vente, Expédition en consignation, location de marchandises, etc.)
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via _____	10. Currency of Settlement / Devises du paiement

11. No. of Pkgs. Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques, p. ex. Classe, qualite)	13. Quantity (State Unit) Quantite (Préciser l'unité)	14. Replacement Value Valeur de Remplacement	
			14. Unit Price Prix Unitaire	15. Total
CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113				
XI.1 Total Number of Pieces / Nombre total de pieces				

18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>	16. Total Weight / Poids total Net _____ Gross / Brut _____	17. Invoice Total Total de la facture
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19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)	20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) <p style="text-align: center; font-weight: bold;">Same as Consignee</p>
21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)	22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case <div style="text-align: right; border: 1px solid black; padding: 2px;">XX</div>

23. If included in field 17 indicate amount Si compris dans le total a la zone 17, preciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, depenses et assurances a partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les couts de construction, de montage et d'assemblage apres importation au Canada \$ _____ (iii) Export packing Le cout de l'emballage d'exportation \$ _____	24. If not included in field 17 indicate amount Si non compris dans le total a la zone 17, preciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, depenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versees pour l'achat \$ _____ (iii) Export packing Le cout de l'emballage d'exportation \$ _____	25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ulterieurs ont ete ou seront verses par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>
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CANADA CUSTOMS INVOICE

1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada January 1, 2001 > "Shipping Date"	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ACME Company c/o Freeman 61 Browns Line Toronto, Ontario M8W-3S2 Show: Vegetables Fair Booth#: _____		3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur) "Your IRS or Fed Tax ID"	
5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)		6. Country of Transhipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises USA		If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON		9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada Via Ground, Desert City, Sahara		10. Currency of Settlement / Devises au paiement USD	

11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	14. Unit Price / Prix Unitaire	15. Total / Valeur de Remplacement
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00	\$120.00
1	Box of give-away Pens	150	\$0.25	\$37.50

Canadian Customs Clearance by: Freeman 1-877-478-1113

XI.1 Total Number of Pieces / Nombre total de pièces 3		16. Total Weight / Poids total Net _____ Gross / Brut 156 lbs.		17. Invoice Total / Total de la facture \$6,157.50	
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case <input checked="" type="checkbox"/>				Commercial Invoice No. / No. De la facture commerciale _____	

19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)	20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse) Same as Consignee
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21. Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)	22. If fields 23 to 25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>
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23. If included in field 17 indicate amount / Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada / Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada / Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____ (iii) Export packing / Le coût de l'emballage d'exportation \$ _____	24. If not included in field 17 indicate amount / Si non compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada / Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions / Les commissions autres que celles versées pour l'achat \$ _____ (iii) Export packing / Le coût de l'emballage d'exportation \$ _____	25. Check (if applicable) / Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser / Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods / L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>
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WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express, UPS, Purolator, DHL and Canada Post, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express, UPS, Purolator, DHL and Canada Post, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are four categories of freight:

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

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labour to unload. Federal Express, UPS, Purolator, DHL and Canada Post are included in this category due to their delivery procedures.

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

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labour and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments is received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Centre. Once the container is completely empty place a label on each container individually. Labeled empty containers will be picked up periodically and store in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Centre at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Centre.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Centre.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation is you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Forklift Order Form for available equipment.
- Advance and show site orders for equipment and labour will be dispatched once a company representative signs the labour order at the Freeman Service Centre.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling with no hidden fees. Also, Freeman has multiple warehouse locations, so delivering your furniture solution is always quick and simple.

Votre stand devrait être un reflet de l'allure et de la personnalité de votre société, d'où l'importance du choix des meubles pour le remplir. La gamme d'ameublement essentiel de Freeman a tout ce dont vous avez besoin, avec un assortiment de meubles professionnels dans des formes et des styles attrayants pouvant satisfaire à tout budget ou toute conception. En outre, les normes de contrôle de la qualité et l'entretien à l'interne de Freeman sont hors pair, donc vous êtes toujours assurés d'avoir les meilleurs meubles possibles pour la réussite de votre participation.

Découvrez nos produits dans cette brochure et si vous ne trouvez pas exactement ce que vous voulez, ne vous en souciez pas - nous travaillerons avec vous tout le long du processus afin de nous assurer que vous obteniez exactement ce que vous désirez. Nos prix comprennent les frais d'expédition et de manutention, sans frais cachés. Freeman possède également plusieurs sites d'entreposage; la livraison de vos meubles se fait donc toujours rapidement et en toute sécurité.

SEATING | SIÈGES

**BLACK DIAMOND
SIDE CHAIR
71089**

21"W 23"L 32"H

**CHAISE SANS BRAS
BLACK DIAMOND
71089**

21"Large 23"L 32"H



**BLACK DIAMOND STOOL
71088**

22"W 18"L 46"H

**TABOURET
BLACK DIAMOND
71088**

22"Large 18"L 46"H



SEATING | SIÈGES

BLACK DIAMOND ARMCHAIR 71090

20"W 21"L 33"H

CHAISE AVEC BRAS BLACK DIAMOND 71090

20"Large 21"L 33"H



LIMERICK® CHAIR BY HERMAN MILLER grey 210108

18"W 17.75"L 33"H

CHAISE LIMERICK® BY HERMAN MILLER grise 210108

18"Large 17.75"L 33"H

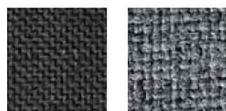


CASEY PADDED STOOL black or grey fabric 210112

20"W 21.5"L 42.5"H

TABOURET CASEY tissu noir ou gris 210112

20"Large 21.5"L 42.5"H



SEATING | SIÈGES

**GREY GASLIFT STOOL
71047**

24"W | 20"L | 46"H

**TABOURET STÉNO GRIS
71047**

24"Large | 20"L | 46"H

Telescoping height adjustment;
five-caster base rolls with ease.
Base à cinq roulettes et ajustement
télescopique de la hauteur.



**GREY GASLIFT CHAIR
71045**

26"W | 20"L | 38"H

**CHAISE STÉNO GRIS
71047**

26"Large | 20"L | 38"H



TABLES | TABLES

Soho Series

**BLACK PEDESTAL TABLE
72067**

36" Diam. | 30"H

Gamme Soho

**TABLE-PIEDESTAL NOIRE
72067**

36" Diam. | 30"H



Studio Series

**BLACK END TABLE
115104**

17"W | 17"L | 18"H

Gamme Studio

**TABLE DE BOUT NOIRE
115104**

17"W | 17"L | 18"H



**BLACK COCKTAIL TABLE
115103**

36"W | 20"L | 15"H

**TABLE COCKTAIL NOIRE
115103**

36"W | 20"L | 15"H

DISPLAY | PRÉSENTOIR

DISPLAY CYLINDERS *black*

low **75020**

30"Diam 15"H

medium **75021**

18"Diam 20"H

high **75022**

24"Diam 36"H

PRÉSENTOIR CYLINDRIQUE *noir*

bas **75020**

30"Diam 15"H

moyen **75021**

18"Diam 20"H

haut **75022**

24"Diam 36"H



ORION COMPUTER KIOSK *black* **75079**

28"L 28"D 40.5"H

(Computer not included.)

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

28"Large 28"L 40.5"H

(Ordinateur non inclus.)



DRAPED OR UNDRAPED TABLES & COUNTERS

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

TABLES ET COMPTOIRS AVEC OU SANS JUPE

Les tables sont recouvertes de vinyle blanc et d'une jupe sur 3 côtés. Nous pouvons installer une jupe au 4e côté. Les tables sans jupe sont également recouvertes de vinyle blanc.



TABLES (30" HEIGHT)

TABLES (30" HAUTEUR)

	4'	6'	8'
Draped Avec jupe	124430	124630	124830
Draped on Fourth Side Avec jupe au 4e Côté		1240630	1240830
Undraped Sans jupe	125430	125630	125830

COUNTERS (42" HEIGHT)

COMPTOIRS (42" HAUTEUR)

	4'	6'	8'
Draped Avec jupe	124442	124642	124842
Draped on Fourth Side Avec jupe au 4e côté		1240642	1240842
Undraped Sans jupe	125442	125642	125842



ACCESSORIES | ACCESSOIRES

CHROME SIGN HOLDER 220118

Holds 22" x 28" sign

PORTE-ENSEIGNE CHROME 220118

Pour une enseigne 22"x 28"



FLAT LITERATURE RACK 750136

10"L 55"H

Display printed materials in six pockets

PORTE-BROCHURES 750136

10"L 55"H

Six pochettes



SMALL REFRIGERATOR EMPTY 75057

19"W 19"L 34"H

PETIT RÉFRIGÉRATEUR VIDE 75057

19"Large 19"L 34"H



ALUMINUM EASEL 220134

5.25"W 64.25"H

TRÉPIED ALUMINIUM 220134

5.25"W 64.25"H



CORRUGATED WASTEBASKET 220106

CORBEILLE À PAPIER (CARTON ONDULÉ) 220106



CHROME STANCHION WITH 8' RETRACTABLE BELT 220121

42"H

POTEAU DE FOULE AVEC SANGLE RÉTRACTABLE 8' 220121

42"H



ACCESSORIES | ACCESSOIRES

**CHROME BAG RACK
220110**

1"W 26"L 41"H

**PORTE-SACS CHROME
220110**

1"W 26"L 41"H



**CHROME COAT TREE
220109**

8.25"W 69.5"H

**PATÈRE CHROME
220109**

8.25"W 69.5"H



**FILE CABINET WITH LOCK
(TWO-DRAWER)
74082**

25"W 15"L 28"H

**CLASSEUR AVEC SERRURE
(DEUX TIROIRS)
74082**

25"Large 15"L 28"H



**FILE CABINET WITH LOCK
(FOUR-DRAWER)
74081**

25"W 15"L 52"H

**CLASSEUR AVEC SERRURE
(QUATRE TIROIRS)
74081**

25"Large 15"L 52"H



SPECIAL DRAPING (NOT PICTURED)

Special drape is available in black, blue, gold, grey, red, white or plum.

**3' HIGH
12103**

**8' HIGH
12108**

Refer to page five for colour reference.
For drape over 8' please call for availability and prices.

