

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high grey and white back drape, 3' high grey side dividers, black booth carpet, one 6' x 30" grey skirted table, two side chairs, one corrugated wastebasket and a 7" x 44" booth identification sign.

**EXHIBIT HALL CARPET**

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

**Please note:**

- If you are bringing your own flooring and cannot overlay it on the show carpet, please let us know prior to August 20, 2019.
- Carpet padding orders must be placed prior to August 20, 2019. Carpet padding orders will unfortunately not be accepted on-site.

To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form located in this manual.

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates, place your order by: **August 13, 2019**

**PRESTIGE CARPET DEADLINE DATE**

Please note that your order for Prestige carpet (see Carpet order form for selections) must be submitted before **August 13, 2019**. Any orders received after the deadline date will not be guaranteed.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on preshow procedures and move-in, please go to: <https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Preshow.pdf>

Tuesday	September 3, 2019	8:00 AM - 6:00 PM (Booths 200 sqft. or more only)
Wednesday	September 4, 2019	8:00 AM - 6:00 PM (Hall must be cleared by 6:00 PM for aisle cleaning)

All exhibits must be fully installed by **6:00 PM on September 4, 2019**.

**EXHIBIT HOURS**

Thursday	September 5, 2019	10:00 AM - 7:00 PM
Friday	September 6, 2019	10:00 AM - 3:00 PM

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on postshow procedures and move-out, please go to: <https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Post-Show.pdf>

Friday	September 6, 2019	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 **two** 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. All material handling services performed after 4:00 pm (M-F) and all day Saturday and Sunday will have overtime charges applied. Please refer to the enclosed Material Handling Order Form.

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by **10:00 PM on September 6, 2019**. 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 September 6, 2019**.

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 Browns Line  
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:

Tuesday	September 3, 2019	8:00 AM - 6:00 PM
Wednesday	September 4, 2019	8:00 AM - 6:00 PM
Thursday	September 5, 2019	9:00 AM - 1:00 PM
Friday	September 6, 2019	12:00 PM - 10:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freemanco.com/store/index.jsp](http://www.freemanco.com/store/index.jsp) by **August 13, 2019.**

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](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support 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=485655&nav=02>

ADVANCE WAREHOUSE SHIPPING INFORMATION

Exhibiting Company Name / Booth #  
**MJBizConInt'l 2019**  
C/O Freeman  
61 Browns Line  
Toronto, Ontario, Canada M8W 3S2

Freeman will accept crated, boxed or skidded materials beginning **August 6, 2019** 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.

Materials arriving after **August 26, 2019** will incur additional after deadline charge.

Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W.

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 September 2, 2019 in observance of Labour Day. Shipments will not be accepted on this date.**

## SHOW SITE SHIPPING INFORMATION

Exhibiting Company Name / Booth #

**MJBizConInt'l 2019**

C/O Freeman

Metro Toronto Convention Centre - South Building - Hall D

222 Bremner Boulevard

Toronto, Ontario, Canada M5V 3L9

Freeman will receive shipments at the exhibiting facility beginning at **8:00 AM on September 3, 2019**.

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 2019**.

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](mailto: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: **August 13, 2019.**

#### 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

For more information and helpful hints on preshow procedures and move-in, please go to:

<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Preshow.pdf>

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

<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Post-Show.pdf>

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](mailto:FreemanTorontoES@freeman.com).

WE APPRECIATE YOUR BUSINESS!



## REDUCING YOUR FOOTPRINT

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

### Green Tips for Exhibitors

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

#### Supplies and Ordering

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

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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

#### Personnel and Best Practices

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

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



# FREEMAN

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

**DISCOUNT PRICE  
 DEADLINE DATE  
 AUGUST 13, 2019  
 INCLUDE THIS FORM  
 WITH YOUR ORDER  
 Please use black ink**

FREEMAN method of payment

NAME OF SHOW: MJBizConInt'l 2019

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 # 485655) 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:
- 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  
 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.**

**We do not accept credit card information via email**

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

AMERICAN EXPRESS      MASTERCARD      VISA

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

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

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS	CARPET	SHOW SPECIAL	EXHIBIT PACKAGES	EXHIBIT ACCESSORIES	FABRIC SOLUTIONS	RENTAL FABRIC
SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	TRANSPORTATION & CUSTOMS	HOSTED FREIGHT PACKAGE	PLANTS & FLORAL	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freeman.com](http://www.freeman.com)
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service 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

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

MJBizConInt'l 2019

**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"/> HOSTED FREIGHT PACKAGE |
| <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS | <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

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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

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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](http://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](http://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](http://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](mailto: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](http://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](mailto: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 2019

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 2019**  
 Company Name, Booth # \_\_\_\_\_  
 C/O Freeman  
 61 Browns Line  
 Toronto, Ontario, Canada M8W 3S2

SHIPMENTS ACCEPTED BEGINNING AUGUST 6, 2019  
TO AVOID DEADLINE CHARGES DELIVER BY AUGUST 26, 2019

I will be shipping to **SHOW SITE**

**MJBizConInt'l 2019**  
 Company Name, Booth # \_\_\_\_\_  
 C/O Freeman  
 Metro Toronto Convention Centre - South Building - Hall D  
 222 Bremner Boulevard  
 Toronto, Ontario, Canada M5V 3L9

DO NOT DELIVER BEFORE 8:00 AM ON SEPTEMBER 3, 2019

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 MATERIAL HANDLING CHARGES**

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

JOB #: 485655





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 du 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 <b>3</b>		16. Total Weight / Poids total Net _____ Gross / Brut <b>156 lbs.</b>		17. Invoice Total / Total de la facture <b>\$6,157.50</b>	
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  Commercial Invoice No. / No. De la facture commerciale _____ <input checked="" type="checkbox"/>					

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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**CANADA CUSTOMS INVOICE**

North American Logistics Inc

Page \_\_\_\_\_ of \_\_\_\_\_

<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)</p>
<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>Show: _____ Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il differe du destinataire)</p> <p>6. Country of Transhipment / Pays de transborderment</p> <p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p>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</p>
<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>Yes <input type="checkbox"/> OUI      NO <input type="checkbox"/> NON</p>	<p>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.)</p>
<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada</p> <p>Via _____</p>	<p>10. Currency of Settlement / Devises du paiement</p>

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)	Replacement Value / Valeur de Remplacement	
			14. Unit Price / Prix Unitaire	15. Total
<p><b>CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113</b></p>				
<p>XI.1 Total Number of Pieces / Nombre total de pieces</p>				

<p>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</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>16. Total Weight / Poids total</p> <p>Net _____ Gross / Brut _____</p>	<p>17. Invoice Total / Total de la facture</p>
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<p>19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il differe du vendeur)</p>	<p>20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;"><b>Same as Consignee</b></p>
<p>21. Departmental Ruling (if applicable) Decision ministerielle (s'il y a lieu)</p>	<p>22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case</p> <p style="text-align: right;"><input checked="" type="checkbox"/></p>

<p>23. If included in field 17 indicate amount Si compris dans le total a la zone 17, préciser</p> <p>(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 \$ _____</p> <p>(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 \$ _____</p> <p>(iii) Export packing Le cout de l'emballage d'exportation \$ _____</p>	<p>24. If not included in field 17 indicate amount Si non compris dans le total a la zone 17, préciser</p> <p>(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 \$ _____</p> <p>(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versees pour l'achat \$ _____</p> <p>(iii) Export packing Le cout de l'emballage d'exportation \$ _____</p>	<p>25. Check (if applicable) Cocher (s'il y a lieu)</p> <p>(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"/></p> <p>(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"/></p>
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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](http://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

# 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 2019

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

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

EMAIL ADDRESS: \_\_\_\_\_

**HOSTED FREIGHT PACKAGE**

The MJBizConInt'l 2019 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 26, 2019** 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:** August 6 - 26, 2019 Warehouse Hours: Monday to Friday 8:00 AM to 4:30 PM  
**SHOW SITE SHIPMENTS:** September 3, 2019 8:00 AM - 6:00 PM  
 September 4, 2019 8:00 AM - 4:00 PM

Description	Price Per Pound
-------------	-----------------

**RATE CLASSIFICATIONS:**

Warehouse Shipment received from August 6 - 26, 2019	<b>No Charge</b>
Show Site Shipment received as per above dates and times	<b>No Charge</b>
Late Arrival Shipment (warehouse & show site)	<b>\$0.25 (min \$25.00)</b>
Special Handling Shipment (warehouse & show site)	<b>\$0.25 (min \$25.00)</b>

**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](mailto:FreemanTorontoES@Freeman.com) with any questions.

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

**FREEMAN hosted freight package**

# SPECIAL HANDLING DEFINITIONS

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

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional 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.

# 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: MJBizConIntl 2019  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com](http://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 \$210.00 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 \$225.00/ month minimum charge will be added to your account.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST BE DELIVERED BY: AUGUST 26, 2019**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

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

**WAREHOUSE**

**EVENT: MJBizConInt'l 2019**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

**MUST BE DELIVERED BY: AUGUST 26, 2019**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

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

**WAREHOUSE**

**EVENT: MJBizConInt'l 2019**

**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: 8:00 AM ON SEPTEMBER 3, 2019**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

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

**SHOW SITE**

**EVENT: MJBizConInt'l 2019**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: 8:00 AM ON SEPTEMBER 3, 2019**

**TO:** \_\_\_\_\_  
*(EXHIBITOR NAME)*

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

**SHOW SITE**

**EVENT: MJBizConInt'l 2019**

**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.

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

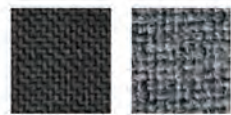


**CASEY PADDED STOOL**  
black or grey fabric 210112

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

### CORBILLE 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  
 AUGUST 13, 2019**

NAME OF SHOW: MJBizConInt'l 2019

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

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

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>FURNISHINGS</b>						
___	210108	Limerick® Chair by Herman Miller	\$77.75	\$ 85.55	\$108.85	___
___	210112	Grey Casey Padded Stool...	\$128.75	\$141.65	\$180.25	___
___	71045	Grey Gaslift Chair.....	\$202.90	\$223.20	\$284.05	___
___	71047	Grey Gaslift Stool.....	\$236.90	\$260.60	\$331.65	___
___	71088	Black Diamond Stool.....	\$194.65	\$214.10	\$272.50	___
___	71089	Black Diamond Side.....	\$129.80	\$142.80	\$181.70	___
___	71090	Black Diamond Arm Chair....	\$154.50	\$169.95	\$216.30	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>FURNISHINGS</b>						
<b>Studio Series Tables:</b>						
___	115103	Studio Series Black Table	\$97.85	\$107.65	\$137.00	___
___	15104	Studio Series Black End	\$95.80	\$105.40	\$134.10	___
___	220106	Corrugated Wastebasket.....	\$24.70	\$27.15	\$34.60	___
___	220109	Chrome Coat Tree.....	\$68.00	\$74.80	\$95.20	___
___	220110	Chrome Bag Rack.....	\$110.20	\$121.20	\$154.30	___
___	220118	Chrome Sign Holder.....	\$101.95	\$112.15	\$142.75	___
___	220121	Chrome Stanchion w/8' Belt	\$141.10	\$155.20	\$197.55	___
___	220134	Chrome Easel.....	\$51.50	\$56.65	\$72.10	___

The following items are available in black.

