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

OTTAWA HOME & garden SHOW
Presented by RE/MAX

MARCH 21-24, 2019
OTTAWA, ONTARIO
CENTRE EY CENTRE

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' black draped booth will include an 8' high back wall, and 8' high side walls. Show Management will provide dollies and forklift service during move-in and move-out. Should you require in-booth forklift service, please refer to the Forklift Order Form in the service manual. Booths along the main aisle will not be supplied with draped back and side walls and must have hard wall structures.

Note: Our office will be closed December 24-26, 2018 and January 1, 2019 for the Holiday Season and February 18, 2019 for Ontario Family Day.

IMPORTANT ELECTRICAL INFORMATION

By default, any power outlets ordered are located at the rear of the booth for inline and peninsula booths. Please see the Electrical Labour Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

EXHIBIT HALL CARPET

Floor covering for your exhibit space is mandatory. The exhibit area is not carpeted; however the aisles will be carpeted in tuxedo and cross aisles in red. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

DISCOUNT PRICE DEADLINE DATE

Take advantage of a 30% discount by ordering online at www.freeman.com by **February 25, 2019**. Freeman cannot guarantee pricing and availability of the Specialty Furnishing items noted with the symbol (**+**) on the Furnishing Order Form after this deadline.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Tuesday, March 19, 2019	8:00am - 8:00pm
Wednesday, March 20, 2019	8:00am - 8:00pm*
Thursday, March 21, 2019	8:00am - 11:00am - Hand Carry Only**

*Forklifts are available until 6pm only on Wednesday
**Dollies & Forklifts will not be available on Thursday

EXHIBIT HOURS

Thursday, March 21, 2019	12:00pm - 9:00pm
Friday, March 22, 2019	12:00pm - 9:00pm
Saturday, March 23, 2019	10:00am - 7:00pm
Sunday, March 24, 2019	10:00am - 5:00pm

EXHIBITOR MOVE-OUT

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

Sunday, March 24, 2019	6:00pm - 10:00pm - aisle carpet removal begins at 5pm
Monday, March 25, 2019	8:00am - 2:00pm

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by March 25, 2019 @ 2pm.

LABOUR INFORMATION

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

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

MECHANICAL SERVICES

- When ordering gas hook up, your order and Technical Standards & Safety Authority (TSSA) approval must be submitted 10 days prior to the exhibitor move-in date or your order will not be processed. For propane requirements please contact the EY Centre directly.

All 24hr. water requests must be preapproved. Water connection is available only for exhibitors who are on the Back Wall of the building and closer to the EXIT / Roll Up entrance doors. The water pressure is not guaranteed and it is a regular garden hose connection. One 50' hose will be provided and the balance can be rented with Freeman or provided by the exhibitor.

Water Fill: Water fill will begin on Wednesday, March 21, 2018 at 2pm. Please ensure that all hot tubs are in place before this time. All hot tubs moving in after this time will be filled as time and space for the hose permits. For all electrical hook ups (to be completed concurrently to the water fills), the exhibitor must be present to test the functionality of the hot tub. Freeman will operate/test the hot tub on the exhibitor's behalf.

Sign/Banner Hanging: All sign/banner hanging requests must first be pre-approved by Show Management. Maximum height is 16' from floor to top of sign/banner. We highly recommend that signs/banners be shipped in advance to the Freeman Warehouse at no cost and will be hung prior to exhibitor move-in on Wednesday, March 21, 2018 per your order at the rates listed on the Hanging Sign Labour Order Form.

SHIPPING INFORMATION

Show site shipping address:

Ottawa Home & Garden Show 2019
Exhibiting Company Name C/O Freeman
Booth #_____
EY Centre
4899 Uplands Drive
Ottawa, Ontario, Canada K1V 2N6

Show Management will provide dollies & forklifts during move-in and move-out. Shipments will be received at the exhibit facility beginning **March 19, 2019 @ 8am**. 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.

FACILITY RESTRICTIONS

Notice to Carriers : The Ottawa Airport Parkway is completely restricted to all commercial vehicles and will be subject to severe fines.

