

Thank you for your participation in the **2019 MJBizCon INT'L!**

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

## Important Deadlines:

July 11	Submit your proof of insurance to <a href="mailto:events@mjbizdaily.com">events@mjbizdaily.com</a>
July 11	EAC form with Insurance due for exhibitors using an Exhibitor Appointed Contractor
August 2	Fire Safety Form Submission Deadline <b>(All exhibitors must fill out and submit this form)</b>
August 6 – 26	Shipments to Advance Warehouse <b>(Highly Recommended)</b>
August 13	Early Discount deadline for all Freeman
August 14	Book your hotel room <a href="https://compass.onpeak.com/e/012605063/0#hotels">https://compass.onpeak.com/e/012605063/0#hotels</a>
August 19	Early Discount deadline Metro Convention Center / Showtech services Voyage
August 19	Control registration begins for exhibitor load-in
August 21	Lead Retrieval form due to CSI
August 30	Register your on-site staff
<b>September 3 ONLY</b>	Shipment to show site

## What is included in my booth?

Each 10'x10' space includes:

- 8' pipe and drape back wall
- 3' pipe and drape sidewalls
- 6'x30" draped table
- 2 standard chairs
- Wastebasket
- Booth ID sign
- **FREE** Material Handling
- **FREE** Standard carpeting
- Online Booth profile
- Four (4) Passes

## Exhibitor Services Manual

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

### **Important notes regarding the documents within the ESM:**

#### Material Handling

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

#### Shipping

You are responsible for shipping to the show and arranging return transportation. We **HIGHLY** encourage you to ship to the advance warehouse, with delivery no later than August 26 **(PLEASE NOTE: The office and warehouse will be closed on August 5, 2019 in observance of the Civic Holiday)**. This will provide you a much smoother set-up day as your booth materials will be in your booth when you arrive. Freeman does provide Exhibit Transportation Services, for pricing please visit Freeman Online.

#### Customs

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

#### Voyage Control

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

Registration opens August 19th. You will not be able to book before this date. Please keep an eye out for an email with instructions from Molly McElwain.

**Carpet**

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

**Cleaning & Trash**

Your booth will be vacuumed, and trashcan emptied at no charge on at the end of set up on Wednesday from 2:00 – 5:00 p.m. before the show opens. If you would like daily vacuuming and trash removal, please order through MTCC. Trash will only be removed if trash and cleaning are arranged.

**Lead Retrieval**

You must order by **Wednesday, August 21**. Show Code: MJINTL19

**Electrical**

Your booth package does **NOT** include electrical. If you need this service, please complete order online through MTCC/Showtech.

**Insurance**

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

**You will need to name the following as additional insured prior to the event:**  
Anne Holland Ventures Inc. dba Marijuana Business Conference & Expo  
2750 S. Wadsworth Blvd. Ste D-200  
Denver, CO 80227

222 Bremner Blvd **-and-**  
Toronto, ON M5V 3L9, Canada Toronto Convention Centre

**\*Proof of insurance must be sent to [events@mjbizdaily.com](mailto:events@mjbizdaily.com) no later than Thursday, July 11.**

**Program Agenda**

**Tuesday, September 3**

8:00 am – 6:00 pm	Exhibitor Set-up <b>*200 sq ft and up</b>	Hall E (800 Level - South Building)
8:00 am – 6:00 pm	Registration	Hall E Lobby (800 Level - South Building)

**Wednesday, September 4**

8:00 am – 6:00 pm	Registration	Hall E Lobby (800 Level - South Building)
	Exhibitor Set-up	Hall E (800 Level - South Building) 700
9:00 am – 5:00 pm	Investor PreCon	Level – Rooms 714/716
5:00 pm – 7:00 pm	Europe/Latin America Receptions	Delta Hotel, Kensington A&B

**Thursday, September 5**

8:00 am – 6:00 pm	Registration	Hall E Lobby (800 Level - South Building)
9:00 am – 3:00 pm	Breakout Sessions	Multiple (700 level – South Building)
9:00 am – 11:30 am	General Session	Hall F (700 level – South Building)
10:00 am – 7:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)

**Friday, September 6**

8:00 am - 3:00 pm	Registration	Hall E Lobby (800 Level - South Building)
10:00 am – 3:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)
8:00 am – 1:00 pm	Breakout Sessions	Multiple (700 level – South Building)
3:00 pm – 10:00 pm	Exhibitor Tear-Down	Hall E (800 Level - South Building)

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

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

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high 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 E

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).