___	75020	Display Cylinder/Low.....	\$220.40	\$242.45	\$308.55	___
___	75021	Display Cylinder/Medium.....	\$262.65	\$288.90	\$367.70	___
___	75022	Display Cylinder/High.....	\$303.85	\$334.25	\$425.40	___
___	75079	Orion Computer Kiosk.....	\$422.30	\$464.55	\$591.20	___
___	750136	Flat Literature Rack.....	\$185.40	\$203.95	\$259.55	___
___	72067	SohoCafeTable/30"H X 36"	\$222.50	\$244.75	\$311.50	___

## 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.....	\$143.15	\$157.45	\$200.40	___
___	124630	6' Draped Table/30"H.....	\$206.00	\$226.60	\$288.40	___
___	124830	8' Draped Table/30"H.....	\$218.35	\$240.20	\$305.70	___
___	1240630	4th Side Draping-6' X 30"H....	\$42.25	\$46.50	\$59.15	___
___	1240830	4th Side Draping-8' X 30"H....	\$42.25	\$46.50	\$59.15	___
___	124442	4' Draped Table/42"H.....	\$206.00	\$226.60	\$288.40	___
___	124642	6' Draped Table/42"H.....	\$236.90	\$260.60	\$331.65	___
___	124842	8' Draped Table/42"H.....	\$257.50	\$283.25	\$360.50	___
___	12404642	4th Side Drape-6' x 42"H.....	\$42.25	\$46.50	\$59.15	___
___	12404842	4th Side Drape-8' x 42"H.....	\$42.25	\$46.50	\$59.15	___

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.....	\$64.90	\$71.40	\$90.85	___
___	125630	6' Undraped Table/30"H.....	\$75.20	\$82.70	\$105.30	___
___	125830	8' Undraped Table/30"H.....	\$83.45	\$91.80	\$116.85	___
___	125442	4' Undraped Table/42"H.....	\$99.90	\$109.90	\$139.85	___
___	125642	6' Undraped Table/42" .....	\$116.40	\$128.05	\$162.95	___
___	125842	8' Undraped Table/42" .....	\$132.85	\$146.15	\$186.00	___

### CORRUGATED RISERS (Available in Black)

___	1504100	4' x 7" H Table Riser	\$34.00	\$37.40	\$47.60	___
___	1504200	4' x 14" H Table Riser	\$51.50	\$56.65	\$72.10	___
___	1506100	6' x 7" H Table Riser	\$39.15	\$43.05	\$54.80	___
___	1506200	6' x 14" H Table Riser	\$62.85	\$69.15	\$88.00	___

\*\*\*Please circle colour for special drape: Black Blue Gold Grey  
 Plum Red White

___	12103	Special Drape- 3'H-per ft***	\$19.55	\$21.50	\$27.35	___
___	12108	Special Drape- 8'H-per ft***	\$25.75	\$28.35	\$36.05	___
___	1330811	Steel-Top Rod (8' to 10' long)	\$26.25	\$28.90	\$36.75	___
___	13803	Steel - Post and Base (3' H) ..	\$26.25	\$28.90	\$36.75	___
___	13808	Steel - Post and Base (8' H) ..	\$26.25	\$28.90	\$36.75	___
___	15905	Small Fishbowl .....	\$42.25	\$46.50	\$59.15	___
___	75057	Refrigerator/4 cubic ft.....	\$465.55	\$512.10	\$651.75	___
___	74082	File Cabinet/2 Drawer.....	\$132.85	\$146.15	\$186.00	___
___	74081	File Cabinet/4 Drawer.....	\$165.85	\$182.45	\$232.20	___

## TOTAL COST

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

FREEMAN furnishings

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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

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 DISCOUNT PRICE  
 DEADLINE DATE  
 AUGUST 13, 2019**

NAME OF SHOW: MJBizConInt'l 2019

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>STOOLS</b>						
_____	910146	Equino Stool - White .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910147	Equino Stool - Black .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910148	Equino Stool - Red .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910211	Lola Stool - White .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910210	Lola Stool - Black .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910149	Lola Stool - Red .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910132	Chrome Bar Stool - White .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910135	Chrome Bar Stool - Black .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910212	Black Café Stool .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
<b>CASUAL &amp; LOUNGE SEATING</b>						
_____	910134	Black Café Chair .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910213	Ripple Sled Chair - Black .....	\$ 195.70	\$ 215.25	\$ 274.00	\$ _____
_____	910152	Armless Chair - White .....	\$ 412.00	\$ 453.20	\$ 576.80	\$ _____
_____	910153	Armless Chair - Black .....	\$ 412.00	\$ 453.20	\$ 576.80	\$ _____
<b>Sculpted Line</b>						
_____	910150	Sculpted Chair - White .....	\$ 453.20	\$ 498.50	\$ 634.50	\$ _____
_____	910151	Sculpted Chair - Red .....	\$ 453.20	\$ 498.50	\$ 634.50	\$ _____
_____	930147	Sculpted Loveseat - White .....	\$ 521.20	\$ 573.30	\$ 729.70	\$ _____
_____	930148	Sculpted Loveseat - Red .....	\$ 521.20	\$ 573.30	\$ 729.70	\$ _____
_____	930146	Sculpted Sofa - White .....	\$ 576.80	\$ 634.50	\$ 807.50	\$ _____
<b>Citi Line</b>						
_____	910201	Citi Black Leather Chair .....	\$ 453.20	\$ 498.50	\$ 634.50	\$ _____
_____	930200	Citi Black Leather Loveseat .....	\$ 521.20	\$ 573.30	\$ 729.70	\$ _____
_____	930202	Citi Black Leather Sofa .....	\$ 576.80	\$ 634.50	\$ 807.50	\$ _____
<b>Ottomans &amp; Cubes</b>						
_____	950153	Large Ottoman - Black (72"x18"x18"h) .....	\$ 429.50	\$ 472.45	\$ 601.30	\$ _____
_____	950154	Large Ottoman - Red (72"x18"x18"h) .....	\$ 429.50	\$ 472.45	\$ 601.30	\$ _____
_____	950147	Ottoman - Black (43"x19"x18"h) .....	\$ 286.35	\$ 315.00	\$ 400.90	\$ _____
_____	950146	Ottoman - White (43"x19"x18"h) .....	\$ 286.35	\$ 315.00	\$ 400.90	\$ _____
_____	950110	Square Cube - Black .....	\$ 218.35	\$ 240.20	\$ 305.70	\$ _____
_____	950112	Square Cube - White .....	\$ 218.35	\$ 240.20	\$ 305.70	\$ _____
_____	950111	Square Cube - Red .....	\$ 218.35	\$ 240.20	\$ 305.70	\$ _____
<b>TABLES</b>						
<b>Bar Tables</b>						
_____	920147	Square Bistro Table - Black Laminate (30"x30"x42") .....	\$ 303.85	\$ 334.25	\$ 425.40	\$ _____
_____	920201	Square Bistro Table - Chrome Laminate (24"x24"x42") .....	\$ 303.85	\$ 334.25	\$ 425.40	\$ _____
_____	920146	Round Bistro Table - Black Laminate (30"diam x 42") .....	\$ 303.85	\$ 334.25	\$ 425.40	\$ _____
_____	920148	Round Bistro Table - White Laminate (30"diam x 42") .....	\$ 303.85	\$ 334.25	\$ 425.40	\$ _____
_____	920149	Round Bistro Table - Chrome Laminate (24"x24"x42") .....	\$ 303.85	\$ 334.25	\$ 425.40	\$ _____
_____	920200	Round Bistro Table - Chrome Laminate (30"diam x 42") .....	\$ 303.85	\$ 334.25	\$ 425.40	\$ _____
<b>Occasional Coffee &amp; End Tables</b>						
_____	920151	Coffee Table - Steel Frame - White (24"x48"x20"h) .....	\$ 293.55	\$ 322.90	\$ 410.95	\$ _____
_____	920150	Coffee Table - Steel Frame - Black (24"x48"x20"h) .....	\$ 293.55	\$ 322.90	\$ 410.95	\$ _____
_____	920153	End Table - Steel Frame - White (24"x24"x20"h) .....	\$ 242.05	\$ 266.25	\$ 338.85	\$ _____
_____	920152	End Table - Steel Frame - Black (24"x24"x20"h) .....	\$ 242.05	\$ 266.25	\$ 338.85	\$ _____
_____	920155	Sculpted Round Coffee Table - White (28"diam x 14"h) .....	\$ 293.55	\$ 322.90	\$ 410.95	\$ _____
_____	920154	Sculpted Round Coffee Table - Black (28"diam x 14"h) .....	\$ 293.55	\$ 322.90	\$ 410.95	\$ _____
_____	920157	Sculpted Round End Table - White (16"diam x 24"h) .....	\$ 242.05	\$ 266.25	\$ 338.85	\$ _____
_____	920156	Sculpted Round End Table - Black (16"diam x 24"h) .....	\$ 242.05	\$ 266.25	\$ 338.85	\$ _____

**TOTAL COST**

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

0418(19H)

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

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Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PLANTS</b>					

**Plants**

_____	42105	Table Size Plant (mums purple, white or yellow - seasonal)	\$50.00	\$70.00	_____
_____	4220501	Table Top Tropical Plant (Seasonal).....	\$75.00	\$105.00	_____
_____	42106	Boston Fern .....	\$95.00	\$133.00	_____
_____	4210111	Plant up to 5' Marginata.....	\$145.00	\$203.00	_____
_____	4210112	Plant up to 5' Benjamina .....	\$145.00	\$203.00	_____
_____	4210113	Plant up to 5' Areca .....	\$145.00	\$203.00	_____
_____	4210114	Plant up to 5' Schefflera.....	\$145.00	\$203.00	_____
_____	421071	Plant 6'-7' Marginata.....	\$195.00	\$273.00	_____
_____	421072	Plant 6'-7' Benjamina.....	\$195.00	\$273.00	_____
_____	421073	Plant 6'-7' Areca.....	\$195.00	\$273.00	_____
_____	42108	Indoor Tree 7-9' Tall .....	Call for Pricing		



ARECA



BENJAMINA



MARGINATA



SCHEFFLERA

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>FLORAL</b>					

**Floral (see samples below)**

_____	4220300	Small Vase Arrangements .....	\$160.00	\$224.00	_____
_____	4220400	Fresh Cut Flower (medium arrangement)	\$210.00	\$294.00	_____
_____	4220500	Lg Tropical Flowers (large arrangement)	\$285.00	\$399.00	_____
_____	4280999	Phaleanopsis Orchid (purple or white cascading)	\$195.00	\$275.00	_____
_____	4280999	Special Arrangement .....	Call for Pricing		



Small Vase Arrangement - Average dimensions 8" x 8" x 10"h



Medium Arrangement - Average dimensions 12" x 12" x 10"-12"h



Large Arrangement - Average dimensions  
 12" x 22" w " x 11"-12"h or 16" x 16" x 22" h

<b>TOTAL COST</b>		
Sub-Total _____	+ 13% Hst _____	= TOTAL _____

## FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colourfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in our classic line.

- 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](http://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](http://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  
AUGUST 13, 2019**

NAME OF SHOW: MJBizConInt'l 2019

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

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

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

• **Orders for Prestige Carpet must be received by August 13, 2019. 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
- All carpets, padding and plastic covering contain recycled content and are recyclable.

**Please note: black booth carpet is included in your booth space. If you are bringing your own flooring and cannot overlay it on the show carpet, please let us know prior to August 20, 2019. Carpet padding orders must be placed prior to August 20, 2019. Carpet padding orders will unfortunately not be accepted on-site.**

For fast, easy ordering, go to [www.freeman.com](http://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. @	<b>\$ 6.70</b>	\$ 7.35	\$ 9.40	\$ _____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 6.40</b>	\$ 7.05	\$ 8.95	\$ _____

**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. @	<b>\$ 5.80</b>	\$ 6.40	\$ 8.10	\$ _____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 5.50</b>	\$ 6.05	\$ 7.70	\$ _____

**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. @	<b>\$ 3.55</b>	\$ 3.90	\$ 4.95	\$ _____

**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 .....	<b>\$ 337.85</b>	\$ 371.65	\$ 473.00	\$ _____
_____	10' x 20' Classic Carpet .....	<b>\$ 676.70</b>	\$ 744.35	\$ 947.40	\$ _____
_____	10' x 30' Classic Carpet .....	<b>\$ 1014.55</b>	\$ 1116.00	\$ 1420.35	\$ _____

**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.....	<b>\$ 160.70</b>	\$ 176.75	\$ 225.00	\$ _____
_____	10' x 20' Carpet Padding - Single Layer.....	<b>\$ 321.35</b>	\$ 353.50	\$ 449.90	\$ _____
_____	10' x 30' Carpet Padding - Single Layer.....	<b>\$ 482.05</b>	\$ 530.25	\$ 674.85	\$ _____
_____	10' x 10' Carpet Padding - Double Layer .....	<b>\$ 321.35</b>	\$ 353.50	\$ 449.90	\$ _____
_____	10' x 20' Carpet Padding - Double Layer .....	<b>\$ 642.70</b>	\$ 706.95	\$ 899.80	\$ _____
_____	10' x 30' Carpet Padding - Double Layer .....	<b>\$ 964.10</b>	\$ 1060.50	\$ 1349.75	\$ _____
_____	Carpet Padding - 1/2" (301 - 700 sq ft - price per sq ft) .....	<b>\$ 1.70</b>	\$ 1.85	\$ 2.40	\$ _____
_____	Carpet Padding - 1/2" (over 700 sq ft - price per sq ft) .....	<b>\$ 1.40</b>	\$ 1.55	\$ 1.95	\$ _____
_____	Double Padding - 1/2" (301 - 700 sq ft price per sq ft).....	<b>\$ 3.45</b>	\$ 3.80	\$ 4.85	\$ _____
_____	Double Padding (over 700 sq ft - price per sq ft) .....	<b>\$ 2.80</b>	\$ 3.10	\$ 3.90	\$ _____
_____	Plastic Covering (price per sq ft) .....	<b>\$ 0.65</b>	\$ 0.70	\$ 0.90	\$ _____

**TOTAL COST**

0418(19H)

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

FREEMAN carpet

Take advantage of the Online price  
by ordering online at [www.freeman.com/store](http://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**