TENTURE SPÉCIALE (NON ILLUSTRÉE)

Disponible en noir, bleu, doré, gris, rouge, blanc ou prune

**3' DE HAUTEUR
12103**

**8' DE HAUTEUR
12108**

Choix de couleurs en page cinq. Pour les tentures de plus de 8', communiquez avec nous pour la disponibilité et les prix.

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 23, 2018**

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FURNISHINGS						
**Please Circle colour for Casey Padded Stool: Black Grey						
_____	210108	Limerick® Chair by Herman Miller	\$75.50	\$83.05	\$105.70	_____
_____	210112	Casey Padded Stool**	\$125.00	\$137.50	\$175.00	_____
_____	71045	Grey Gaslift Chair	\$197.00	\$216.70	\$275.80	_____
_____	71047	Grey Gaslift Stool	\$230.00	\$253.00	\$322.00	_____
_____	71088	Black Diamond Stool	\$189.00	\$207.90	\$264.60	_____
_____	71089	Black Diamond Side	\$126.00	\$138.60	\$176.40	_____
_____	71090	Black Diamond Arm Chair ...	\$150.00	\$165.00	\$210.00	_____

The following items are available in black.

_____	75020	Display Cylinder/Low	\$214.00	\$235.40	\$299.60	_____
_____	75021	Display Cylinder/Medium	\$255.00	\$280.50	\$357.00	_____
_____	75022	Display Cylinder/High	\$295.00	\$324.50	\$413.00	_____
_____	75079	Orion Computer Kiosk	\$410.00	\$451.00	\$574.00	_____
_____	750136	Flat Literature Rack	\$180.00	\$198.00	\$252.00	_____
_____	72067	SohoCafeTable/30"H X 36"	\$216.00	\$237.60	\$302.40	_____

TABLES & RISERS

NOTE: Tables are 24" wide

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

DRAPED***						
_____	124430	4' Draped Table/30"H	\$139.00	\$152.90	\$194.60	_____
_____	124630	6' Draped Table/30"H	\$200.00	\$220.00	\$280.00	_____
_____	124830	8' Draped Table/30"H	\$212.00	\$233.20	\$296.80	_____
_____	1240630	4th Side Draping-6' X 30"H	\$41.00	\$45.10	\$57.40	_____
_____	1240830	4th Side Draping-8' X 30"H	\$41.00	\$45.10	\$57.40	_____
_____	124442	4' Draped Table/42"H	\$200.00	\$220.00	\$280.00	_____
_____	124642	6' Draped Table/42"H	\$230.00	\$253.00	\$322.00	_____
_____	124842	8' Draped Table/42"H	\$250.00	\$275.00	\$350.00	_____
_____	12404642	4th Side Drape-6' x 42"H	\$41.00	\$45.10	\$57.40	_____
_____	12404842	4th Side Drape-8' x 42"H	\$41.00	\$45.10	\$57.40	_____

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

UNDRAPED						
_____	125430	4' Undraped Table/30"H	\$63.00	\$69.30	\$88.20	_____
_____	125630	6' Undraped Table/30"H	\$73.00	\$80.30	\$102.20	_____
_____	125830	8' Undraped Table/30"H	\$81.00	\$89.10	\$113.40	_____
_____	125442	4' Undraped Table/42"H	\$97.00	\$106.70	\$135.80	_____
_____	125642	6' Undraped Table/42"	\$113.00	\$124.30	\$158.20	_____
_____	125842	8' Undraped Table/42"	\$129.00	\$141.90	\$180.60	_____

CORRUGATED RISERS (Available in Black)

_____	1504100	4' x 7" H Table Riser	\$33.00	\$36.30	\$46.20	_____
_____	1504200	4' x 14" H Table Riser	\$50.00	\$55.00	\$70.00	_____
_____	1506100	6' x 7" H Table Riser	\$38.00	\$41.80	\$53.20	_____
_____	1506200	6' x 14" H Table Riser	\$61.00	\$67.10	\$85.40	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FURNISHINGS						
Studio Series Tables:						
_____	115103	Studio Series Black Table	\$95.00	\$104.50	\$133.00	_____
_____	15104	Studio Series Black End	\$93.00	\$102.30	\$130.20	_____
_____	220106	Corrugated Wastebasket	\$24.00	\$26.40	\$33.60	_____
_____	220109	Chrome Coat Tree	\$66.00	\$72.60	\$92.40	_____
_____	220110	Chrome Bag Rack	\$107.00	\$117.70	\$149.80	_____
_____	220118	Chrome Sign Holder	\$99.00	\$108.90	\$138.60	_____
_____	220121	Chrome Stanchion w/8' Belt	\$137.00	\$150.70	\$191.80	_____
_____	220134	Chrome Easel	\$50.00	\$55.00	\$70.00	_____

***Please circle colour for special drape: Black Blue Gold Grey
Plum Red White

_____	12103	Special Drape- 3'H-per ft***	\$19.00	\$20.90	\$26.60	_____
_____	12108	Special Drape- 8'H-per ft***	\$25.00	\$27.50	\$35.00	_____
_____	1330811	Steel-Top Rod (8' to 10' long)	\$25.50	\$28.05	\$35.70	_____
_____	13803	Steel - Post and Base (3' H)	\$25.50	\$28.05	\$35.70	_____
_____	13808	Steel - Post and Base (8' H)	\$25.50	\$28.05	\$35.70	_____
_____	15905	Small Fishbowl	\$41.00	\$45.10	\$57.40	_____
_____	75057	Refrigerator/4 cubic ft.	\$452.00	\$497.20	\$632.80	_____
_____	74082	File Cabinet/2 Drawer	\$129.00	\$141.90	\$180.60	_____
_____	74081	File Cabinet/4 Drawer	\$161.00	\$177.10	\$225.40	_____

FLORAL

Floral

_____	4220999	Special Arrangement	Call for Pricing	_____
_____	4220300	Small Vase Arrangements	\$150.00	\$210.00
_____	4220400	Fresh Cut Flower	\$175.00	\$245.00
_____	4220500	Lg Tropical Flowers	\$225.00	\$315.00