BUILDING LOADING AREAS:
Please note: the Loading areas for the building at the EY Centre are as follows:
8 Loading docks (7'11"H x 8'W)
Hall 1 & 4: Drive in doors with direct access to show floor (19'10"H X 20'W).
Hall 2 & 3: Outside doors & inside roll up doors (15'11W X 13'11"H).
Exhibitors are not allowed to bring freight by the front doors of the building

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **February 25, 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. To access FreemanOnLine for Ottawa Home & Garden Show 2019 go to: **http://www.freemanco.com/store/show/showInformation.jsp?showID=468600&nav=02** Click on the "Login" link in the top right corner to proceed.

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

If you need assistance with FreemanOnLine please call our Customer Support Centre toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors. **For French speaking exhibitors that require assistance, please contact the Ottawa office directly at 613-748-7180 ext. 234. Our office hours are Monday to Friday from 8:30am to 5:00pm. Les exposants francophones qui ont besoin d'aide sont priés de communiquer directement avec le bureau d'Ottawa au 613-748-7180 poste 234.**

Veuillez noter que nos heures d'ouverture sont de 8h30 à 17h00 du lundi au vendredi.

ASSISTANCE

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

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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

SAVE MONEY

Take advantage of a 30% discount by ordering online at www.freeman.com by **February 25, 2019.**

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

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

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

Should you have any questions or require assistance, please contact Freeman Exhibitor Services at 613-748-7180 ext. 234 or via email at FreemanOttawaES@freeman.com.

French order forms are available upon request.

WE APPRECIATE YOUR BUSINESS.

SERVICE CONTRACTOR CONTACTS / INFORMATION

EY CENTRE SERVICE PROVIDERS

This link will take you to all the service providers at the EY Centre:
eycentre.ca/facility/service-partners

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-weighed 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 Contact 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.

(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 to receive notice in these instructions.
(b) 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.
(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. 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 MONTRÉAL 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:

(a) artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures;
(b) clocks, watches, jewellery (including costume jewellery), furs and fur-trimmed clothing;
(c) personal effects; and
(d) 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:
(a) whenever or wherever the claimed loss or damage may occur;
(b) 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
(c) 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:
(a) 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.
(b) 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.
(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, wilful misconduct or deliberate act; Shipper's violation of federal, provincial/state, county or local ordinances; Shipper's violation of show regulations and/or rules as published and set forth by facility and/or show management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

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

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

9. CHOICE OF FORUM: THE CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF CANADA (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE PROVINCE OF ONTARIO WITHOUT GIVING EFFECT TO THE PROVINCE'S CONFLICT OF LAWS RULES, FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, IT'S PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF TORONTO, ONTATIO, 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 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. 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. **Notwit standing the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of CAD $500.00:** (a) Artworks and objects of art, including, but not limited to, original paintings, drawings, etchings, watercolours, tapestries and sculptures or prototypes; (b) Clocks, jewellery, including costume jewellery, furs and fur-trimmed clothing; (c) Personal effects, including, but not limited to, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards and any other items of extraordinary value. (e) For unmarked, unlabelled or improperly packaged television monitors, the maximum liability is the lesser of CAD$6.60 per kilogram (CAD$3.00 per pound) or the actual invoice price.

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert and contains no hazardous substances, hazardous materials, chemicals, gases, explosives, radioactive materials, biologically hazardous agents or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons or property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including, but not limited to, reasonable attorney's fees and investigation costs) on account of personal injury, death or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, wilful 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 IT'S CONFLICT OF LAW RULES, EXCLUSIVE VENUE FOR ALL DISPUTE ARISING OUR 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-weighed 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.

FREEMAN

GREEN TIPS

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.

FREEMAN
The Nature of a Successful Show

FREEMAN CARES
ABOUT OUR ENVIRONMENT

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THIS FORM WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME: BOOTH#:

ADDRESS: BOOTH SIZE X

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

PHONE #: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL

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

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

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX, POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL
The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

☐ COMPANY CHECK

Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.
Please reference (468600) on your remittance.
GST # R101889426

☐ CREDIT CARD

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

We do not accept credit card information by email.

☐ 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.