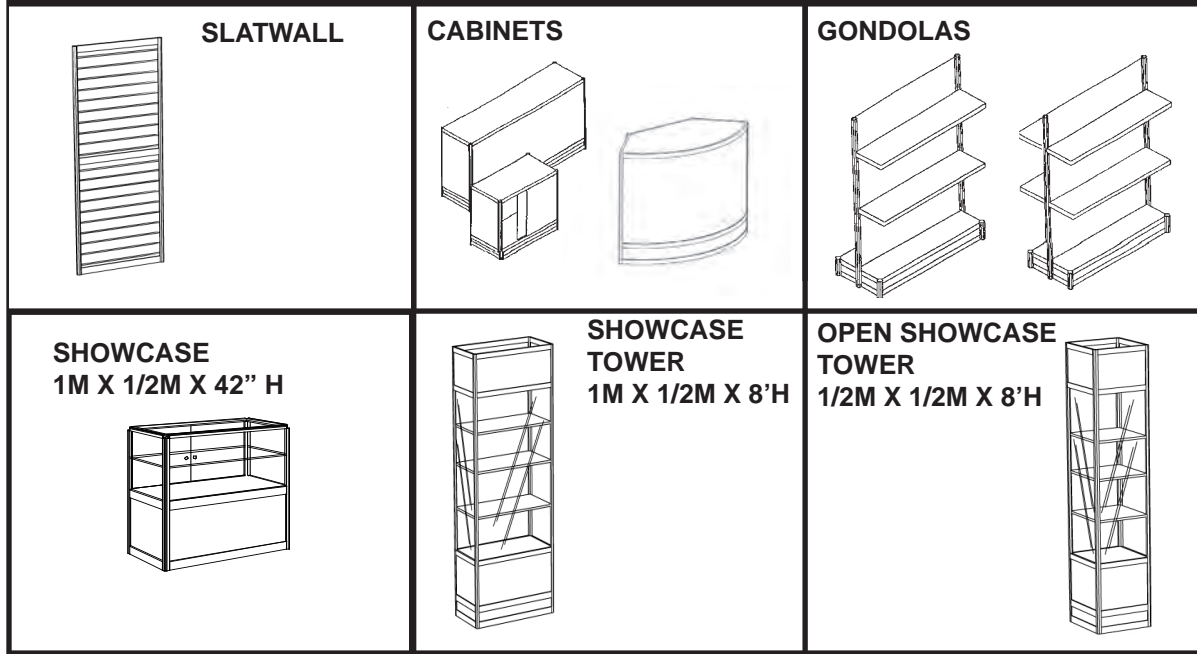
**ONLINE PRICE  
 DISCOUNT PRICE  
 DEADLINE DATE  
 AUGUST 13, 2019**

MJBizConInt'l 2019

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

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

## EXHIBIT ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SHELVES (Circle Colour) Black or White</b>						
_____	17201	1m Straight (37" x 12") .....	\$123.60	135.95	173.05	_____
_____	17206	1m Angled (37" x 12") .....	\$123.60	135.95	173.05	_____
<b>LITERATURE POCKETS</b>						
_____	174015	For 8½" x 11" Literature .....	\$43.25	47.60	60.55	_____
_____	174016	For 4" Literature .....	\$43.25	47.60	60.55	_____
<b>CABINETS &amp; LOCKS</b>						
<b>(Circle Colour) Blue, Grey or Black Fabric, White PVC</b>						
_____	17305	1m x ½m x 36" High .....	\$490.30	539.35	686.40	_____
_____	17306	1m x ½m x 42" High .....	\$490.30	539.35	686.40	_____
_____	17308	2m x ½m x 36" High .....	\$733.35	806.70	1,026.70	_____
_____	17309	2m x ½m x 42" High .....	\$733.35	806.70	1,026.70	_____
_____	173010	1m Radius x ½m x 36" H.....	\$656.10	721.70	918.55	_____
_____	173011	1m Radius x ½m x 42" H.....	\$656.10	721.70	918.55	_____
_____	17301	Aluminum Cabinet Lock .....	\$43.25	47.60	60.55	_____
<b>WALL PANELS</b>						
<b>(Circle Colour) Blue, Grey or Black Fabric, White PVC</b>						
_____	173521	1m x 8' High .....	\$368.75	405.65	516.25	_____
_____	173525	½m x 8' High .....	\$262.65	288.90	367.70	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SLATWALL PANELS</b>						
<b>(Circle Colour) Black, White, Maple</b>						
_____	11736100	1M x 8' High .....	\$480.00	528.00	672.00	_____
<b>GONDOLAS</b>						
<b>(Circle Colour) Blue, Grey or Black Fabric, White PVC</b>						
_____	174541	Single Sided 1m x 4' High .....	\$435.70	479.25	610.00	_____
_____	174542	Double Sided 1m x 4' High .....	\$609.75	670.75	853.65	_____
_____	174581	Single Sided 1m x 8' High .....	\$538.70	592.55	754.20	_____
_____	174582	Double Sided 1m x 8' High .....	\$712.75	784.05	997.85	_____
<b>SHOWCASE* (White PVC Only)</b>						
_____	1755800	Showcase 1m x ½m x 8'H.....	\$815.75	897.35	1,142.05	_____
_____	1755801	Showcase ½m x ½m x 8'H.....	\$760.15	836.15	1,064.20	_____
_____	17551206	Showcase 1m x ½m x 42"H .....	\$386.00	424.60	540.00	_____
*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						

<b>TOTAL COST</b>	
Sub-Total _____	+ 13% Hst _____ = TOTAL _____

0418(19H)

FREEMAN exhibit accessories

Take advantage of the Online price by ordering online at [www.freeman.com](http://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  
Toronto, Ontario, Canada M8W 3S2  
416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 13, 2019**

NAME OF SHOW: MJBizConInt'l 2019  
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](http://www.freeman.com)**

All exhibits include: installation & dismantle of exhibit, material handling of exhibit, black 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'	3,091.05	4,327.45	<input type="checkbox"/> 10' x 20'	6,946.30	9,724.80	_____
Package 2	<input type="checkbox"/> 10' x 10'	2,029.10	2,840.75	<input type="checkbox"/> 10' x 20'	3,637.95	5,093.15	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,647.10	3,705.95	<input type="checkbox"/> 10' x 20'	5,416.75	7,583.45	_____
Package 4	<input type="checkbox"/> 10' x 10'	3,573.05	5,002.25	<input type="checkbox"/> 10' x 20'	6,941.15	9,717.60	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,409.15	3,372.80	<input type="checkbox"/> 10' x 20'	4,656.65	6,519.30	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,449.35	3,429.10	<input type="checkbox"/> 10' x 20'	4,777.15	6,688.00	_____

- 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.

You may want to add carpet padding or upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line, 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 \_\_\_\_\_

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

## 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](http://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](http://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 2019

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](http://www.freeman.com)

### SMARTFABRIC RENTAL EXHIBIT

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



Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	\$ 2,155.00	\$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit	\$ 4,155.00	\$ 5,817.00	_____

#### 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
- 3-Arm Lights (per 10' unit)
- Power for LIGHTS only

### 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 reuse. 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	\$ 1,410.00	\$ 1,974.00	_____
_____	10' x 20' Frame Only Exhibit	\$ 2,350.00	\$ 3,290.00	_____

#### 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
- 3-Arm Lights (per 10' unit)
- Power for LIGHTS only

### 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. Orders cancelled after production begins are subject to a 100% cancellation charge.
- If shipping literature or products to the show, material handling rates will apply to those items.
- Due to the varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.
- The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

### TOTAL COST

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

## MATERIAL MATTERS

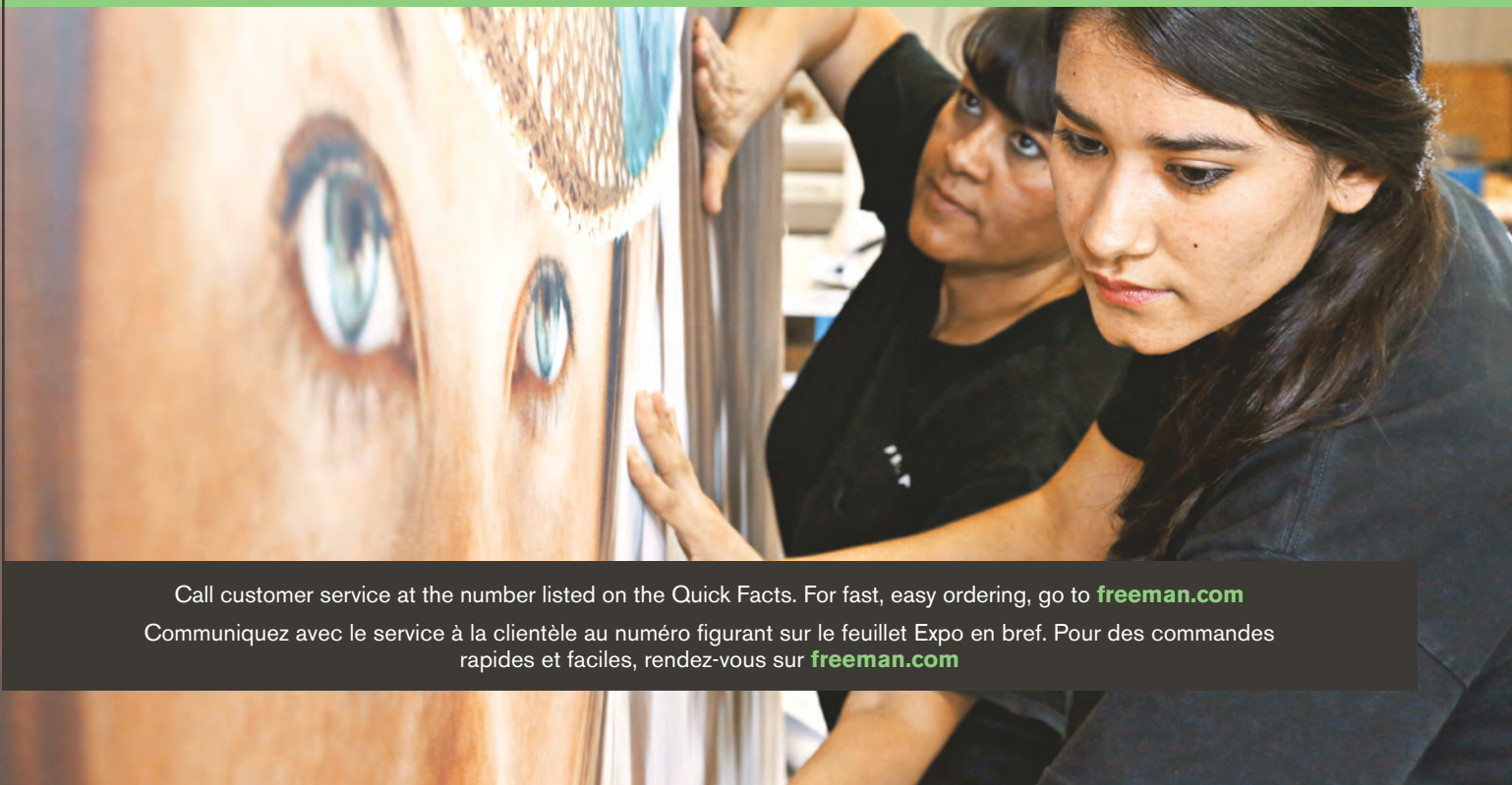
The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or colour, Freeman can print it beyond your expectations.

- 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](http://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](http://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.



# 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  
 AUGUST 13, 2019**

MJBizConInt'l 2019

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](http://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'	\$3,507.15	\$5,260.75	_____
_____	10'	4'	31.42'	\$4,177.70	\$6,266.55	_____
_____	15'	3'	47.12'	\$4,906.40	\$7,359.60	_____
_____	15'	4'	47.12'	\$5,814.35	\$8,721.55	_____

### 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 \_\_\_\_\_

0418(19H)

FREEMAN fabric solutions

## 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](http://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](http://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  
 AUGUST 13, 2019**

MJBizConInt'l 2019

NAME OF SHOW: \_\_\_\_\_

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](http://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 \$24.10 = \$ \_\_\_\_\_

- \$24.10 per sq. ft. (standard price \$36.15)
  - 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" _____ @	\$55.35	\$83.05 = \$	_____
7" x 22" _____ @	\$59.50	\$89.25 = \$	_____
7" x 44" _____ @	\$67.45	\$101.20 = \$	_____
9" x 44" _____ @	\$78.30	\$117.45 = \$	_____
11" x 14" _____ @	\$59.70	\$89.55 = \$	_____
14" x 22" _____ @	\$83.15	\$124.75 = \$	_____
14" x 44" _____ @	\$95.80	\$143.70 = \$	_____
22" x 28" _____ @	\$127.70	\$191.55 = \$	_____
28" x 44" _____ @	\$172.25	\$258.40 = \$	_____
20" x 60" (white only) _____ @	\$234.85	\$352.30 = \$	_____

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 \_\_\_\_\_

FREEMAN signs & graphics

### 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.

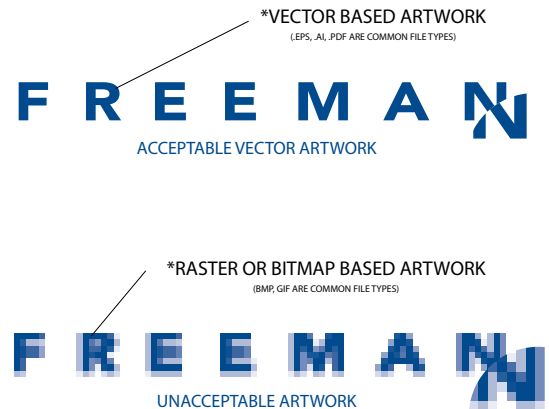
##### Colour when colour match is required follow these requirements:

- 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 2019

To assist you in planning your participation in your upcoming event, 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 union jurisdictions, we ask that you read the following:

## **EXHIBIT INSTALLATION AND DISMANTLING**

We currently we have an agreement with the Labourer's International Union of North America Local 506 (LIUNA) to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this Local. 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 and full time employees of the exhibiting company 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 / GRATUITIES**

Tipping is expressly prohibited. Our employees are paid at an excellent wage scale denoting a professional status, this applies to all Freeman employees. This includes such practices as giving money, merchandise or other special consideration for services rendered. For liability reasons, please do not extend any additional hours to the times actually worked on an installation and/or dismantling order. Any attempt to solicit a gratuity 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 & EQUIPMENT**

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.