TOTAL COST

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

FREEMAN furnishings & floral

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

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

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

STOOLS | TABOURETS

EQUINO STOOL TABOURET ÉQUINO

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

14" 16" 36"H



LOLA STOOL TABOURET LOLA

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

16" 16" 40"H



CHROME BAR STOOL TABOURET FINI CHROME

white/blanc 910132
black/noir 910135

17.5" 18" 45"H



BLACK CAFÉ STOOL TABOURET CAFÉ NOIR

black/noir 910212

25" 28" 77"H



SEATING | SIÈGES

BLACK CAFÉ CHAIR
CHAISE CAFÉ NOIRE
black/noir 910134

17.5' 15.5" 34"H



RIPPLE SLED CHAIR
CHAISE À DOS ONDULÉE
black/noir 910213

24' 22" 35"H



ARMLESS CHAIR
FAUTEUIL SANS BRAS
white/blanc 910152
black/noir 910153

23' 28" 35"H



SCULPTED CHAIR
FAUTEUIL D'APPOINT
white/blanc 910150
red/rouge 910151

33" 27" 26"H



SCULPTED LOVESEAT
CAUSEUSE DOSSIER ARRONDI
white/blanc 930147
red/rouge 930148

52" 27" 27"H



SCULPTED SOFA
SOFA DOSSIER ARRONDI
white/blanc 930146

74" 27" 27"H



CITI BLACK LEATHER CHAIR
FAUTEUIL EN CUIR CITI
black/noir 910201

35" 28.5" 28"H



CITI BLACK LEATHER LOVESEAT
CAUSEUSE EN CUIR CITI
black/noir 930200

56" 28.5" 28"H



CITI BLACK LEATHER SOFA
SOFA EN CUIR CITI
black/noir 930202

78" 28.5" 28"H



TABLES | TABLES

SQUARE BISTRO TABLE
TABLE BISTRO CARRÉE
black/noir 920147

30" 30" 42"H



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

30"Diam 42"H



ROUND BISTRO CHROME TABLE
TABLE RONDE BISTRO FINI CHROME
chrome 920200

30"Diam 42"H



ROUND BISTRO CHROME TABLE
TABLE RONDE BISTRO FINI CHROME
chrome 920149

24"Diam 42"H



SQUARE BISTRO CHROME TABLE
TABLE BISTRO CARRÉE FINI CHROME
920201

24" 24" 42"H



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

24" 24" 20"H



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

24" 48" 20"H



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

24"Diam 20"H



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

16"Diam 24"H



ACCESSORIES | ACCESSOIRES

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

72" 20" 18"H



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

72" 18" 18"H



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

43" 19" 18"H



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

18" 18" 18"H



FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

**ONLINE PRICE
 DISCOUNT PRICE
 DEADLINE DATE
 JULY 23, 2018**

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
STOOLS						
_____	910146	Equino Stool - White	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910147	Equino Stool - Black	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910148	Equino Stool - Red	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910211	Lola Stool - White	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910210	Lola Stool - Black	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910149	Lola Stool - Red	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910132	Chrome Bar Stool - White	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910135	Chrome Bar Stool - Black	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910212	Black Café Stool	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
CASUAL & LOUNGE SEATING						
_____	910134	Black Café Chair	\$ 108.00	\$ 118.80	\$ 151.20	\$ _____
_____	910213	Ripple Sled Chair - Black	\$ 190.00	\$ 209.00	\$ 266.00	\$ _____
_____	910152	Armless Chair - White	\$ 400.00	\$ 484.00	\$ 560.00	\$ _____
_____	910153	Armless Chair - Black	\$ 400.00	\$ 484.00	\$ 560.00	\$ _____
Sculpted Line						
_____	910150	Sculpted Chair - White	\$ 440.00	\$ 484.00	\$ 616.00	\$ _____
_____	910151	Sculpted Chair - Red	\$ 440.00	\$ 484.00	\$ 616.00	\$ _____
_____	930147	Sculpted Loveseat - White	\$ 506.00	\$ 556.60	\$ 708.40	\$ _____
_____	930148	Sculpted Loveseat - Red	\$ 506.00	\$ 556.60	\$ 708.40	\$ _____
_____	930146	Sculpted Sofa - White	\$ 560.00	\$ 616.00	\$ 784.00	\$ _____
Citi Line						
_____	910201	Citi Black Leather Chair	\$ 440.00	\$ 484.00	\$ 616.00	\$ _____
_____	930200	Citi Black Leather Loveseat	\$ 506.00	\$ 556.60	\$ 708.40	\$ _____
_____	930202	Citi Black Leather Sofa	\$ 560.00	\$ 616.00	\$ 784.00	\$ _____
Ottomans & Cubes						
_____	950153	Large Ottoman - Black (72"x18"x18"h)	\$ 417.00	\$ 458.70	\$ 583.80	\$ _____
_____	950154	Large Ottoman - Red (72"x18"x18"h)	\$ 417.00	\$ 458.70	\$ 583.80	\$ _____
_____	950147	Ottoman - Black (43"x19"x18"h)	\$ 278.00	\$ 305.80	\$ 389.20	\$ _____
_____	950146	Ottoman - White (43"x19"x18"h)	\$ 278.00	\$ 305.80	\$ 389.20	\$ _____
_____	950110	Square Cube - Black	\$ 212.00	\$ 233.20	\$ 296.80	\$ _____
_____	950112	Square Cube - White	\$ 212.00	\$ 233.20	\$ 296.80	\$ _____
_____	950111	Square Cube - Red	\$ 212.00	\$ 233.20	\$ 296.80	\$ _____
TABLES						
Bar Tables						
_____	920147	Square Bistro Table - Black Laminate (30"x30"x42")	\$ 295.00	\$ 324.50	\$ 413.00	\$ _____
_____	920201	Square Bistro Table - Chrome Laminate (24"x24"x42")	\$ 295.00	\$ 324.50	\$ 413.00	\$ _____
_____	920146	Round Bistro Table - Black Laminate (30"diam x 42")	\$ 295.00	\$ 324.50	\$ 413.00	\$ _____
_____	920148	Round Bistro Table - White Laminate (30"diam x 42")	\$ 295.00	\$ 324.50	\$ 413.00	\$ _____
_____	920149	Round Bistro Table - Chrome Laminate (24"diam x 42")	\$ 295.00	\$ 324.50	\$ 413.00	\$ _____
_____	920200	Round Bistro Table - Chrome Laminate (30"diam x 42")	\$ 295.00	\$ 324.50	\$ 413.00	\$ _____
Occasional Coffee & End Tables						
_____	920151	Coffee Table - Steel Frame - White (24"x48"x20"h)	\$ 285.00	\$ 313.50	\$ 399.00	\$ _____
_____	920150	Coffee Table - Steel Frame - Black (24"x48"x20"h)	\$ 285.00	\$ 313.50	\$ 399.00	\$ _____
_____	920153	End Table - Steel Frame - White (24"x24"x20"h)	\$ 235.00	\$ 258.50	\$ 329.00	\$ _____
_____	920152	End Table - Steel Frame - Black (24"x24"x20"h)	\$ 235.00	\$ 258.50	\$ 329.00	\$ _____
_____	920155	Sculpted Round Coffee Table - White (28"diam x 14"h)	\$ 285.00	\$ 313.50	\$ 399.00	\$ _____
_____	920154	Sculpted Round Coffee Table - Black (28"diam x 14"h)	\$ 285.00	\$ 313.50	\$ 399.00	\$ _____
_____	920157	Sculpted Round End Table - White (16"diam x 24"h)	\$ 235.00	\$ 258.50	\$ 329.00	\$ _____
_____	920156	Sculpted Round End Table - Black (16"diam x 24"h)	\$ 235.00	\$ 258.50	\$ 329.00	\$ _____

TOTAL COST

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

0217(18H)

FREEMAN specialty furnishings

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

FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colourfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in our classic line.

- Colourfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint

DE LA BASE VERS LE HAUT

Surprenez votre public dès qu'il met le pied dans votre stand grâce aux tapis personnalisés de Freeman. Nos tapis traités contre la décoloration ne changeront jamais de teinte et le rembourrage dépasse les normes de l'industrie, assurant donc que vous resterez étonnés par sa qualité. Les options de personnalisation de Freeman comprennent les bordures, les motifs et les applications de logo pour notre ligne de tapis classique.

- La technologie du traitement contre la décoloration des tapis garantit un aspect uniforme et professionnel pour toute la durée de votre exposition
- Les différentes options de personnalisation garantissent que les normes de votre produit seront respectées
- Tous les tapis et rembourrages sont fabriqués avec du matériel recyclé
- Les tarifs de location sont forfaitaires; aucun frais de manipulation de matériel n'est dissimulé
- En louant votre tapis de Freeman vous réduisez votre empreinte écologique



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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur freeman.com

PRESTIGE CARPET | TAPIS PRESTIGE

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colours are available in a luxurious 40-ounce weight and all nine designer colours are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

Le tapis prestige de Freeman combine un confort luxueux avec une résistance durable à la saleté et aux taches, ce qui est parfait pour les zones très fréquentées. Cinq couleurs populaires sont disponibles pour le poids luxueux de 40 onces et les neuf couleurs designers sont disponibles pour le poids de 28 onces.

Les forfaits de tapis prestige de Freeman comprennent un tapis de 10 pieds de large, la livraison, le recouvrement en Visqueen, l'installation, le ruban à tapis, l'enlèvement et tous les frais de manipulation de matériel liés au tapis. Les tarifs comprennent une mise au rebut respectueuse de l'environnement après usage. Un rembourrage en mousse est disponible pour un tarif minimal. Si votre commande est importante, communiquez avec nous pour déterminer si des rabais pour volume pourraient s'appliquer. Le tapis prestige n'est utilisé qu'une seule fois. Le tapis pour votre stand est neuf et recyclé à la fin du salon.

Custom Options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.

Options de Personnalisation

Le tapis prestige peut également être personnalisée pour répondre aux besoins de votre exposition avec des logos, motifs et bordures uniques. Appelez le numéro de téléphone figurant dans les Infos rapides pour obtenir de l'aide.



black | noir**



cardinal | rouge cardinal



charcoal | anthracite**



cream | crème



grey pearl | gris perle**



navy | bleu marine**



toast | moka



wedgewood | bleu antique



white | blanc**

***Colours available in both 28 oz. and 40 oz. | *Ces couleurs sont disponibles en 28 onces et en 40 onces.**

CLASSIC CARPET | TAPIS CLASSIQUE

Custom Cut

Freeman classic carpet is available in a range of colours and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

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

Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

Coupe personnalisée

Le tapis classique de Freeman est disponible dans toute une gamme de couleurs et comprend la livraison, le recouvrement avec Visqueen, l'installation, le ruban à tapis, l'enlèvement et tous les frais de manipulation de matériel liés au tapis. Un rembourrage en mousse est disponible pour un tarif minimal. Si votre commande est importante, communiquez avec nous pour déterminer si des rabais pour volume pourraient s'appliquer. Le tapis classique de Freeman est réutilisé plus de quatre fois avant d'être retiré de notre inventaire et d'être recyclé. Les couleurs plus foncées tel que le noir et le gris contiennent de 20% à 25% de matières recyclées.

Coupe standard

Notre tapis classique est offert dans de nombreuses tailles différentes. Les prix comprennent la livraison, l'installation, le ruban à tapis, l'enlèvement et tous les frais de manipulation de matériel liés au tapis. Le rembourrage en mousse et le recouvrement en Visqueen sont disponibles pour un tarif minimal.



black | noir



blue | bleu



grey | gris



red | rouge

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

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 23, 2018**

FREEMAN carpet

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

- **Orders for Prestige Carpet must be received by July 23, 2018. Orders received after this date will not be guaranteed.**
- Orders received after the deadline date or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

Black booth carpet is included in your booth space. Please note that your underpadding order must be submitted and paid for by August 9, 2018. Underpadding orders will not be accepted after this date.

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

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Guaranteed new, high quality carpet available in a variety of designer colours.**

CHOOSE YOUR CARPET COLOUR - 40 oz. Carpet:

- Black Charcoal Grey Pearl Navy White

40 oz. Rental	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount	Standard	Total
100 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 6.50	\$ 7.15	\$ 9.10	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 6.20	\$ 6.80	\$ 8.70	\$ _____

CHOOSE YOUR CARPET COLOUR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Grey Pearl
 Navy Toast Wedgewood White

28 oz. Rental	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount	Standard	Total
100 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.65	\$ 6.20	\$ 7.90	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.35	\$ 5.90	\$ 7.50	\$ _____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal **

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colours.**

CHOOSE YOUR CARPET COLOUR:

- Black Blue Grey Red

16 oz. Rental	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.45	\$ 3.80	\$ 4.85	\$ _____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Blue Grey Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$ 328.00	\$ 360.80	\$ 459.20	\$ _____
_____	10' x 20' Classic Carpet	\$ 657.00	\$ 722.70	\$ 722.70	\$ _____
_____	10' x 30' Classic Carpet	\$ 985.00	\$ 1083.50	\$ 1,379.00	\$ _____

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

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 156.00	\$ 171.60	\$ 218.40	\$ _____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 312.00	\$ 343.20	\$ 436.80	\$ _____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 468.00	\$ 514.80	\$ 655.20	\$ _____
_____	10' x 10' Carpet Padding - Double Layer	\$ 186.00	\$ 204.60	\$ 260.40	\$ _____
_____	10' x 20' Carpet Padding - Double Layer	\$ 624.00	\$ 686.40	\$ 873.60	\$ _____
_____	10' x 30' Carpet Padding - Double Layer	\$ 936.00	\$ 1,029.60	\$ 1,310.40	\$ _____
_____	Carpet Padding - 1/2" (301 - 700 sq ft - price per sq ft).....	\$ 1.65	\$ 1.80	\$ 2.30	\$ _____
_____	Carpet Padding - 1/2" (over 700 sq ft - price per sq ft)	\$ 1.35	\$ 1.50	\$ 1.90	\$ _____
_____	Double Padding - 1/2" (301 - 700 sq ft price per sq ft).....	\$ 3.35	\$ 3.70	\$ 4.70	\$ _____
_____	Double Padding (over 700 sq ft - price per sq ft)	\$ 2.70	\$ 2.95	\$ 3.80	\$ _____
_____	Plastic Covering (price per sq ft)	\$ 0.65	\$ 0.70	\$ 0.90	\$ _____

TOTAL COST

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

0217(18H)

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

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JULY 23, 2018**

NAME OF SHOW: _____ **MJBizConINT'L 2018** _____

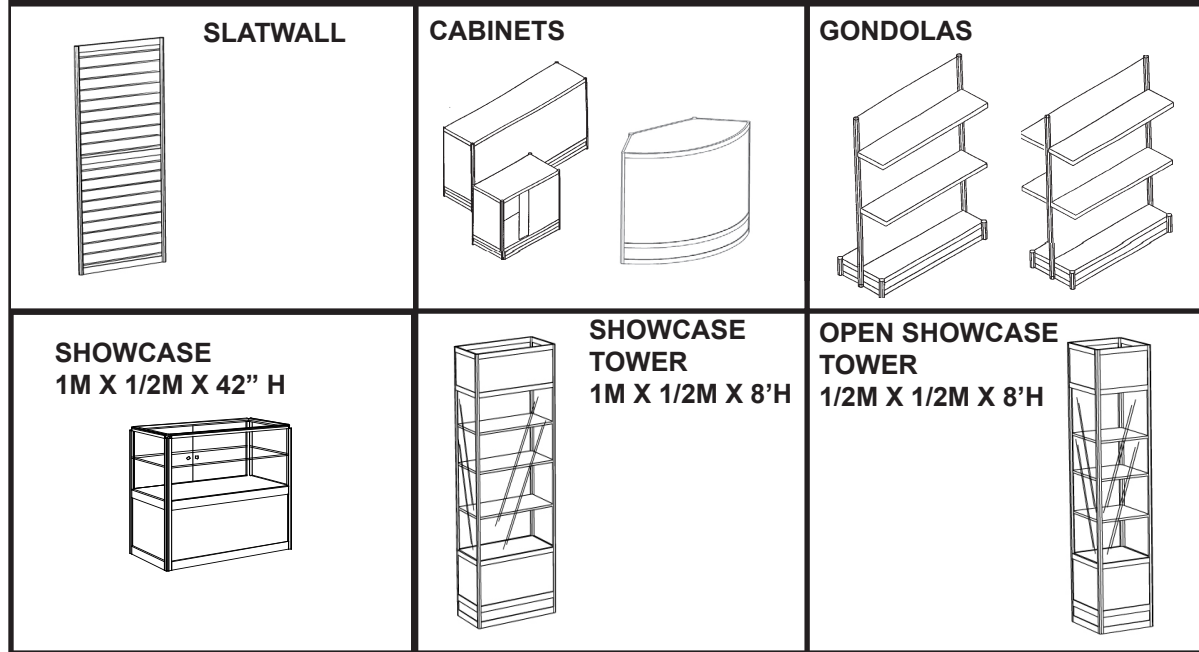
COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

EXHIBIT ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SHELVES (Circle Colour) Black or White						
_____	17201	1M Straight (37" x 12")	\$120.00	132.00	168.00	_____
_____	17206	1M Angled (37" x 12")	\$120.00	132.00	168.00	_____
LITERATURE POCKETS						
_____	174015	For 8 1/2" x 11" Literature	\$42.00	46.20	58.80	_____
_____	174016	For 4" Literature	\$42.00	46.20	58.80	_____
CABINETS & LOCKS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	17305	1M x 1/2M x 36" High	\$476.00	523.60	666.40	_____
_____	17306	1M x 1/2M x 42" High	\$476.00	523.60	666.40	_____
_____	17308	2M x 1/2M x 36" High	\$712.00	783.20	996.80	_____
_____	17309	2M x 1/2M x 42" High	\$712.00	783.20	996.80	_____
_____	173010	1M Radius x 1/2M x 36" H.....	\$637.00	700.70	891.80	_____
_____	173011	1M Radius x 1/2M x 42" H.....	\$637.00	700.70	891.80	_____
_____	17301	Aluminum Cabinet Lock	\$42.00	46.20	58.80	_____
WALL PANELS						
(Circle Colour) Blue , Grey or Black Fabric, White PVC						
_____	173521	1M x 8' High	\$358.00	393.80	501.20	_____
_____	173525	1/2M x 8' High	\$255.00	280.50	357.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SLATWALL PANELS						
(Circle Colour) Black, White, Maple						
_____	11736100	1M x 8' High	\$466.00	512.60	652.40	_____
GONDOLAS						
(Circle Colour)Blue , Grey or Black Fabric, White PVC						
_____	174541	Single Sided 1M x 4' High	\$423.00	465.30	592.20	_____
_____	174542	Double Sided 1M x 4' High	\$592.00	651.20	828.80	_____
_____	174581	Single Sided 1M x 8' High	\$523.00	575.30	732.20	_____
_____	174582	Double Sided 1M x 8' High	\$692.00	761.20	968.80	_____
SHOWCASE* (White PVC Only)						
_____	1755800	Showcase 1M x 1/2M x 8'H.....	\$792.00	871.20	1108.80	_____
_____	1755801	Showcase 1/2M x 1/2M x 8'H.....	\$738.00	811.80	1033.20	_____
_____	17551206	Showcase 1M x 1/2M x 42"H	\$604.00	664.40	845.60	_____
*Please note that power is not included with the showcases and must be ordered with the electrical vendor.						
* Remember to select a colour. Otherwise, white will be chosen for you.						
Don't see what you want? Please call an Exhibitor Sales Specialist at 416-252-3361						

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

0217(18H)

FREEMAN exhibit accessories

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

RENTAL EXHIBITS THAT IMPRESS

When it comes to your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

DES LOCATIONS DE STANDS QUI IMPRESSIONNENT

Quand il s'agit de votre exposition, des solutions efficaces ne nécessitent pas d'investissements onéreux. Évitez le stress de votre prochain événement en louant votre stand auprès de Freeman. Avec des options de location de qualité qui seront adaptées à votre budget, nous installerons et préparerons votre stand à l'avance, sans les tracas liés à l'entretien de votre propre stand.

PACKAGE 1 | FORFAIT 1



10' X 20'



10' X 10'

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

OPTIONS D'AMÉLIORATIONS DU FORFAIT 1

Avec graphiques et cabinet



10' X 10'

FREEMAN

PACKAGE 2 | FORFAIT 2



10' X 20'



10' X 10'

PACKAGE 3 | FORFAIT 3



10' X 20'



10' X 10'

PACKAGE 4 | FORFAIT 4



10' X 20'



10' X 10'

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

**OPTIONS D'AMÉLIORATIONS
DU FORFAIT 2**

Avec graphiques et cabinet

10' X 10'



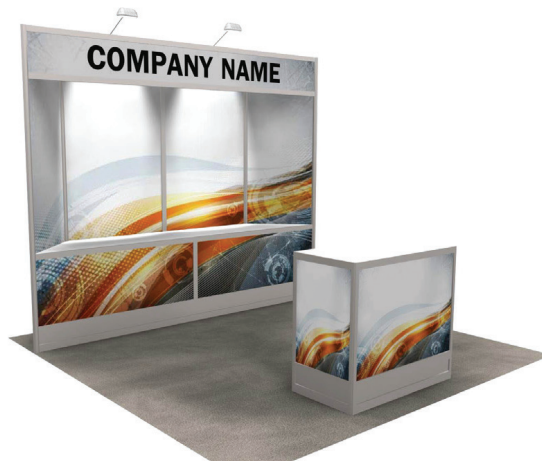
PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

**OPTIONS D'AMÉLIORATIONS
DU FORFAIT 3**

Avec graphiques et cabinet

10' X 10'



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

**OPTIONS D'AMÉLIORATIONS
DU FORFAIT 4**

Avec graphiques et cabinet

10' X 10'



FREEMAN

PACKAGE 5 | FORFAIT 5



10' X 20'



10' X 10'

PACKAGE 6 | FORFAIT 6



10' X 20'



10' X 10'

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

**OPTIONS D'AMÉLIORATIONS
DU FORFAIT 5**

Avec graphiques et cabinet

10' X 10'



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

**OPTIONS D'AMÉLIORATIONS
DU FORFAIT 6**

Avec graphiques et cabinet

10' X 10'



FREEMAN

There are upgrade options available that allow you to change the panels to slatwall or add shelves, change the metal colour and add cabinets as a storage option with the dual purpose of a reception counter.

Autres options d'amélioration disponibles qui vous permettent de changer les panneaux en slatwall ou d'ajouter des étagères, de changer la couleur du métal et d'ajouter des cabinets comme option d'entreposage avec le double objectif d'un comptoir de réception.



10' X 10'

SLATWALL | SLATWALL



10' X 10'

COLOURED PANELS | PANNEAUX COLORÉS



10' X 10'

SHELVES | ÉTAGÈRES



10' X 10'

BLACK METAL | MÉTAL NOIR



CABINETS | CABINETS

BOOTH PANELS – Colour Options Included with Rental Package

PANNEAUX DE STAND – Options de couleurs comprises dans le forfait de location



black fabric | tissu noir



blue fabric | tissu bleu



grey fabric | tissu gris



white | blanc

CLASSIC CARPET (16 OZ.) – Colour Options Included with Rental Package Options.

Darker coloured Classic carpet is made of 25-50% recycled content.

TAPIS CLASSIQUE (16 ONCES) – Options de couleurs comprises dans les forfaits de location ci-dessus.