**Ladder Safety:** in accordance with the Workplace Safety & Prevention Services, please note that labourers are not permitted to stand any higher than the third run from the top of a step ladder. The maximum height of our ladders is 12'

**Tools:** please note that labourers do not carry standard tools (other than a box cutter). When ordering display labour, please indicate on the order form any tools that may be required to perform the work (such as drills and bits, screwdrivers, hammers, ratchets, pry bars, ladders, etc.),

## 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

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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](http://www.freeman.com)  
Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur [www.freeman.com](http://www.freeman.com)

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.

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### 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 2019

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

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

EMAIL ADDRESS: \_\_\_\_\_

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

## DISPLAY LABOUR (One Hour Minimum per Worker)

	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:00 P.M. Monday through Friday .....	\$ 120.00	\$ 168.00
<b>Overtime-</b> 4:00 P.M. to 6:00 P.M. Monday through Friday .....	\$ 180.00	\$ 252.00
8:00 A.M. to 4:00 P.M. Saturday and Sunday		
<b>Double Time-</b> All times not mentioned above as well as holidays .....	\$ 240.00	\$ 336.00

**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 _____ = _____	_____	@ \$ _____ = \$ _____	_____

Please indicate tools required to perform the work Freeman Supervision (30%/\$45.00) = \$ \_\_\_\_\_  
 (ladder, drill and bits, screwdrivers, hammer, crowbar, etc.):  
 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 _____ = _____	_____	@ \$ _____ = \$ _____	_____

Please indicate tools required to perform the work Freeman Supervision (30%/\$45.00) = \$ \_\_\_\_\_  
 (ladder, drill and bits, screwdrivers, hammer, crowbar, etc.):  
 13% HST = \$ \_\_\_\_\_  
 Total Dismantle = \$ \_\_\_\_\_

# FREEMAN installation & dismantle



NAME OF SHOW: MJBizConInt'l 2019

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: \_\_\_\_\_

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 \$210.00 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 \$225.00/ month minimum charge will be added to your account.

# FREEMAN

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 Toronto, Ontario, Canada M8W 3S2  
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**METHOD OF PAYMENT MUST  
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MJBizConInt'l 2019

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

For fast, easy ordering, go to [www.freeman.com](http://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
<b>FORKLIFT Labour - Installation</b>			
30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$255.00	\$357.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$315.00	\$441.00
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$375.00	\$525.00
3040100	Forklift w/operator - 5,001 to 10,000 lbs - ST.....	\$348.00	\$487.00
3040101	Forklift w/operator - 5,001 to 10,000 lbs - OT.....	\$408.00	\$571.00
3040102	Forklift w/operator - 5,001 to 10,000 lbs - DT.....	\$468.00	\$655.00
3040150	Forklift w/operator - 10,001 to 15,000 lbs - ST.....	\$433.25	\$606.50
3040151	Forklift w/operator - 10,001 to 15,000 lbs - OT.....	\$493.25	\$690.50
3040152	Forklift w/operator - 10,001 to 15,000 lbs - DT.....	\$553.25	\$774.50

<b>FORKLIFT Labour - Dismantle</b>			
30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$255.00	\$357.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$315.00	\$441.00
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$375.00	\$525.00
3040100	Forklift w/operator - 5,001 to 10,000 lbs - ST.....	\$348.00	\$487.00
3040101	Forklift w/operator - 5,001 to 10,000 lbs - OT.....	\$408.00	\$571.00
3040102	Forklift w/operator - 5,001 to 10,000 lbs - DT.....	\$468.00	\$655.00
3140150	Forklift w/operator - 10,001 to 15,000 lbs - ST.....	\$433.25	\$606.50
3140151	Forklift w/operator - 10,001 to 15,000 lbs - OT.....	\$493.25	\$690.50
3140152	Forklift w/operator - 10,001 to 15,000 lbs - DT.....	\$553.25	\$774.50

### 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	
							<b>Total</b>	

### 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	
							<b>Total</b>	

FREEMAN forklift

# FREEMAN

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

**METHOD OF PAYMENT MUST  
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MJBizConInt'l 2019

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

**PALLET JACK SERVICE**

- 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

**The Pallet Jack service is for small adjustments / movement of materials within your booth space and does not replace the in-booth forklift service. The service is based on 1/2 hour labour (see above days and times for appropriate rate), as well as the use of a pallet jack with labour.**

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- **1/2 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	Price per 1/2 hour
-------	-------------	--------------------

**Pallet Jack & Labour - Installation (3090800, plus below)**

30901000	Pallet Jack Operator - ST.....	\$102.00
30901001	Pallet Jack Operator - OT.....	\$132.00
30901002	Pallet Jack Operator - DT.....	\$162.00

**Pallet Jack & Labour - Dismantle (3190800, plus below)**

31901000	Pallet Jack Operator - ST.....	\$102.00
31901001	Pallet Jack Operator - OT.....	\$132.00
31901002	Pallet Jack Operator - DT.....	\$162.00

**INSTALLATION**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Time per Person	Total	Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
							<b>Total</b>	

**DISMANTLE**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total	Rate	Estimated Total Cost
Describe work to be done: _____							Subtotal	
_____							13% HST	
							<b>Total</b>	

**FREEMAN pallet jack service**

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

SHOW NAME: \_\_\_\_\_  
 LOCATION: Metro Toronto Convention Centre South Building Hall E  
 BOOTH #: \_\_\_\_\_  
 INSTALLATION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 EXHIBIT START DATE: Sept 4 TIME: \_\_\_\_\_ 4pm  
 EXHIBIT END DATE: Sept 6 TIME: \_\_\_\_\_ 3pm  
 CONTACT ON-SITE: \_\_\_\_\_  
 STAYING AT: \_\_\_\_\_ PHONE: \_\_\_\_\_

QUANTITY	EQUIPMENT AVAILABLE	SHOW RATE	LABOUR	TOTAL
<b>FLAT SCREEN MONITORS</b>				
	20" LCD FLAT SCREEN MONITOR	\$160.00	\$102.00	
	24" LCD FLAT SCREEN MONITOR	\$180.00	\$102.00	
	32" LCD FLAT SCREEN MONITOR	\$400.00	\$136.00	
	40" LCD FLAT SCREEN MONITOR	\$600.00	\$136.00	
	40" LCD FLAT TOUCHSCREEN MONITOR	\$1,000.00	\$136.00	
	42" LCD FLAT SCREEN MONITOR	\$600.00	\$136.00	
	46" LCD FLAT SCREEN MONITOR	\$700.00	\$136.00	
	52" LCD FLAT SCREEN MONITOR	\$900.00	\$136.00	
	55" LCD FLAT SCREEN MONITOR	\$1,000.00	\$136.00	
	55" LCD FLAT TOUCHSCREEN MONITOR	\$1,400.00	\$136.00	
	60" LCD FLAT SCREEN MONITOR	\$1,200.00	\$272.00	
	70" LCD FLAT SCREEN MONITOR	\$1,400.00	\$272.00	
	80" LCD FLAT SCREEN MONITOR C/W FLOOR STAND	\$1,600.00	\$272.00	
	FLAT SCREEN MONITOR FLOOR STAND (RENTED WITH MONITOR ONLY)	\$100.00	-	
	SHELF FOR MONITOR FLOOR STAND	\$20.00	-	
<b>COMPUTERS (All computers come with 10/100 Ethernet, Windows and Office software)</b>				
	STANDARD DESKTOP COMPUTER (comes with 17" monitor)	\$325.00	\$102.00	
	NOTEBOOK COMPUTER	\$325.00	\$102.00	
<b>COMPUTER ACCESSORIES</b>				
	I-PAD WIRELESS PRESENTER KIT	\$180.00	\$102.00	
	LASER PRINTER - B & W, 43 PPM	\$300.00	\$102.00	
	DESKTOP SPEAKERS - PAIR	\$100.00	-	
	ETHERNET 10/100 8 PORT SWITCH	\$100.00	-	
<b>VIDEO PLAYERS (see Monitors above)</b>				
	DVD PLAYER	\$120.00	\$102.00	
	BLU-RAY PLAYER	\$250.00	\$102.00	
<b>VIDEO ACCESSORIES</b>				
	VIDEO CART WITH SKIRT	\$54.00	-	
	6 FT TRIPOD SCREEN	\$110.00	-	
<b>AUDIO EQUIPMENT</b>				
	CD PLAYER (REQUIRES SOUND SYSTEM)	\$100.00	\$102.00	
	BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)	\$420.00	\$136.00	
	BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)	\$640.00	\$136.00	
	WIRELESS MICROPHONE (HANDHELD, LAVALIER)	\$290.00	\$102.00	
<b>OTHER</b>				
	PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!			

<b>PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK 'PAYMENT' BOX : USE ARROW TO SELECT METHOD)</b>		EQUIPMENT TOTAL:			
CREDIT CARD #: _____	<b>→ PAYMENT</b>	DELIVERY & PICKUP:	\$100		
EXPIRY: _____		LABOUR - SETUP/DISMANTLE:			
		LABOUR - ADDITIONAL:			
		CABLES & CONSUMABLES: (EQUIPMENT ONLY)	10%		
AUTHORIZED SIGNATURE: _____		SUB-TOTAL:			
NAME ON CREDIT CARD: _____		PROVINCIAL SALES TAX:			
DATE: _____	<b>IF PST EXEMPT ENTER # BELOW</b>	GST or HST:	13%		
		PST EXEMPTION:			
<b>Administration Fees will apply on all credit card transactions over \$5,000</b>		TOTAL:			

For further information, please contact: **Stephen Andrews** 416-585-8312 PH  
 e-mail address: [StephenT.Andrews@freeman.com](mailto:StephenT.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.

**Services We Offer**

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of the following services at the Metro Toronto Convention Centre.

- ✓ Rental lighting
- ✓ Temporary electrical services
- ✓ Sign and banner hanging (as per show management’s rules and regulations)
- ✓ Mechanical services (such as compressed air, water lines, drains, sinks, etc.)

SHOWTECH looks forward to working with you and making your event experience a success.

<b>Pricing</b>	
<b>ADVANCE PRICING:</b>	To take advantage of our advance price, all completed forms and <u>full payment</u> must be received on or before this date.
<b>REGULAR PRICING:</b>	Regular prices will be charged after the advance pricing date has passed and up until the first day of event move-in.
<b>ON-SITE PRICING:</b>	All orders received on the first day of event move-in through the completion of the event will be subject to on-site pricing. On-site pricing begins on this date.

<b>Payment Options</b>	
SHOWTECH POWER & LIGHTING offers the following payment options. Please note that all exhibitors are responsible for payment of the applicable sales tax for the event in which they are participating.	
Credit card:	Visa, Mastercard and American Express are accepted. The Credit Card Authorization form must be completed in full and returned to SHOWTECH (form is included in this kit).
Cheque:	Cheques will only be accepted if received by the advance pricing date. Make cheques payable to SHOWTECH.
Bank transfer:	The Electronic Funds/Wire Transfer form must be completed in full and returned to SHOWTECH. To request this form, email info@showtech.ca. Bank fees will be charged for this service.

<b>Privacy Policy</b>	
SHOWTECH POWER & LIGHTING respects your privacy. Your personal data will be used by SHOWTECH POWER & LIGHTING, a tradename of GES Canada Limited, only in accordance with the Privacy Policy published at <a href="https://www.ges.com/ca/privacy-policy">https://www.ges.com/ca/privacy-policy</a> . The Terms permit us to retain your order information to better service your future needs and to communicate with you via electronic communications. You may opt-out of receiving emails as provided in the Privacy Policy. If you provide personal information on behalf of another individual, you represent that you have all the authority and a lawful basis to enable us to collect, use and disclose such personal information as described in our Privacy Policy.	



**Online Orders**

Please visit [www.showtech.ca](http://www.showtech.ca), choose “Order for Your Show” and follow the on-screen instructions. Please note that not all shows are available for online ordering.



**Email Orders**

Please return completed forms to info@showtech.ca



**Get Assistance**

If you need assistance or require additional information, please contact us.

Tel: 905.283.0550  
Toll-Free: 1.855.746.9832  
Email: info@showtech.ca

5675 McLaughlin Road, Mississauga, ON L5R 3K5  
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551  
MTCC SHOWTECH Tel: 416.585.8109 Email: [info@showtech.ca](mailto:info@showtech.ca)

#### 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 floor plan/layout. Approximate size can be provided by SHOWTECH (contact our office at 416.585.8109).
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, go to [www.showtech.ca](http://www.showtech.ca) to order online.
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 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. [Click here](#) for Recognized Certification Markings. 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 from the ESA. Apply as soon as possible to avoid on-site complications.

#### Mechanical

1. 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.
2. The Metro Toronto Convention Centre has floor ports.
3. In the **North Building** (Halls A,B,C), air lines, water lines, natural gas and drains are available from floor ports.  
  