Les tapis de couleurs plus foncées sont fabriqués de matériaux recyclés de 25-50%.



black | noir



blue | bleu



grey | gris



red | rouge

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

PRESTIGE CARPET (*28 OZ. & 40 OZ.) – Available Upgrade Colour Options

TAPIS PRESTIGE (*28 ET 40 ONCES) – Options de couleurs améliorées disponibles



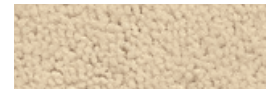
black | noir**



cardinal | rouge cardinal



charcoal | anthracite**



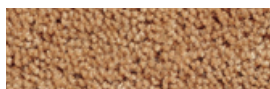
cream | crème



grey pearl | gris perle**



navy | bleu marine**



toast | moka



wedgewood | bleu antique



white | blanc**

**Colours available in both 28 oz. and 40 oz. | *Ces couleurs sont disponibles en 28 onces et en 40 onces.*

RENTAL EXHIBITS INCLUDE:

- 10'x10' or 10'x20' Classic Carpet
- Exhibit Installation and Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 arm lights per 10'Booth
- Power (500 watts) for LIGHTS only (and labour to install the lights)

TOUS LES STANDS CLÉ EN MAIN COMPRENNENT:

- Tapis Classique 10' x 10' ou 10' x 20'
- Installation et démontage du stand
- Manipulation de matériel du stand
- Aspirateur quotidien
- 2 lampes à bras par 10 pieds et la main-d'oeuvre associée pour l'installation
- Électricité pour les LUMIÈRES seulement (500 watts)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

des questions?

Tous les forfaits peuvent être personnalisés ou modifiés pour s'adapter à vos besoins spécifiques. Pour parler avec un spécialiste en ventes pour exposants, appelez le numéro figurant dans le feuillet Expo en bref.

**“CLEAN FOOTPRINT” MATERIALS**

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

Renting exhibits can virtually eliminate your shipping footprint and carbon emissions. Using a Freeman rental unit includes 100% recyclable aluminum for the structure. Graphic substrates such as Freeman Honeycomb, Converd Board, and Re-board are 100% recyclable substrates.

MATÉRIAUX “EMPREINTE ÉCOLOGIQUE RÉDUITE”

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

En louant votre stand de Freeman vous éliminez presque totalement l'empreinte écologique et les émissions de carbone dues au transport. Les stands de Freeman incluent une structure d'aluminium entièrement recyclable. Les substrats pour les graphiques Freeman tels que “Honeycomb”, “Converd Board”, et “Re-board” sont recyclables à 100%.

FREEMAN

61 Browns Line
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**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
DEADLINE DATE
JULY 23, 2018**

FREEMAN rental exhibits

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

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

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

All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watt) for lights ONLY and labour to install and remove the arm lights.

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	3,001.00	4,201.40	<input type="checkbox"/> 10' x 20'	6,744.00	9,441.60	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,870.00	2,758.00	<input type="checkbox"/> 10' x 20'	3,532.00	4,944.80	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,570.00	3,598.00	<input type="checkbox"/> 10' x 20'	5,259.00	7,362.60	_____
Package 4	<input type="checkbox"/> 10' x 10'	3,469.00	4,856.60	<input type="checkbox"/> 10' x 20'	6,739.00	9,434.60	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,339.00	3,274.60	<input type="checkbox"/> 10' x 20'	4,521.00	6,329.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,378.00	3,329.20	<input type="checkbox"/> 10' x 20'	4,638.00	6,493.20	_____

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

CHOOSE YOUR PANEL

Blue Fabric Grey Fabric Black Fabric White Hardwall

CARPET

Our Black Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibits. ne, now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for colour selections and pricing.

LIGHTING

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

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

*Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

TOTAL COST

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

FIT TO PRINT

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

SmartFabric™ is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.

PRÊT À L'IMPRESSION

SmartFabric™ est un tissu à triple épaisseur en 100 % polyester idéal pour les graphiques imprimés. C'est un tissu tout-en-un extrêmement polyvalent qui a été traité pour répondre aux normes d'inflammabilité à petite échelle NFPA 701. SmartFabric™ est une solution facile pour réduire les coûts de transport. Ce matériel est léger et il vous aidera à réduire vos coûts de transport et contribuera à la réduction des émissions de carbone.



Your Marketing Message Here

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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur freeman.com

SMARTFABRIC™ RENTAL EXHIBIT | STAND SMARTFABRIC™

Renting exhibits can virtually eliminate your shipping footprint and carbon emissions. Using a Freeman rental unit includes 100% recyclable aluminum for the structure.

En louant votre stand, vous éliminez presque totalement l'empreinte écologique et les émissions de carbone dues au transport. Les stands de Freeman incluent une structure d'aluminium entièrement recyclable.



10' x 10' ft. unit
unité 10' x 10'

GRAPHIC SIZE | DIMENSIONS

116"W | 92.5"H



10' x 20' ft. unit
unité 10' x 20'

GRAPHIC SIZE | DIMENSIONS

233.5" | 92.5"H

CLEAR ACRYLIC SHELF
TABLETTES EN ACRYLIQUE
TRANSPARENT

36"W | 12"H | .25"D

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

RENTAL EXHIBITS INCLUDE:

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

TOUS LES STANDS EN LOCATION COMPRENNENT:

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

*Graphic art for the back wall is not included. Customer provides the full back wall image or Freeman can design a back wall for an additional charge.

*Les graphiques sur le mur arrière ne sont pas inclus. Le client doit fournir ses fichiers numériques pour le fond de mur de son stand ou Freeman peut les concevoir pour lui à un coût additionnel.

FRAME ONLY UNIT | CADRE UNIQUEMENT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their back wall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit. Renting exhibits can virtually eliminate your shipping footprint and carbon emissions. Using a Freeman rental unit includes 100% recyclable aluminum for the structure.

Cette option est disponible pour les clients qui ont précédemment loué un stand SmartFabric™ et réutilisent maintenant leurs graphiques. Les tissus d'autres sources ne seront pas installés sur ce cadre de location Freeman. Si vous avez besoin que Freeman crée un nouveau graphique, sélectionnez la location de stand SmartFabric™. Aucun graphique en tissu ne sera fourni sans la location du cadre. En louant votre stand, vous éliminez presque totalement l'empreinte écologique et les émissions de carbone dues au transport. Les stands de Freeman incluent une structure d'aluminium entièrement recyclable.



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



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

RENTAL EXHIBITS INCLUDE:

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

TOUS LES STANDS EN LOCATION COMPRENNENT:

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

FREEMAN

10'X10' OR 10'X20' CLASSIC CARPET (16 OZ.) – Colour Options Included with Rental Package Options. Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker coloured carpets such as black and grey, are made of 20-25% recycled content.

TAPIS CLASSIQUE (16 ONCES) 10'X10' OU 10'X20' – Couleur suggérée à la location. Le tapis classique de Freeman est réutilisé plus de quatre fois avant d'être retiré de notre inventaire et d'être recyclé. Les tapis de couleurs plus foncées comme le noir et le gris sont fabriqués de matériaux recyclés de 20% à 25%.



black | noir



blue | bleu



grey | gris



red | rouge

PRESTIGE CARPET (*28 OZ. & 40 OZ.) – Available Upgrade Options.

Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

TAPIS PRESTIGE (*28 ET 40 ONCES) – Options supérieures disponibles. Le tapis prestige n'est utilisé qu'une seule fois.

Celui pour votre stand est neuf et recyclé à la fin du salon.



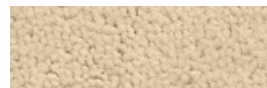
black | noir**



cardinal | rouge cardinal



charcoal | anthracite**



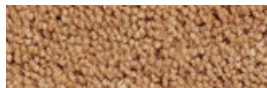
cream | crème



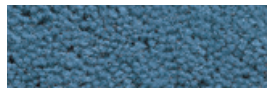
grey pearl | gris perle**



navy | bleu marine**



toast | moka



wedgewood | bleu antique



white | blanc**

***Colours available in both 28 oz. and 40 oz. | *Ces couleurs sont disponibles en 28 onces et en 40 onces.**

ACCESSORIES | ACCESSOIRES

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

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

SMARTFABRIC ZIPPERED CARRYING CASE

20"W 8"H 16"D

SAC DE TRANSPORT POUR SMARTFABRIC AVEC FERMETURE ÉCLAIR

20"W 8"H 16"D



CLEAR ACRYLIC SHELF

36" .25"H 12"D

(up to 15lbs each)

TABLETTE EN ACRYLIQUE TRANSPARENT

36"W 12"H .25"D

(capacité maximale de 15 livres)



CUSTOM GRAPHICS

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

GRAPHIQUES PERSONNALISÉS

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



"CLEAN FOOTPRINT" MATERIALS

When you select "Clean Footprint" materials for your booth we will use only material that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be reusable and 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

MATÉRIAUX "EMPREINTE ÉCOLOGIQUE RÉDUITE"

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

NAME OF SHOW: **MJBizConINT'L 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

SMARTFABRIC RENTAL EXHIBIT

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



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

SmartFabric Rental Exhibits Include:

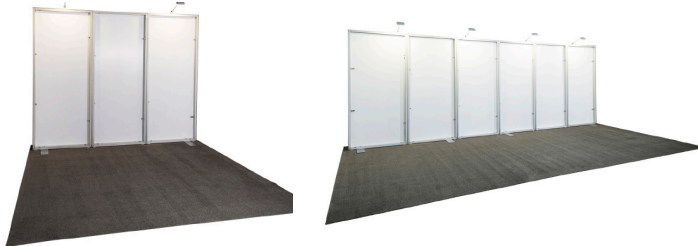
- 116.5" X 92.5" Custom Fabric Graphic (10' x 10') (Purchase)
- 233.5" X 92.5" Custom Fabric Graphic (10' x 20') (Purchase)
- Carrying Case for Graphic (Purchase)
- Rental Frame
- Black Classic Carpet 10'x10' or 10'x20'
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming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

CUSTOM GRAPHICS

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

FRAME ONLY RENTAL EXHIBIT

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



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

Frame Only Rental Exhibits Include:

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

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

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

QUICK TIPS

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

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

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

TOTAL COST

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

MATERIAL MATTERS

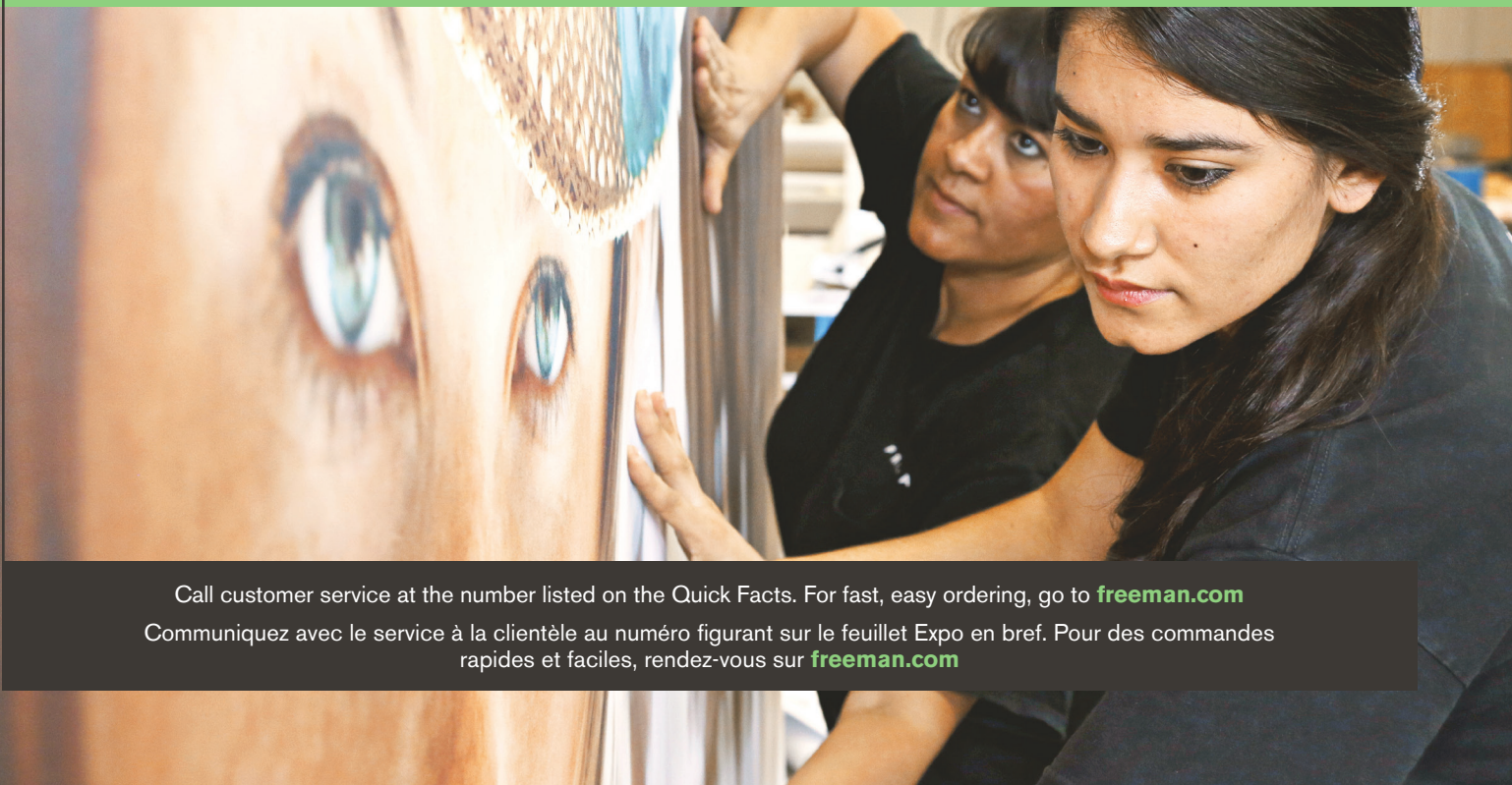
The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or colour, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects

LE MATÉRIEL EST IMPORTANT

Le matériel que nous utilisons pour votre stand en disent long sur votre produit. Freeman imprime numériquement des images haute résolution de qualité photographique sur une gamme impressionnante de tissus différents. Des tapis personnalisés, aux bannières suspendues, quelle que soit leur taille, forme ou couleur, Freeman peut tout imprimer et même dépasser vos attentes.

- Les spécialistes en exposition de Freeman offrent des solutions tout-en-un en matière de design, fabrication et graphiques personnalisés qui répondent aux objectifs d'utilisation à court et à long termes
- Des tissus élastiques peuvent être utilisés pour personnaliser presque tous les objets à trois dimensions
- Personnalisez davantage les stands avec des cadres en aluminium pour transformer des graphiques numériques en murs de fond ou autres structures séparées
- Des éclairages intégrés sont disponibles pour des effets améliorés



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

Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur freeman.com

COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or colour, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

GREEN

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.



DES CAPACITÉS ADÉQUATES

Freeman peut imprimer numériquement des images haute résolution de qualité photographique sur du tissu en nylon, élastique, du tapis, et toute une gamme d'autres matériaux. Quelle que soit leur taille, forme ou couleur, Freeman peut l'imprimer. Nous pouvons personnaliser les stands de manière plus poussée avec:

- Des cadres en aluminium pour transformer des graphiques numériques grand format en murs de fond ou autres structures séparées
- Des éclairages intégrés pour des effets améliorés
- Toute une gamme de matériaux opaques et transparents

DES SOLUTIONS TOUT-EN-UN

Les spécialistes en exposition de Freeman peuvent fournir une gamme de services pour tous les budgets et travailler à combler objectifs d'utilisation à court et à long termes.

- Design
- Graphiques personnalisés
- Installation et démontage
- Fabrication
- Effets d'éclairage
- Expédition et emmagasinage

STRUCTURES GÉOMÉTRIQUES

Pour recevoir des spécifications détaillées sur des structures comme celles-ci, ou des informations supplémentaires sur notre gamme étendue de tissu varié, communiquez avec nous.

ÉCOLOGIQUE

Le tissu est une solution simple pour avoir un impact positif sans les frais de transport élevés. Ce matériel est léger réduisant ainsi les coûts de transport et les émissions de carbone lors de son expédition.



MJBizConINT'L 2018

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

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

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Labour to assemble / disassemble the fabric solutions is not included. Please complete the labour order form this manual.
- Rigging / Hanging of the sign is not included and should be ordered with the Rigging / Sign Hanging Contractor (not Freeman)
- Orders received after the deadline date are subject to availability and will be charged standard prices.



Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$4,148.00	\$6,222.00	_____
_____	10' x 10'	4'	40'	\$4,921.50	\$7,382.25	_____
_____	15' x 15'	3'	60'	\$5,882.00	\$8,823.00	_____
_____	15' x 15'	4'	60'	\$6,961.50	\$10,442.25	_____



Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$5,015.00	\$7,522.50	_____
_____	10' x 15'	4'	50'	\$5,941.50	\$8,912.25	_____



Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$3,405.00	\$5,107.65	_____
_____	10'	4'	31.42'	\$4,056.00	\$6,084.00	_____
_____	15'	3'	47.12'	\$4,763.50	\$7,145.25	_____
_____	15'	4'	47.12'	\$5,645.00	\$8,467.50	_____



Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	\$3,162.00	\$4,743.00	_____
_____	10' x 10' x 10'	4'	30'	\$3,740.00	\$5,610.00	_____
_____	15' x 15' x 15'	3'	45'	\$4,455.00	\$6,682.50	_____
_____	15' x 15' x 15'	4'	45'	\$5,270.00	\$7,905.00	_____



Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$2,363.00	\$3,544.50	_____
_____	15'	4'	30'	\$2,802.00	\$4,203.00	_____
_____	20'	3'	40'	\$2,924.00	\$4,386.00	_____
_____	20'	4'	40'	\$3,485.00	\$5,227.50	_____
_____	30'	3'	60'	\$4,105.00	\$6,157.50	_____
_____	30'	4'	60'	\$4,930.00	\$7,395.00	_____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

TOTAL COST

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

0217(18H)

SEEING IS BELIEVING

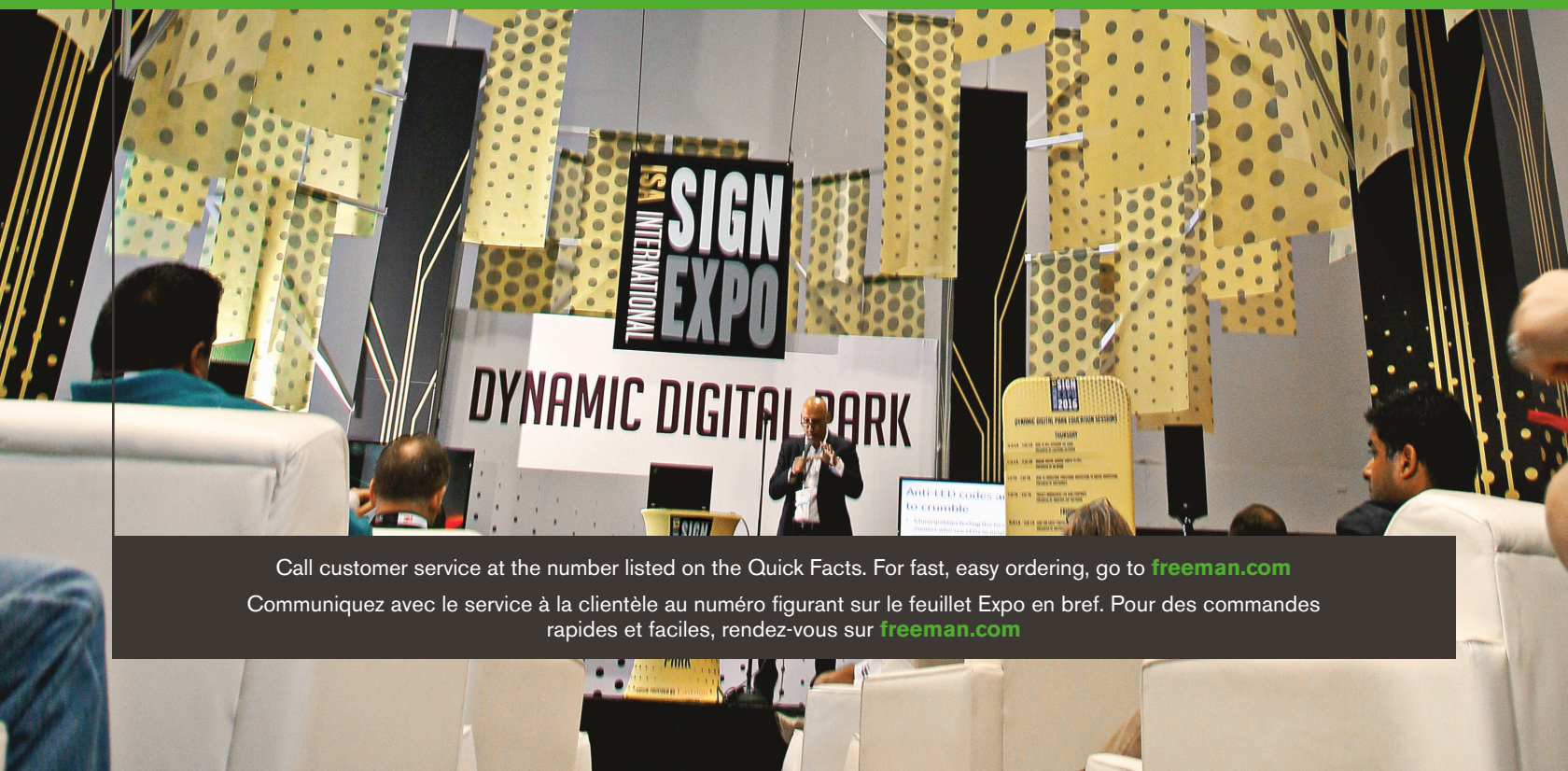
Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including PVC, acrylic, fabric, vinyl and materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman’s extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located