In the **South Building** (Halls D,E,F,G) air lines are distributed from the ceiling; water lines and drains are available from floor ports.
4. Only 1/2" air lines can be run under carpet in booths.
5. 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.
6. Water pressure is approximately 50 PSI and available anywhere in the facility by ordering from SHOWTECH's Mechanical Order Form.
7. 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 Mechanical Order Form or call for assistance (416.585.8109).
8. 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:

Tel: 416.585.8109

Email: [info@showtech.ca](mailto:info@showtech.ca)

5675 McLaughlin Road, Mississauga, ON L5R 3K5  
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551  
MTCC SHOWTECH Tel: 416.585.8109 Email: info@showtech.ca

**Did you know?**

- Borrowing power from an adjoining booth is NOT permitted. Sharing your neighbour’s power may overload the circuit.
- Check the rating nameplate on the back or bottom of your equipment/device to determine your total electrical needs.
- Order 24-hour outlets if you require your power to remain energized overnight (i.e. for refrigerators, freezers, aquariums, etc.).
- All equipment/devices 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/device.
- All equipment/devices 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.

**Where can electricity be supplied in my booth?**

1. **Back of Booth:** Power supplied at the back of your booth. Location is determined by SHOWTECH. This is the most popular option.
2. **Specific Booth Locations:** Power supplied at specific locations in your booth. SHOWTECH will place power cords under the carpet to each location specified on your Booth Layout Form (this form is included in this kit). If the booth layout form is not provided, SHOWTECH will place the outlet(s) at our discretion.
3. **Overhead:** Power supplied above the booth. 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 (form is included in this kit).

**Which electrical outlet do I need?**

To determine your electrical needs, simply add together the wattage of each device that will require power in your booth. You will find a nameplate located on the back or bottom of each device, showing the wattage information. The total wattage indicates which outlet to order.

For example, if a laptop requires 400 watts, a monitor requires 150 watts and a cell phone charger requires 50 watts, you will need a total of 600 watts. Option 1 is the correct choice.

1. 1500 Watt, 12 amp, 120 volt outlet with 2 plugs  
Examples include a laptop, computer monitor, cell phone charger, television or printer.
2. 1500 Watt, 12 amp, 120 volt outlet with 2 plugs, 24 hours  
For equipment/devices requiring continuous power, such as a small household fridge or freezer.
3. 1800 Watt, 15 amp, 120 volt outlet  
Examples include a hair dryer, curling iron or toaster oven.
4. 2400 Watt, 20 amp, 120 volt outlet  
Examples include a popcorn maker, hot plate or industrial coffee maker.

**Do you offer 208 volt electrical services?**

Yes. 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. Please check the nameplate on your equipment to confirm voltage, amps/watts/hp/kw and phase. Contact SHOWTECH at least three weeks prior to the event’s move-in date for quotations.

**What else do you offer?**

- In addition to 120 volt and 208 volt electrical service connections, we offer various voltages: 230/240 single and three phase and 380/460/480/600 three phase.
- 15 Ft extension cords are available for rent if an outlet has also been ordered.



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MTCC SHOWTECH Tel: 416.585.8109 Email: info@showtech.ca

## Lighting Captures Your Audience’s Attention

Adding lighting to your booth attracts the attention of your audience, helps create a desired ambience and can highlight important areas of your display. SHOWTECH is pleased to offer these rental lighting options.

### Ceiling Mounted Lighting



#### LED White Light Fixture (LLEDOH)

- Pure white light, emulates daylight
- Energy efficient
- Equivalent light output to a 1,000 watt quartz floodlight
- Covers up to a 10’ x 10’ area
- Coverage is dependent on venue and mounting height of fixture
- Ideal for booths with cars, trucks, jewelry and items with very bold colours



#### Source 4 Par Light Fixture (L575S4)

- Clean, bright and efficient
- Warmer tone light
- Equivalent light output to a 1,000 watt quartz floodlight
- Covers up to a 10’ x 10’ area
- Coverage is dependent on mounting height of fixture
- Ideal for booths with furniture, fabrics, clothing and artwork.

### Hard Wall Booth Lighting



#### 24 Watt, LED Black Arm Light Fixture (LLEDA)

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



#### 3 Ft Track with 3 – 24 Watt LED Light Fixtures (LT3150)

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

### Floor Lighting



#### 8 Ft Telescopic Stand with 2 – 24 Watt LED Light Fixtures (L2150)

- Pure white light with clean lines
- Excellent way to highlight a focal point in your booth
- For optimum lighting, fixture is placed in the front corner of booth
- Equivalent light output to a 400 watt halogen bulb

5675 McLaughlin Road, Mississauga, ON L5R 3K5  
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**Advance Price Until:**

**Regular Price:**

Exhibitor Information		
Booth #: _____	Company: _____	Contact Name: _____
Address: _____	City: _____	Prov/State: _____ Postal/ZIP: _____
Email: _____	Phone: _____	Fax: _____

Credit Card Information																	
I understand that SHOWTECH will charge any outstanding fees after show closing to this credit card.																	
Please sign below to confirm order and accept the Terms and Conditions (see last page of this kit):																	
Name (Print): _____	Signature: _____																
Date: _____																	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex																	
Card Number:																	
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																	
Cardholder Name (Print): _____																	
Expiry Date: ____/____	Code: _____																
Cardholder Signature: _____																	
Today's Date: _____																	
Cardholder Billing Address (if different from above):																	
Address: _____																	
City: _____	Prov/State: _____ Postal/ZIP: _____																
Email: _____																	
Phone: _____	Fax: _____																

Confirm Order
To ensure we have received your complete order, please check off the forms you are sending to us.
<input type="checkbox"/> Electrical & Lighting Order Form <input type="checkbox"/> Mechanical Order Form <input type="checkbox"/> Sign & Banner Hanging Order Form
Note: Not all forms/services are available for all events.



**Online Orders**

Please visit [www.showtech.ca](http://www.showtech.ca), choose "Order for Your Show" and follow the on-screen instructions. Please note that not all shows are available for online ordering.



**Email Orders**

Please return completed forms to [info@showtech.ca](mailto:info@showtech.ca)



**Get Assistance**

If you need assistance or require additional information, please contact us.

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Toll-Free: 1.855.746.9832  
Email: [info@showtech.ca](mailto:info@showtech.ca)

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 Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551  
 MTCC SHOWTECH Tel: 416.585.8109 Email: info@showtech.ca

**Advance Price Until:**
**Regular Price:**

Exhibitor Information				
Booth #: _____		Company: _____		Contact Name: _____
Address: _____		City: _____	Prov/State: _____	Postal/ZIP: _____
Email: _____		Phone: _____	Fax: _____	

Electrical Outlets – 120 Volt				
Qty	Description	Advance Price	Regular Price	Total
<b>Power Supplied at Back of Booth (No Booth Layout Form Required)</b>				
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs (E1500)	\$179.00	\$251.00	
	1800 Watt, 15 amp, 120 volt outlet (E15A)	\$213.00	\$298.00	
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs – 24 hours (E150024)	\$271.00	\$379.00	
	2400 Watt, 20 amp, 120 volt outlet (E20A)	\$288.00	\$403.00	
<b>Power Supplied at Specific Booth Location(s) (Booth Layout Form Required)</b>				
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs (E1500U)	\$220.00	\$308.00	
	1800 Watt, 15 amp, 120 volt outlet (E15AU)	\$256.00	\$358.00	
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs – 24 hours (E150024U)	\$315.00	\$441.00	
<b>Power Supplied Overhead (Booth Layout Form Required)</b>				
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs (E1500V)	\$220.00	\$308.00	
	1800 Watt, 15 amp, 120 volt outlet (E15AV)	\$256.00	\$358.00	
	1500 Watt, 12 amp, 120 volt outlet with 2 plugs – 24 hours (E150024V)	\$315.00	\$441.00	
<b>Power Accessories</b>				
	15 Ft extension cord (E15)	\$24.00	\$24.00	

Electrical Services – 208 Volt (Other Connections Available Upon Request)				
	208 Volt, 1 phase, 15 amp (CS208115)	\$341.00	\$477.00	
	208 Volt, 1 phase, 20 amp (CS208120)	\$372.00	\$521.00	
	208 Volt, 1 phase, 30 amp (CS208130)	\$516.00	\$722.00	
	208 Volt, 3 phase, 30 amp (CS208330)	\$712.00	\$997.00	
	208 Volt, 3 phase, 60 amp (CS208360)	\$999.00	\$1399.00	

Rental Lighting				
Qty	Description	Advance Price	Regular Price	Total
<b>Ceiling Mounted Lighting</b>				
	LED white light fixture (LLEDOH)	\$320.00	\$448.00	
	Source 4 par light fixture (L575S4)	\$295.00	\$413.00	
<b>Hard Wall Booth Lighting</b>				
	24 Watt, LED black arm light fixture (LLEDA)	\$114.00	\$160.00	
	3 Ft track with 3 – 24 watt LED light fixtures. Header sign required. (LT3150)	\$232.00	\$325.00	
<b>Floor Lighting</b>				
	8 Ft telescopic stand with 2 – 24 watt LED light fixtures (L2150)	\$146.00	\$204.00	

Special Requirements (Electrical and/or Lighting)			
Qty	Description	Quote	Total

<b>Subtotal</b>	
<b>13% HST (applicable on all items)</b>	
<b>Total (Canadian funds)</b>	
	HST #: 104060264RT0001

Important – Read Carefully
<ol style="list-style-type: none"> <li>SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advance Price deadline date.</li> <li>Orders placed on-site (i.e. during move-in) will be charged 10% additional to the Regular Price.</li> <li>To order online, visit <a href="http://www.showtech.ca">www.showtech.ca</a> and choose "Order for Your Show". To email orders, return completed forms to info@showtech.ca.</li> <li>Orders will only be accepted if paid in full.</li> <li>To pay by credit card, the "Credit Card Authorization" form must be completed in full and returned to SHOWTECH along with your order forms. See page 5 of this kit.</li> <li>To pay by cheque, make cheque payable to SHOWTECH. Cheques will only be accepted if received by the Advance Price deadline date.</li> <li>To pay by bank transfer, request the Electronic Funds/Wire Transfer form by emailing info@showtech.ca. Bank fees will be charged for this service.</li> </ol> <p><b>Please sign below to confirm order and accept the Terms and Conditions (see last page of this kit):</b></p> <p>Name (Print): _____ Signature: _____ Date: _____</p>

Booth #:

5675 McLaughlin Road, Mississauga, ON L5R 3K5  
 Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551  
 MTCC SHOWTECH Tel: 416.585.8109 Email: info@showtech.ca

**Advance Price Until:**

**Regular Price:**

Exhibitor Information			
Booth #:	Company: _____	Contact Name: _____	
Address: _____	City: _____	Prov/State: _____	Postal/ZIP: _____
Email: _____	Phone: _____	Fax: _____	

### Sign & Banner Information

1. To receive a quotation, please complete this section and email to info@showtech.ca or fax to 416.585.8255. For assistance, contact our SHOWTECH site office at 416.585.8109.
2. Please check your Exhibitor Manual for any show restrictions and obtain necessary approvals from Show Management **PRIOR** to requesting a quotation.
3. All signs or supports must be hung by SHOWTECH prior to aisle carpet placement. All attachments (i.e. sign hanging, support drops) to the facility's ceiling must be completed by SHOWTECH. Large/heavy items must be installed prior to booth set-up.
4. It is your responsibility to ensure the structure of the sign/supported item is designed according to safety codes and assembled by your team before being rigged by SHOWTECH. SHOWTECH does not assemble signs, ceiling structures, etc.
5. Exhibitors must provide all rigging points in advance. SHOWTECH will hang according to your instructions and is not responsible if your sign/supported item does not withstand the rigging points provided by you.
6. 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.

#### Overhead View Of Sign/Banner Location

Back of Booth

Front of Booth

#### Please Complete the Following Section:

1. Number of signs: \_\_\_\_\_
2. Height of sign (↑): \_\_\_\_\_  Feet  Inches
3. Width of sign (↔): \_\_\_\_\_  Feet  Inches
4. Weight of sign: \_\_\_\_\_ lbs.
5. Shape of sign: \_\_\_\_\_  
(Example – Banner, 3D square, 3D triangle, 3D circle)
6. Height from floor to bottom of sign (↑): \_\_\_\_\_
7. Material of sign: \_\_\_\_\_
8. Is power required?:  Yes  No If yes, amps/volts: \_\_\_\_\_
9. Has this sign been hung before at the MTCC?:  Yes  No  
If yes, which show: \_\_\_\_\_

### Quotation Estimate

Sign Estimate	
Power Cost for Sign	
13% HST	
<b>Total Estimate (Canadian funds)</b>	

Quote Prepared By \_\_\_\_\_

### Important – Read Carefully

1. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advance Price deadline date.
2. Orders placed on-site (i.e. during move-in) will be charged 10% additional to the Regular Price.
3. To email orders, return completed forms to info@showtech.ca.
4. Orders will only be accepted if paid in full.
5. To pay by credit card, the "Credit Card Authorization" form must be completed in full and returned to SHOWTECH along with your order forms. See page 5 of this kit.
6. To pay by cheque, make cheque payable to SHOWTECH. Cheques will only be accepted if received by the Advance Price deadline date.
7. To pay by bank transfer, request the Electronic Funds/Wire Transfer form by emailing info@showtech.ca. Bank fees will be charged for this service.

**To proceed with sign & banner hanging services, submit this order form and full payment. Sign below to confirm acceptance of the quote and acceptance of the Terms and Conditions (see last page of this kit):**

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

5675 McLaughlin Road, Mississauga, ON L5R 3K5  
 Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551  
 MTCC SHOWTECH Tel: 416.585.8109 Email: info@showtech.ca

**Advance Price Until:**
**Regular Price:**

Exhibitor Information				
Booth #:	Company:	Contact Name: _____		
Address: _____	City: _____	Prov/State: _____	Postal/ZIP: _____	
Email: _____	Phone: _____	Fax: _____		

Compressed Air – Maximum 110 PSI				
CFM rating is required for all compressed air services				
Qty	Description	Advance Price	Regular Price	Total
	0 – 4 Cubic feet per minute (MCA1)	\$476.00	\$666.00	
	5 – 10 Cubic feet per minute (MCA2)	\$702.00	\$983.00	
	11 – 20 Cubic feet per minute (MCA3)	\$1022.00	\$1431.00	
	21 – 38 Cubic feet per minute (MCA4)	\$1202.00	\$1683.00	
Natural Gas				
	½" Natural gas connection (MNG)	\$512.00	\$717.00	
Drain				
	Gravity drain connection (MWDGR)	\$362.00	\$507.00	
	Pumped drain connection (MWDPM)	\$551.00	\$771.00	

Water				
Qty	Description	Advance Price	Regular Price	Total
	Fill and drain container up to 1000 gallons total (MW1000)	\$231.00	\$323.00	
	Fill and drain container up to 5000 gallons total (MW5000)	\$366.00	\$512.00	
	Fill and drain container 5000 gallons and over (MW5001)	\$456.00	\$638.00	
	½" Valved cold water connection (MWCOLD)	\$527.00	\$738.00	
Sink				
	Sink complete with hot/cold water and drain connection (MSINK)	Call for availability and quote		
Additional Air, Water or Drain Services				
	Additional air services (split service) (MSPLIT)	\$218.00	\$305.00	
	Additional water or drain services (split service) (MSPLIT)	\$218.00	\$305.00	

Special Requirements	Quoted Price
Specialty items such as hot water tanks, sinks, or special connections, please email info@showtech.ca or contact 416.585.8109 for a quotation.	

<b>Subtotal</b>	
<b>13% HST (applicable on all items)</b>	
<b>Total (Canadian funds)</b>	
HST #: 104060264RT0001	

Important – Read Carefully
<ol style="list-style-type: none"> <li>1. SHOWTECH reserves the right to adjust orders not calculated accurately or received after the Advance Price deadline date.</li> <li>2. Orders placed on-site (i.e. during move-in) will be charged 10% additional to the Regular Price.</li> <li>3. To order online, visit www.showtech.ca and choose "Order for Your Show". To email orders, return completed forms to info@showtech.ca.</li> <li>4. Orders will only be accepted if paid in full.</li> <li>5. To pay by credit card, the "Credit Card Authorization" form must be completed in full and returned to SHOWTECH along with your order forms. See page 5 of this kit.</li> <li>6. To pay by cheque, make cheque payable to SHOWTECH. Cheques will only be accepted if received by the Advance Price deadline date.</li> <li>7. To pay by bank transfer, request the Electronic Funds/Wire Transfer form by emailing info@showtech.ca. Bank fees will be charged for this service.</li> </ol> <p><b>Please sign below to confirm order and accept the Terms and Conditions (see last page of this kit):</b></p> <p>Name (Print): _____ Signature: _____ Date: _____</p>

Booth #:

5675 McLaughlin Road, Mississauga, ON L5R 3K5  
 Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Fax: 905.283.0551  
 MTCC SHOWTECH Tel: 416.585.8109 Email: info@showtech.ca

### Exhibitor Information

Booth #: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

### Instructions

Use the grid below to indicate placement of SHOWTECH services.

1. Draw bold lines to indicate the outline of your booth. For a 10' x 10' booth, 1 square = 1 foot. For a 20' x 20' booth, 1 square = 2 feet. Etc.
2. Indicate the orientation of your booth using surrounding booth numbers and/or event landmarks (e.g. entrance, exit, stage, aisle number, etc.).
3. For power placed at specific booth location(s) or overhead, draw a "U" for undercarpet booth location and "O" for overhead.
4. For Source 4 par light or LED white light fixtures, draw arrows (→) to indicate the light direction.
5. For sign/banner hanging, draw a line to indicate sign placement.

- **This form is required:** If you are ordering services to be placed at specific booth location(s) or overhead, submit this form along with your completed order form(s) to ensure proper placement of services in your booth.
- **This form is not required:** If you are ordering services to be placed at the back of the booth, location is determined by SHOWTECH.

Please complete the following:

1. Booth type:  Inline (booth with aisle on 1 side)  Peninsula (booth with aisle on 3 sides)  Island (booth with aisle on all 4 sides)
2. Booth dimensions: \_\_\_\_\_

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: \_\_\_\_\_

**General**

1. The Venue reserves the right for it and/or its designees to inspect any equipment and materials that an exhibitor may desire to connect to the Venue's power sources or use while in the facility.
2. Only an authorized SHOWTECH tradesperson is permitted to connect to any of the Venue's electrical or mechanical sources.
3. No electrical or mechanical equipment shall be restarted after failure until an authorized SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by SHOWTECH shall remain the property of SHOWTECH. Exhibitors are responsible for SHOWTECH material and equipment associated with the exhibitor's booth, and shall compensate SHOWTECH in the event of damage or loss.

**Ordering and Payment**

5. Order forms must be received with full payment by the Advance Price deadline date to qualify for the Advance Price. Orders received after the Advance Price deadline shall be charged the Regular Price. Orders received during Show Move-In will be charged the On-site Price.
6. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered from SHOWTECH 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.
7. Failure to provide all the necessary information requested on a SHOWTECH order form may result in service installation delays.
8. SHOWTECH accepts payment in the following manner:
  - a. In Country Payments: By VISA, MasterCard, and American Express. Cheques will be accepted if received by the Advance Price deadline.
  - b. Out of Country Payments: By SHOWTECH accepted credit card, money order, or bank transfer. For bank transfers, Exhibitors are responsible for any wire transfer bank processing fees.
9. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
10. On-site orders MUST be paid by a SHOWTECH accepted debit or credit card. Cheques will be accepted for on-site orders only if it is a certified cheque.
11. Additional and/or special electrical/mechanical services are available on request and shall be supplied at an hourly rate charged for labour plus materials used. Labour charges are subject to a 1 hour minimum. Rates quoted by SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
12. REFUNDS/CANCELLATIONS.
  - a. If services have already been provided at the time of cancellation, original charges will apply.
  - b. No refunds will be issued on unused outlets or lights installed as ordered.
  - c. Refund requests based on service quality will not be considered unless the Exhibitor has notified a SHOWTECH representative of a problem with our service or product on-site prior to Show close.
  - d. No refund will be issued 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 on a SHOWTECH order form if SHOWTECH receives a cancellation notice in writing **on or before** the Advance Price deadline date.
  - f. A 50% refund will be issued on items listed on a SHOWTECH order form if SHOWTECH receives a cancellation notice in writing **after** the Advance Price deadline date.
13. THIRD PARTY ORDERS (EXHIBITOR APPOINTED CONTRACTORS). Exhibitors are ultimately responsible for payment of SHOWTECH services, even if an Order Form is submitted by its Exhibitor Appointed Contractor. If an Exhibitor Appointed Contractor submits an Order Form but fails to pay in full prior to move-in time, the SHOWTECH service ordered will not be provided until full payment is received.

**Electrical**

14. 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).
15. Island booth outlets will be placed in one main location per exhibitor's booth layout submitted on a SHOWTECH Booth Layout Form. If Exhibitor does not provide a booth layout to SHOWTECH, then the outlets will be installed at location determined at SHOWTECH's discretion.
16. Each day of the Show, all electrical power will be turned off approximately 1 hour after the Show closes, and turned on the next day 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. There may be additional charges for 24-hour service.
17. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
18. Sharing power from an adjoining booth is not permitted.
19. All electrical connections, installation, industrial 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.
20. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and Canadian Standards Association or Electrical Safety Authority approval sticker. **Click here** for Recognized Certification Markings.
21. 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.
22. 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**

23. The Electrical Safety Code requires that any electrical equipment being displayed, offered for sale or used in any show, convention, or similar exhibition SHALL BE APPROVED by the Electrical Safety Authority ("ESA"). Without this approval, SHOWTECH cannot provide electrical services. For further information, review the ESA's webpage for Electrical Safety at <https://www.esasafe.com/business/product-safety/> or call the ESA's customer service center at 877.372.7233.

**Mechanical**

24. All mechanical equipment must have a nameplate attached thereto showing approval by the applicable Provincial Authority.
25. All installations and connections to be made to the Venue'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. are disposed of by a Government Licensed firm for the appropriate waste product.

**Personal Data**

28. SHOWTECH will not disclose Exhibitors' account information for any third party commercial use. Exhibitor represents it has authority to provide SHOWTECH with the personal information it discloses hereunder, and consents to the collection, use, and disclosure of personal information by GES Canada Limited for purposes set forth in its Privacy Policy published at <https://www.ges.com/ca/privacy-policy>. Exhibitors may opt-out of future electronic communications using the contact information published in the Privacy Policy.



# MTCC Exhibitor Forms Package 2019-20





## Service Excellence - Your MTCC Team

### **EXHIBITOR SERVICES CENTRE**

The Exhibitor Services team can assist with placing orders or for last-minute needs at our on-site service desk. Online ordering is available for parking, booth cleaning and internet/telecommunications services, as early as six months in advance and up to 3 days prior to the event move in. Please visit [www.mtccc.com/order](http://www.mtccc.com/order) for more details. Advance purchase discounted rates are available ONLINE ONLY up to 14 days prior to the first contracted day.

Phone: (416) 585-8387      Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

Fax: (416) 585-8388      Website: [www.mtccc.com/order](http://www.mtccc.com/order)

### **PARKING SERVICES**

Exhibitor parking passes are available for each event in our easy access, security-patrolled indoor parking garages. With space for over 1,700 cars and available 24 hours a day, 7 days a week, our garages are steps away from the show floor. Discounted parking rates are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day.

To order: visit [www.mtccc.com/order](http://www.mtccc.com/order) OR complete the fillable PDF form included in this package.

### **JANITORIAL SERVICES**

Interior booth cleaning is available from the MTCC on an exclusive basis from our highly efficient Cleaning Services Department. Interior booth cleaning services include: vacuuming, dusting, emptying wastebaskets and cleaning of tables. Additional exhibit booth cleaning options are available upon request. Please speak to one of our knowledgeable Exhibitor Services Representatives for further information. Discounted cleaning rates are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day.

\*Note: The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) area prohibited from performing any type of janitorial services within the building.

To order: visit [www.mtccc.com/order](http://www.mtccc.com/order) OR complete the fillable PDF form included in this package.

### **INTERNET / TELECOMMUNICATIONS SERVICES**

Internet and Telecommunication services are available from the MTCC on an exclusive basis. Our Technology Specialists are available to provide you state-of-the-art services directly to your booth. Wireless and Wired internet services are available to every exhibitor based on the requirements of each exhibit space. The MTCC strongly recommends using only 5GHz devices to reduce connection problems. Please contact one of our specialists to discuss your requirements or for any technical questions. Discounted services are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day.

To order: visit [www.mtccc.com/order](http://www.mtccc.com/order) OR complete the fillable PDF form included in this package

Phone: (416) 585-3596      Email: [telecommunications@mtccc.com](mailto:telecommunications@mtccc.com)



## Service Excellence - Your MTCC Team

### FOOD & BEVERAGE/CATERING SERVICES

Our award-winning culinary team provides a full range of catering solutions to create a unique experience at your booth. Please contact our experienced food and beverage team to discuss your catering requirements. Food and beverage services are exclusive to the Metro Toronto Convention Centre. Our team can also provide guidance on food sampling requests as well.

To order: Complete the fillable PDF forms included in this package OR contact our team at: (416) 585-8144

Phone: (416) 585-8144 Email: [catering@mtccc.com](mailto:catering@mtccc.com)

### BUSINESS CENTRE SERVICES

Our Business Centres are conveniently located on levels 300 & 800. Services include photocopying, faxing, printing, outbound courier service, internet access and a selection of office supplies and tools. Please contact our Business Centre to arrange for large, customized printing projects well in advance.

Services Hours:

North Building (Level 300)

Mon – Fri: 8:00am – 5:00pm

South Building (Level 800)

Mon – Fri: 8:30am – 4:30pm

Phone: (416) 585-8387 Email: [businesscentre@mtccc.com](mailto:businesscentre@mtccc.com)

### EMERGENCY CONTACT

Should you experience an emergency during your time at the MTCC, please contact our Security Centre at (416) 585-8160. Please also review our emergency procedures document included in this package. Non emergency contact for security (416) 585-8360

### ELECTRICAL POWER

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas and air services on an exclusive supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure. For questions or to place your electrical order, please contact SHOWTECH directly.