LE VOIR C’EST LE CROIRE

Des graphiques de qualité contribuent grandement à l’impact de votre stand. Avec des capacités de pointe dans les domaines du design et de l’impression, Freeman insuffle un dynamisme unique et impressionnant à vos bannières, panneaux, et graphiques liés à votre stand. Nos produits graphiques redéfinissent “haute définition”, ce qui signifie que votre produit aura un aspect que vous ne lui connaissiez pas.

- Impression haute résolution/de qualité photographique sur toute une gamme de matériel aux rigides ou enroulés, y compris en Polyfoam, PVC, acrylique, tissu et vinyle
- Les imprimantes grand format fournissent des impressions numériques haute résolution de bannières simples ou double face dans pratiquement toutes les tailles
- Le transfert électronique de fichier, l’impression à l’interne et la normalisation des procédures à l’échelle de l’entreprise nous permettent de maîtriser la qualité, les coûts et la programmation à l’échelle du pays
- Les ressources croissantes de Freeman assurent que les réparations et remplacements de dernière minute sont effectués de façon efficace selon les besoins, quel que soit l’endroit où se déroule l’événement



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
 Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur freeman.com

CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colours and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a show to show basis. Last minute repairs and replacements are handled efficiently through our resources.

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-colour, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.
- Freeman offers 100% recyclable substrates that can save you money and the environment.

REPRODUCTION AND INSTALLATION

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



CRÉER UN ÉVEIL VISUEL

Des graphiques de qualité contribuent grandement à l'impact de votre exposition. Des couleurs vives et des images nettes attirent l'attention, créent de la circulation, et communiquent les messages de façon plus efficace. Freeman a investi dans la dernière technologie d'impression et a les compétences nécessaires pour vous offrir une reproduction graphique numérique haute définition de très grande qualité.

CAPACITÉS DE POINTE

Freeman peut offrir des impressions numériques haute résolution de qualité photographique en quatre couleurs, pour pratiquement toutes les tailles de bannières, panneaux, graphiques sur le stand, et bien plus encore. Chaque site Freeman a des capacités d'impression autonomes, ainsi que deux sites additionnel qui fournissent du soutien supplémentaire et remplissent les conditions spéciales.

CONTRÔLE SUPÉRIEUR DE LA QUALITÉ

Le transfert électronique de fichier, les impressions à l'interne et la normalisation des procédures à l'échelle de l'entreprise nous permettent de maîtriser la qualité, les coûts et la programmation pour vos clients sur une base d'événement à événement. Les réparations et remplacements de dernière minute sont effectués de façon efficace par l'entremise de nos ressources à l'échelle du pays.

ÉTENDUE DES RESSOURCES

- Les imprimantes à rouleaux 5M UV fournissent des impressions numériques haute résolution en quatre couleurs, grand format de bannières simple ou double face mesurant jusqu'à 16 pieds de large dans pratiquement toutes les tailles, avec coutures.
- Les imprimantes 3M Dye Sublimation fournissent des graphiques en tissu de 10 pieds qui s'adaptent parfaitement dans notre système à panneaux SmartWall.
- Les imprimantes UV à plat impriment directement sur toute une gamme de matériaux striés et offrent des graphiques recyclables à 100 % lorsqu'elles utilisent un substrat carton.
- Freeman offre des matériaux recyclés à 100% qui peuvent vous faire économiser de l'argent et aident à protéger l'environnement.
- Les imprimantes à solvants écologiques à grand format produisent des graphiques de haute qualité pour des applications sur les murs, tapis et fenêtres.
- Les massicots numériques à grande vitesse 3M permettent la coupe précise d'applications à panneaux multiples et également de créer des panneaux graphiques personnalisés, découpés à la forme.
- Des services de design et de mise en page graphiques assistés par ordinateur sont disponibles au besoin.
- Freeman offre des matériaux recyclés à 100% qui peuvent vous faire économiser de l'argent et aident à protéger l'environnement.

REPRODUCTION ET INSTALLATION

- Bannières suspendues
- Reproduction de logos
- Panneaux photo graphiques décoratifs
- Affichages et fresques rétroéclairés
- Panneaux et bannières grand format
- Impression d'image pour tapis en quatre couleurs

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
 DEADLINE DATE
 JULY 23, 2018**

FREEMAN signs & graphics

NAME OF SHOW: **MJBizConINT'L 2018**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

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

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

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
 sq. ft. _____ x \$23.40 = \$ _____

- \$19.50 per sq. ft. (standard price \$35.10)
 - Minimum order per graphic 9 sq. ft. (1296 sq. in.)
 - Double sq. ft. for double-sided graphic
 - Round sq. ft. to next whole increment
- File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See graphic guidelines.)

LARGE DIGITAL GRAPHICS

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

File Information:




Electronic File Name _____

Application _____

PMS Colours _____

Backing Material:

Showcard Plexi
 PVC Other

Vertical Horizontal Use Your Judgment For Sign Layout




Special Instructions _____

STANDARD SIZES




CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$53.75	\$80.65 = \$	_____
7" x 22" _____ @	\$57.75	\$86.65 = \$	_____
7" x 44" _____ @	\$65.50	\$98.25 = \$	_____
9" x 44" _____ @	\$76.00	\$114.00 = \$	_____
11" x 14" _____ @	\$57.75	\$86.65 = \$	_____
14" x 22" _____ @	\$80.75	\$121.15 = \$	_____
14" x 44" _____ @	\$93.00	\$186.00 = \$	_____
22" x 28" _____ @	\$124.00	\$162.00 = \$	_____
28" x 44" _____ @	\$167.25	\$250.90 = \$	_____
20" x 60" (white only) _____ @	\$228.00	\$342.00 = \$	_____

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout




Background Colour: _____

Lettering Colour: _____

Font: _____

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

Please Provide the Following When Submitting Artwork

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

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

VECTOR ART:

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

FONTS and LINKS:

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

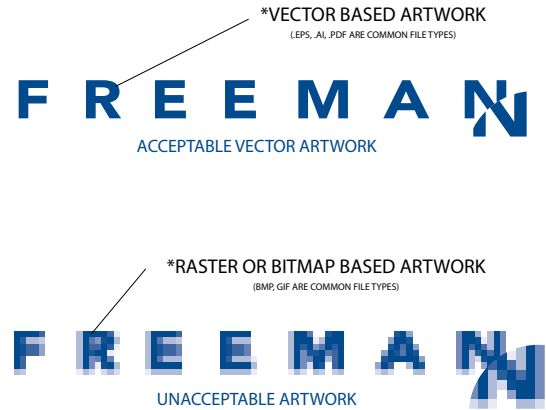
Colour when colour match is required follow these requirements:

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

ARTWORK IN THE STRUCTURE

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

ARTWORK EXAMPLE



Acceptable Software



Freeman prefers Adobe Creative Suite software (PC).

Please always provide:

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

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

Acceptable File Types and Support Files

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

Verifying resolution on a screen

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



Ways to Submit Final Artwork

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

UNION REGULATIONS

MJBizConINT'L 2018

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

LABOURERS' INTERNATIONAL UNION OF NORTH AMERICA

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

MATERIAL HANDLING

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

TIPPING

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

SAFETY

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

LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.

ON S'OCCUPE DE TOUT

Les spécialistes de Freeman sont prêts à vous aider avec toutes vos questions sur l'exposition du début à la fin. Quand il s'agit d'installer et de démonter les stands, nous ne faisons pas d'exceptions. Qu'il s'agisse d'expédier ou d'entreposer, de réparations d'urgence sur place, d'une installation ou d'un démontage de base ou la coordination des services de soutien, y compris les systèmes électriques, l'aménagement et bien plus encore, Freeman a les ressources et les capacités d'assurer que votre participation soit un succès complet.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur www.freeman.com

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labour coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labour on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.

Les experts en installation et démontage de Freeman travaillent en collaboration étroite avec vous pour coordonner chaque phase de votre participation au salon professionnel, y compris:

- Préplanification et consultation sur le budget
- Main-d'œuvre qualifiée assortie à la coordination des services de soutien - systèmes électroniques, aménagement, arrangements floraux, transport, et audiovisuel
- Superviseurs avec des gestionnaires directs dévoués, sur place
- Évaluations postévènement se concentrant sur des améliorations progressives pour répondre aux conditions rapidement changeantes du marché sur la base des commentaires des clients
- Évaluations postévènement qui aident à identifier de petits changements qui ont eu un impact énorme

SUPERVISION SUR PLACE

Il est possible que vous souhaitiez superviser la main d'œuvre par vous-même, mais si vous avez besoin d'aide, les experts en installation et démontage de Freeman s'occuperont de tout comme s'ils étaient un prolongement de votre équipe.

Si vous utilisez le personnel de Freeman

Les stands peuvent être installés avant votre arrivée sous la direction des superviseurs en installation et démontage de Freeman.

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **MJBizConINT'L 2018**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

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

DISPLAY LABOUR (One Hour Minimum per Worker)

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

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

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

INSTALLATION LABOUR

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

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

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOUR

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

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

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW:

MJBizConINT'L 2018

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

EMAIL ADDRESS:

FREEMAN SUPERVISED Labour

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Showsite _____ Date Shipped _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Transportation:

- Common Carrier
- Air Freight Next Day* 2nd Day Deferred

* Some restrictions may apply. Please contact our Exhibit Transportation Team at (877) 478-1113 for information.

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

Carrier Phone Number: (_____) _____

Freight Charges

- Prepaid Collect

Bill To: _____

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

Reroute via Freeman's choice.

Delivery back to warehouse at Exhibitor's expense*

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

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

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: MJBizConINT'L

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

FORKLIFT

- Straight Time -** 8:00 A.M. to 4:00 P.M. Monday through Friday
- Overtime -** 4:00 P.M. to 6:00 P.M. Monday through Friday
8:00 A.M to 4:00 P.M. Saturday and Sunday
- Double Time -** ALL TIMES NOT MENTIONED ABOVE AS WELL AS HOLIDAYS

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum**
- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT Labour - Installation			
30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$227.00	\$318.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$280.50	\$393.00
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$334.00	\$468.00
3040100	Forklift w/operator - 5,001 to 10,00 lbs - ST.....	\$319.00	\$467.00
3040101	Forklift w/operator - 5,001 to 10,00 lbs - OT.....	\$372.50	\$522.00
3040102	Forklift w/operator - 5,001 to 10,00 lbs - DT.....	\$426.00	\$596.00
3040150	Forklift w/operator - 10,001 to 15,00 lbs - ST.....	\$411.00	\$575.00
3040151	Forklift w/operator - 10,001 to 15,00 lbs - OT.....	\$464.00	\$650.00
3040152	Forklift w/operator -10,001 to 15,00 lbs - DT.....	\$518.00	\$725.00

FORKLIFT Labour - Dismantle			
31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$227.00	\$318.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$280.50	\$393.00
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$334.00	\$468.00
3140100	Forklift w/operator - 5,001 to 10,00 lbs - ST.....	\$319.00	\$467.00
3140101	Forklift w/operator - 5,001 to 10,00 lbs - OT.....	\$372.50	\$522.00
3140102	Forklift w/operator - 5,001 to 10,00 lbs - DT.....	\$426.00	\$596.00
3140150	Forklift w/operator - 10,001 to 15,00 lbs - ST.....	\$411.00	\$575.00
3140151	Forklift w/operator - 10,001 to 15,00 lbs - OT.....	\$464.00	\$650.00
3140152	Forklift w/operator -10,001 to 15,00 lbs - DT.....	\$518.00	\$725.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
							Total	

FREEMAN forklift



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

SHOW NAME: MJBizCon INT'L
 LOCATION: Metro Toronto Convention Centre South Building Hall E
 BOOTH #: _____
 INSTALLATION DATE: _____ TIME: _____
 EXHIBIT START DATE: Aug 14, 2018 TIME: _____ 17:00
 EXHIBIT END DATE: Aug 16, 2018 TIME: _____ 15:00
 CONTACT ON-SITE: _____
 STAYING AT: _____ PHONE: _____

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	LABOUR	TOTAL
FLAT SCREEN MONITORS				
	22" LCD FLAT SCREEN MONITOR	\$270.00	\$105.00	
	24" LCD FLAT SCREEN MONITOR	\$270.00	\$105.00	
	32" LCD FLAT SCREEN MONITOR	\$600.00	\$140.00	
	40" LCD FLAT SCREEN MONITOR	\$900.00	\$140.00	
	40" LCD FLAT TOUCHSCREEN MONITOR	\$1,500.00	\$140.00	
	42" LCD FLAT SCREEN MONITOR	\$900.00	\$140.00	
	48" LCD FLAT SCREEN MONITOR	\$1,200.00	\$140.00	
	52" LCD FLAT SCREEN MONITOR	\$1,350.00	\$140.00	
	55" LCD FLAT SCREEN MONITOR	\$1,500.00	\$140.00	
	55" LCD FLAT TOUCHSCREEN MONITOR	\$2,100.00	\$140.00	
	60" LCD FLAT SCREEN MONITOR	\$1,800.00	\$280.00	
	70" LCD FLAT SCREEN MONITOR	\$2,100.00	\$280.00	
	80" LCD FLAT SCREEN MONITOR C/W FLOOR STAND	\$2,400.00	\$280.00	
	FLAT SCREEN MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$150.00	-	
	SHELF FOR MONITOR FLOOR STAND	\$30.00	-	
COMPUTERS (All computers come with 10/100 Ethernet, Windows and Office software)				
	STANDARD DESKTOP COMPUTER (comes with 17" monitor)	\$325.00	\$105.00	
	NOTEBOOK COMPUTER	\$325.00	\$105.00	
COMPUTER ACCESSORIES				
	I-PAD WIRELESS PRESENTER KIT	\$270.00	\$105.00	
	LASER PRINTER - B & W, 43 PPM	\$450.00	\$105.00	
	DESKTOP SPEAKERS - PAIR	\$150.00	-	
	ETHERNET 10/100 8 PORT SWITCH	\$150.00	-	
VIDEO PLAYERS (see Monitors above)				
	DVD PLAYER	\$180.00	\$105.00	
	BLU-RAY PLAYER	\$375.00	\$105.00	
VIDEO ACCESSORIES				
	VIDEO CART WITH SKIRT	\$81.00	-	
	6 FT TRIPOD SCREEN	\$165.00	-	
AUDIO EQUIPMENT				
	CD PLAYER (REQUIRES SOUND SYSTEM)	\$150.00	\$105.00	
	BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)	\$630.00	\$140.00	
	BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$960.00	\$140.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER)	\$435.00	\$105.00	
OTHER				
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!			

PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX : USE ARROW TO SELECT METHOD)		EQUIPMENT TOTAL:			
CREDIT CARD #: _____		PAYMENT		DELIVERY & PICKUP:	\$100
EXPIRY: _____				LABOUR - SETUP/DISMANTLE:	
				LABOUR - ADDITIONAL:	
				CABLES & CONSUMABLES: (EQUIPMENT ONLY)	10%
				SUB-TOTAL:	
				PROVINCIAL SALES TAX:	
				GST or HST:	13%
				PST EXEMPTION:	
				TOTAL:	

Administration Fees will apply on all credit card transactions over \$5,000

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

INSTRUCTIONS FOR USE

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

TERMS & CONDITIONS

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



Helium Authorization Request

_____ agrees to accept full responsibility for all helium filled products used as part of our display or decorations.

It is agreed that no helium balloons will be handed out. All balloons must be secured to a firm base within the display or assigned space.

This responsibility includes the cost to remove all helium products from the show as well as the retrieval of any that escape.

Helium tanks used for this purpose must be removed from the Centre prior to the opening of the show.

Particulars

Event/Show Name: _____

Size of each balloon: in diameter _____

Number of balloons: _____

Description of set up: _____

Please return completed form (signed by Show Manager) to the Event Manager, Metro Toronto Convention Centre.

Company: _____ Booth Number: _____

Contact Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Authorized Signature Date

Show Manager Authorization Date

Metro Toronto Convention Centre Authorization Date



Propane Cylinders & Gas Appliances

Rules & Regulations for the Indoor Use of Propane Cylinders and Gas Appliances

Written permission must be received from the Metro Toronto Convention Centre 30 days prior to show date.

Mr. Michel Genier
Operations Manager
255 Front Street West
Toronto, ON
M5V 2W6

Phone: (416) 585-8278
Fax: (416) 585-8125
Email: mgenier@mtccc.com

The following guidelines must be adhered to:

1. Appliances must be approved for indoor use (CSA / UL / ULC);
2. Cylinder capacity must not exceed 5 lbs of propane;
3. A person knowledgeable in the safe operation of the appliance must remain in attendance whenever the appliance is operating;
4. Regular or continuous monitoring (not to exceed 1 hour) that carbon monoxide in the vicinity of the appliance does not exceed 10 ppm;
5. Means shall be provided to protect the public from contact with hot surface or open flames;
6. Proper signage to caution public of hot surface required;
7. A 5 lb ABC fire extinguisher must be provided;
8. Main shut off valve to be accessible. Valve to be turned off during non-show hours;
9. Permission must be obtained from the Show Manager;
10. 20' separation between appliances (Natural Gas appliances to follow manufacturer guidelines);
11. 5 million liability insurance including the Convention Centre as additionally insured.

Should you agree to abide by these requirements, permission will be granted, provided a signed copy of this letter along with proof of proper liability insurance as outlined in #11, to be returned prior to show move-in.

I agree to the conditions outlined in the Metro Toronto Convention Centre rules and regulations for indoor use of propane cylinders and gas appliances.

Signature: _____ Print Name: _____ Date: _____

Event Name: _____ Company: _____ Booth #: _____



Animal Authorization Request

In accordance with the Metro Toronto Convention Centre Operating Guidelines:

This is to certify that _____ will not hold the Convention Centre financially liable for any damages or injuries resulting from a _____ (animal) in the _____ (event/location).

The following rules must be abided by:

1. Final approval will be at the discretion of Licensee.
2. Insurance on behalf of _____ covering minimum comprehensive general liability of \$5,000,000 containing a cross liability clause with Metro Toronto Convention Centre named additionally insured. Approval by the Licensor is subject to receipt of proof of insurance.
3. The animal must be in the building only during the public/trade show times and removed from the Convention Centre property daily.
4. The animal must remain within the booth and must not wander down aisles or in public areas.
5. The animal must be kept in a cage or otherwise held by a leash within the booth and be under full supervision of a keeper at all times while in the Centre.
6. Animals must be treated in accordance with the guidelines of the Ontario Humane Society.
7. _____ assumes full responsibility for all costs related to extra cleaning or damages resulting from the animal.

Please return completed form (signed by Show Manager) to the Event Manager, Metro Toronto Convention Centre.

Company: _____ Booth #: _____

Contact Name: _____

Address : _____

Telephone #: _____ Fax #: _____

Authorized Signature

Date

Show Manager Authorization

Date

Metro Toronto Convention Centre Authorization

Date