To order: visit [www.showtech.ca](http://www.showtech.ca)

Phone: (905) 283-0550 Email: [sales@showtech.ca](mailto:sales@showtech.ca)



## Your MTCC Team Contacts

Exhibitor Services Centre  
Exhibitor cleaning, parking, internet & telecommunication services  
Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)  
Phone: (416) 585-8387  
Fax: (416) 585-8388  
Website: [www.mtccc.com/order](http://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](mailto:exhibitor-services@mtccc.com)  
Phone: (416) 585-8387  
Fax: (416) 585-8388  
Website: [www.mtccc.com/order](http://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](mailto: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](mailto:businesscentre@mtccc.com)  
Phone: (416) 585-8387

Showtech Electrical  
Exclusive provider of electrical services, display lighting and banner hanging.  
Email: [sales@showtech.ca](mailto:sales@showtech.ca)  
Phone: (905) 283-0550

Internet & Telecommunication Services  
In-house Telecommunications Specialists  
Email: [telecommunications@mtccc.com](mailto:telecommunications@mtccc.com)  
Phone: (416) 585-3596  
Fax: (416) 585-8275  
Website: [www.mtccc.com/order](http://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](mailto:exhibitor-services@mtccc.com)  
Phone: (416) 585-8387  
Fax: (416) 585-8388  
Website: [www.mtccc.com/order](http://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](mailto: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

Vehicle Marshalling / Move-In / Move-Out / Voyage Control / Loading Dock Access  
Resources are available to facilitate move-in and move-out of Events.  
Email: [#Docks@mtccc.com](mailto:#Docks@mtccc.com)  
Phone: (416) 585-8345



## 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/](http://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.



## Metro Toronto Convention Centre Exhibitor 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 thrown out.

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.
- Contact an MTCC staff member (Event Coordinator, Svst. Officer) to confirm that we can donate the item(s). We will take it from there.

### 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.

## 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 must report first to the vehicle marshalling yard. This lot is located 3.8 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. A MTCC staff member will be posted at the marshalling yard trailer. The MTCC Dock staff member will assign the vehicle pass to vehicles on a check in order, or as per show demands.  
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. Communication will be made to the MTCC Dock staff member to coordinate and dispatch vehicles. As space becomes available, the drivers will be directed to the allocated move in/out location(s) for the event.
5. Upon arrival at the allocated entrance, the driver will turn in their assigned pass previously issued at the MTCC marshalling yard to the MTCC Dock staff on duty at the relevant loading area.
6. Vehicles entering the loading dock areas will be met by the Convention Centre Dock staff who control the flow of vehicular traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by Dock staff positioned at John Street to control the pedestrian traffic on the west ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the entrance ramps open to traffic, 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.
12. Should your event be utilizing the **Voyage Control system**, you must register online for a move-in time through [voyagecontrol.com/mtcc](http://voyagecontrol.com/mtcc). Please refer to your Show Management Kit for instructions regarding online bookings, and availability. Drivers can report directly to the relevant dock areas when Voyage Control is in use and an online booking has been made.


### 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.

## 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. Barriers will be lowered.*



### (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.

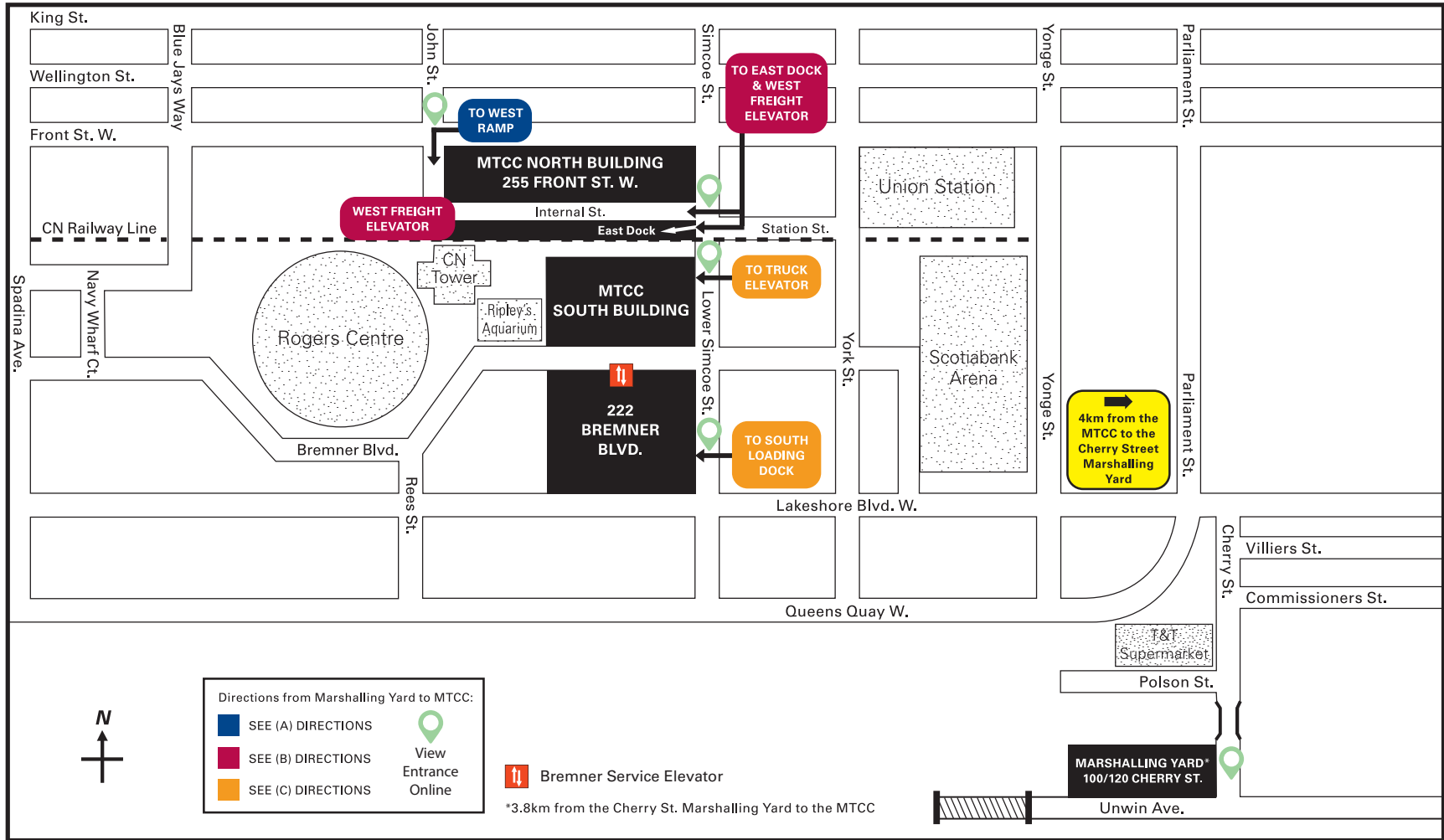
*Entrance to South Loading Dock will be immediately to your left.  <https://goo.gl/maps/nNskXYMc2kR2>*

*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

## 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](http://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 building permit.

## 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](http://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, except shows using Voyage Control for scheduled Move-In. 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.

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## 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. Must be 9 metres (30 ft.) from any entrance or exit from the building.**

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](http://www.mtccc.com)



# Fire Safety Reply

Event: \_\_\_\_\_

Complete and return by: \_\_\_\_\_

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](mailto: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.



# Exhibitors Parking Pass Order Form

In order to arrange for parking 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

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](mailto: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, 2019 to March 31, 2020.

	Regular / On-site rate	Dates	License plate
	<b>On-site Rates Start:</b>		Please list dates for parking pass.
_____ 2-Day @ \$54.00 = \$ _____		Valid: _____	_____
_____ 3-Day @ \$81.00 = \$ _____		Valid: _____	_____
_____ 4-Day @ \$108.00 = \$ _____		Valid: _____	_____
_____ 5-Day @ \$135.00 = \$ _____		Valid: _____	_____
Other: _____ \$ _____		Valid: _____	_____
<b>GRAND TOTAL: \$ _____</b>		Valid: _____	_____

**"Early Bird" rate  
available online:  
[www.mtccc.com/order](http://www.mtccc.com/order)**

Book by MM-DD-YY  
to receive over **35% discount!**

Early Bird rates end 14 days prior to the event moving into the building / contracted space and are not specific to exhibitors move-in.

- 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/locations/parking-garage-rates/](http://www.mtccc.com/locations/parking-garage-rates/). 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.

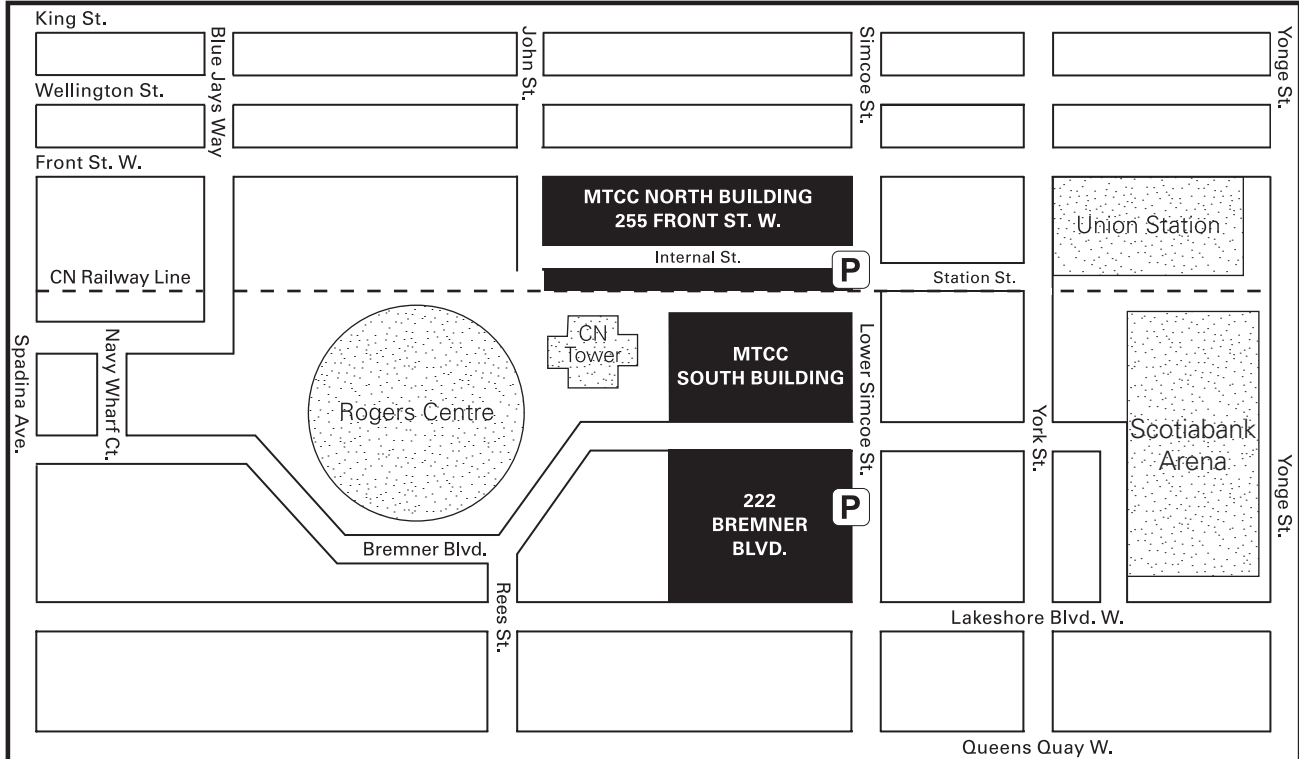
HST# 12140 3141 RT0001

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](mailto:exhibitor-services@mtccc.com) | [www.mtccc.com](http://www.mtccc.com)

# Exhibitors Parking Pass Order Form



Map is not to scale

11|18

**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



**DON'T MISS OUT ON THE EARLY BIRD RATE, ORDER EARLY!**  
[www.mtccc.com/order](http://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). **Prices below are in effect as of April 1, 2019 to March 31, 2020. 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
<b>ONE Clean Only</b> <i>(minimum charge \$42.00)</i>	25 ¢/sq ft	32 ¢/sq ft	x    .....	x    .....	1 Day = \$ .....	.....
<b>Daily Cleaning (must be more than one clean)</b>						
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	17 ¢/sq ft	20 ¢/sq ft	x    .....	x    .....	Day(s) = \$ .....	.....
5001-10,000 sq ft	16 ¢/sq ft	19 ¢/sq ft	x    .....	x    .....	Day(s) = \$ .....	.....
10,001 sq ft + over	15 ¢/sq ft	18 ¢/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: \_\_\_\_\_

HST# 12140 3141 RT0001

**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

## 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 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: \_\_\_\_\_  
 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><b>Wired Internet Access: \$895 + 13% HST</b></p> <p>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"> <li>Wired Internet access includes one Cat5 cable installed in the clients booth and includes access for two devices:</li> </ul> <p style="text-align: right;"># Required <input style="width: 100px; height: 20px;" type="text"/></p>
<p><b>Additional Wired Devices: \$150 + 13% HST</b></p> <p>There is no advanced rate for Additional Devices          Client is responsible for supplying network equipment (switch) and cables and installing in booth to provide multiple connections          Fully qualified Public IPs available upon request.</p>	<ul style="list-style-type: none"> <li>Additional devices (one additional device fee needed per device):</li> </ul> <p style="text-align: right;"># Required <input style="width: 100px; height: 20px;" type="text"/></p>

**MTCC 1X Package** - A custom network to facilitate wired and wireless devices to be able to communicate. To be used when mobile devices need to send and receive information to a wired server or printer. Wireless devices must be 802.1x capable. Call or email the Technology Services department for a quote.

<b>Equipment Rental</b>	10/100/1000mb 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 page 2 of this form for full list of terms and conditions.**

**Metro Toronto Convention Centre Use Only**

Required services

HST #12140 3141 RT0001

**Return completed forms to: Metro Toronto Convention Centre, Technology Services 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 Internet 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 device.
  - 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, Technology Services Department  
255 Front Street West, Toronto, Ontario M5V 2W6



metro toronto  
convention centre

## 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 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: \_\_\_\_\_

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><b>Wireless Internet Access</b></p> <p>First Access Code: \$395 + 13% HST</p> <p>Additional Access Codes: \$150 + 13% HST</p> <p>Connection to the MTCC internal wireless network requires a wireless enabled device that has a web browser.</p>	<p><b>One wireless access code is required per device</b></p> <p>Codes can only be used by one device at time. Codes are transferable.</p> <p>Wireless should not be ordered for devices that will be contained within an enclosed structure</p> <p><b>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.</b></p>
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# Required
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**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 Technology Services Department
- Do not activate hotspots from personal devices as this adds to general interference in the area

<p><b>Equipment Available for Purchase</b> (if required and subject to availability)</p>	<p>5 Ghz Wireless Adapter for Windows laptops \$75.00 ea. +13% HST (must have administration rights to device)</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 page 2 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, Technology Services Department  
255 Front Street West, Toronto, Ontario M5V 2W6**

## Internet Services Terms and Conditions

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  - 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.
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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 Internet 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 device.
  - 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, Technology Services Department**  
255 Front Street West, Toronto, Ontario M5V 2W6



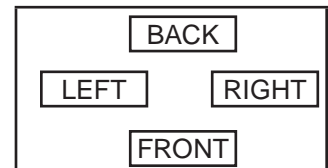
## Telecommunication Services Order Form

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



### 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

<b># Required</b> <input style="width: 100%;" type="text"/>	<b>Long Distance Allowed</b> <small>(Credit Card # or \$500 deposit required per line)</small>	<b># Required</b> <input style="width: 100%;" type="text"/>	<b>Local Calling Only</b>
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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 Toll Free Services.  
 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	

HST #12140 3141 RT0001

**Return completed forms to: Metro Toronto Convention Centre, Technology Services Department**

255 Front Street West, Toronto, Ontario M5V 2W6



## 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, Technology Services Department**

255 Front Street West, Toronto, Ontario M5V 2W6



# Exhibitor Catering

## 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](http://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 two (2) weeks 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](mailto: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: \_\_\_\_\_

ONSITE CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Delivery Date:	Delivery Time:	Number of People:

Special Instructions:



## Exhibitor Catering – Daily Order Form

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)			
Additional Nespresso Pods (Case of 50)			
Professional Cappuccino Machine with Barista* (Max. 500 cups per day, 8 hours max)**			

\*NOTE: power & labour not included in the above pricing.

\*\*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 ("quantity"). Select one (1) of the following flavours: - Bergamot lavender, pineapple coconut passionfruit, double chocolate chip			
Scones (dozen). Select one (1) of the following flavours: - Citrus ginger, chai pear, coconut vanilla			
Baby loaves (dozen). Select one (1) of the following flavours: - Cherry lime, vanilla custard or banana, dark chocolate ganache			
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: - Banana pecan, cinnamon streusel, apple bran, chocolate espresso			
Chewy homestyle powers bars (dozen)			
Whole fruits			
Breakfast bundle (croissant / danish / juice / coffee & tea) <b>(minimum 10 people)</b>			



## Exhibitor Catering – Daily Order Form

Pre-packaged Items	Quantity	Price	Total
Kettle chips & sour cream dip (per person)			
Retro ice creams (per dozen)			
Gelato fresco fruit tubes (each)			
Individual bag of popcorn (each)			
Granola & cereal bars (each)			
Individual bag of chips & pretzels (per dozen)			
Individual bag of dried fruits & nuts (per dozen)			
Individual yogurt (per dozen)			

Lunch	Quantity	Price	Total
<b>Assorted Sandwiches* (Max. 3 sandwich types)</b>			
<b>Working Lunch Option #1* (minimum order 30)</b> Soup, 1 salad selection, 3 sandwich selections, dessert, coffee & tea			
<b>Working Lunch Option #2* (minimum order 30)</b> Soup, 2 salad selections, 3 sandwich selections, dessert, coffee & tea			
<b>Working Lunch Option #3* (minimum order 30)</b> Soup, 2 salad selections, 4 sandwich selections, dessert, coffee & tea			
<b>Boxed Lunch* (minimum order 30)</b> 1 salad selection, 3 sandwich selections, dessert			

\*Visit [www.mtccc.com/food-beverage/lunch/](http://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 (conditions apply)	Quantity	Price	Total
Bus pan of ice (25 lbs)			

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

## Exhibitor Catering – Daily Order Form

Cold 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, toasted brioche (dozen)			
Asian soft spring roll selection & futomaki (dozen)			
Seafood salad, lemon thyme scone, tarragon mayo (dozen)			
Grilled asparagus, prosciutto, tomato, Parmesan, Caesar crostini (dozen)			
Mini open face Atlantic smoked salmon potato rösti, Boursin cheese (dozen)			
Beef carpaccio, Parmesan feather, caramelized onion & truffle paste on crostini (dozen)			
Mini capresse tomato salads, fior di latte, basil dressing (dozen)			
Shrimp Caesar, spicy clamato mayo, celery salt (dozen)			
Fresh figs, prosciutto cracklings, chocolate dipped walnuts, mascarpone cheese and honey drizzle (dozen)			
Mini charcuterie skewer, cured salami, olive, charred vegetables, baby mozzarella, gremolata (dozen)			

Hot Reception Items (minimum 3 dozen per item)	Quantity	Price	Total
Roasted mushroom, vine tomato & pepper confit, prosciutto, fresco cheese, Italian flatbread (dozen)			
Braised short rib, leeks & smoked Gouda micro Yorkie, pepper scallion salsa (dozen)			
Mediterranean vegetable phyllo tarts, roasted vegetables, goat cheese, spinach (dozen)			
Indian beef kebabs, curry mayo dip (dozen)			
Roasted chicken gyros, red onions, preserved tomato, roasted garlic hummus, mini flatbrad wrap (dozen)			
Mini Hogtown peameal slider, red pepper salsa, Jack cheese, herb mayo (dozen)			
Vegetarian spring rolls, Thai chili sauce (dozen)			
Vegetable samosas, tamarind chutney (dozen)			
Local smoked duck skewer, five spice orange maple glaze (dozen)			
Choice of gourmet slider on mini soft brioche bun (dozen): » Buttermilk fried chicken bite with Creole mayo » Tempura pickerel, tarragon tartar sauce, white cheddar » Spiced maple bacon cheeseburger, caramelized onions, grain mustard aioli			
Choice of dim sum with sauces (dozen): » Shrimp har gow » Shumai » Vegetarian Pot stickers			
Asian chicken ball pops, roasted sweet & sour plum sauce (dozen)			
Vegan tempeh 'fish taco', spicy slaw, pickled jalapeños, sesame vegan mayo (dozen)			
Spicy crab cake panko herb crust, smoke tomato aioli (dozen)			





## Exhibitor Catering – Daily Order Form

Stations	Quantity	Price	Total
<b>Candy Station (serves 100ppl)</b> 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>			
<b>Trail Mix Station (serves 100ppl)</b> 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>			
<b>Chocolate Break (serves 100ppl)</b> Triple chocolate macaron pop, hot chocolate tart, double chocolate éclair, salame di cioccolato <i>4x2 feet counter space required</i>			
<b>Gourmet Snack Bar (serves 100ppl)</b> Fresh kettle chips, salts & dips, Muskoka firewood honey bar nuts, wasabi peas, pretzel rods <i>3x2 feet counter space required</i>			
<b>Retro Ice Cream / Novelty Bar Chest (dozen)</b> Ice Cream Chest included <i>4x3 feet counter space required</i>			
<b>Nacho Bar with Tex-Mex (serves 100ppl)</b> Condiments and dips <i>4x3 feet counter space required</i>			
<b>Housemade Cotton Candy Station (per person / minimum 100ppl)</b> Candy floss, cones, plastic holders, Chef attendant included <i>8x4 feet counter space required</i>			
<b>Housemade Gourmet Popcorn Station (per person / minimum 100ppl)</b> 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>			
<b>Carnival Popcorn Cart</b> Machine rental (1 day show)*			
Machine rental (2 day show)*			
Machine rental (3 day show)*			
Popcorn kernels (up to 100 bags x 20 g servings)			
Popcorn kernels (up to 250 bags x 20 g servings)			
Popcorn kernels (up to 500 bags x 20 g servings)			



## Exhibitor Catering – Daily Order Form

Stations (continued)	Quantity	Price	Total
<b>Warm Pretzel Cart</b>			
Machine rental (1 day show)*			
Machine rental (2 day show)*			
Machine rental (3 day show)*			
Large soft warm pretzel (each) (minimum order of 50)			
<b>*NOTE:</b> 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.			
<b>Featured brands (1 oz)</b>			
<b>Selection of local craft beer (473ml)</b> Steam Whistle Pilsner, Ace Hill Pilsner, Ace Hill Vienna Lager, MacKinnon Brothers Crosscut Canadian Ale			
<b>Selection of imported beer (473 ml)</b> Coors Light, Stella Artois			
<b>Brickworks local cider (473ml)</b>			
<b>Liqueurs (1 oz)</b>			
<b>Classic &amp; curated cocktails</b> (starting from \$10)			
<b>Georgian Bay Vodka Smash</b>			
<b>Wine by the glass</b>			
<b>Sparkling water (300 ml)</b>			
<b>Soft drinks</b>			

*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
<i>A bartender is required to distribute all alcoholic beverages.</i>				

**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/menu](http://www.mtccc.com/food-beverage/menu)

**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 (MTCC) 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**

**LET US HANDLE ALL  
YOUR BUSINESS NEEDS!**



**Photocopying**



**Printing**



**Office Supplies**



**Outbound  
FedEx**

**HOURS OF OPERATION:**

Monday to Friday: 8:00am – 5:00pm

**CONTACT US:**

North Building | Level 300 (outside Hall C)  
(416) 585-8387 | [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

## 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 duties and taxes on anything that is intended for sale at an event. Your customs clearance provider will assist you in making these payments for these respective clearances.

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



## 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 complement other relevant and applicable legislation (such as OHS/A), 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 Plot submit to:  
Metro Toronto Convention Centre, Engineering Department  
255 Front Street West, Toronto, Ontario M5V 2W6  
T: (416) 585-8148 | [www.mtccc.com](http://www.mtccc.com)



## 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](mailto: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](http://www.mtccc.com)



## 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, Butane & Natural 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.

Ms. Rochelle Thomas  
Safety Compliance Manager  
255 Front Street West  
Toronto, ON  
M5V 2W6

Phone: (416) 585-8249  
Fax: (416) 585-8125  
Email: rthomas@mtccc.com

The following guidelines must be adhered to:

1. Appliances must be approved for indoor use (CSA / UL / ULC) and shall be used for demonstration purposes only;
2. Cylinder capacity must not exceed 20 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 (logged every hour) that carbon monoxide in the vicinity of the appliance does not exceed 10 ppm. If carbon monoxide exceeds 10ppm, the appliance should be shut down;
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 10 lbs BC 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. Shall not be used within 50 feet of an exit or exit stairwell. Cylinder to be secured in such a way to prevent tripping, falling and tampering;
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 #: \_\_\_\_\_

Type of Appliance: \_\_\_\_\_



# 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



Electrical  
Safety  
Authority

# 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](http://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](http://esasafer.com) section at [esasafer.com](http://esasafer.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](http://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			
<b>COMPANY INFORMATION</b>			
COMPANY NAME:	_____		ATTENTION: _____
MAILING ADDRESS:	_____		
CITY:	_____	PROVINCE:	_____
POSTAL/ZIP:	_____	COUNTRY:	_____
PHONE:	_____	FAX:	_____
<b>SHOW INFORMATION</b>			
NAME OF SHOW:	_____		
SHOW LOCATION:	_____		
ADDRESS:	_____		
SHOW DATES:	Starting: _____	Ending:	_____
BOOTH #:	_____	CONTACT AT SHOW:	_____
<b>LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN</b>			
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](http://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)

Please provide the following information			
<b>COMPANY INFORMATION</b>			
COMPANY NAME: _____	ATTENTION: _____		
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
<b>TRADE SHOW INFORMATION</b>			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____ Ending: _____			
BOOTH #: _____		CONTACT AT SHOW: _____	
<b>LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE ENERGIZED</b>			
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](http://www.esasafe.com)