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

Account No.: Exp. Date

☐ Personal Credit Card ☐ Company Credit Card

Cardholder Name (Print): Signature:

Cardholder Billing Address:

City, Province/State, Postal/Zip Code:

ENTER TOTALS HERE

FURNISHINGS	CARPET	PLANTS	RENTAL EXHIBITS	EXHIBIT ACCESSORIES	SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR

EXHIBIT TRANS/CUSTOMS	MATERIAL HANDLING	ELECTRICAL	HANGING SIGNS				GRAND TOTAL

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

For secure and fast payment by credit / debit credit card, click here to enter your payment information:
https://payments.freemanco.com/?DepartmentId=3796F00A-5E7A-400B-8A7A-5FDCE61CA0B3

FREEMAN method of payment

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

ALL PRICES ARE IN CANADIAN DOLLARS

FREEMAN third party authorization

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/PROVINCE/POSTAL CODE:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

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

- ☐ **ALL FREEMAN SERVICES**
- ☐ **I&D LABOUR/SUPERVISION**
- ☐ **MATERIAL HANDLING/IN & OUT**
- ☐ **OTHER**_____
- ☐ **FREEMAN TRANSPORTATION & CUSTOMS**
- ☐ **RENTAL FURNITURE/CARPET/SIGNS**
- ☐ **FREEMAN ELECTRICAL**

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **WE DO NOT ACCEPT CREDIT CARD INFORMATION BY EMAIL.**

CREDIT CARD ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/PROVINCE/POSTAL CODE:

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 professionels 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**

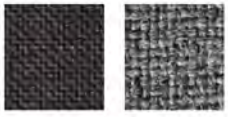
18"Large | 17.75"L | 33"H

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

Studio Series

BLACK END TABLE
115104

17"W | 17"L | 18"H

Gamme Studio

TABLE DE BOUT NOIRE
115104

17"Large | 17"L | 18"H

BLACK COCKTAIL TABLE
115103

36"W | 20"L | 15"H

TABLE À COCKTAIL NOIRE
115103

36"Large | 20"L | 15"H

Soho Series

BLACK PEDESTAL TABLE
72067

36" Diam. | 30"H

Gamme Soho

TABLE-PIEDESTAL NOIRE
72067

36" Diam. | 30"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

black | noir — *blue | bleu* — *green | vert* — *gold | doré*

grey | gris — *plum | prune* — *red | rouge* — *white | blanc*

ACCESSORIES

CHROME SIGN HOLDER
220118

Holds 22" x 28" sign

PORTE-ENSEIGNE CHROME
220118

Pour une enseigne 22"x 28" – 220118

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

TRÉPIED ALUMINIUM
220134

CORRUGATED WASTEBASKET
220106

CORBEILLE À PAPIER (CARTON ONDULÉ)
220106

CHROME STANCHION WITH 8' RETRACTABLE BELT
220121

42"H

POTEAU DE FOULE AVEC SANGLE RÉTRACTABLE 8'
220121

42"H

ACCESSORIES

CHROME BAG RACK
220110

PORTE-SACS CHROME
220110

CHROME COAT TREE
220109

PATÈRE CHROME
220109

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 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/CHAIRS | TABOURETS/CHAISES

CURVED BACK CHROME STOOL
TABOURET DOSSIER INCURVÉ CHROME
white/blanc 970146
black/noir 970145

21"W | 13"D | 40"H

LEATHER TUB CHAIR
CHAISE RONDE EN CUIR
black/noir 970110

26"W | 30"D | 29"H

LEATHER HIGH BACK CHAIR
CHAISE EN CUIR HAUTE
black/noir 970105

24"W | 26"D | 39"H

BARCELONA CHAIR
CHAISE BARCELONA
black/noir 970100

30.5"W | 32"D | 33.5"H

BRUSHED STEEL BAR STOOL
TABOURET EN ACIER BROSSÉ
silver/argent 970151
cowhide/peau de vache 970150
white/blanc 970152

17"W | 18.5"D | 40"H

SEATING | SIÈGES

LOUNGER SOFA
CAUSEUSE SALON
white/blanc 970161

80"W | 30"D | 37.5"H

ARMLESS CHAIR
CHAISE SANS BRAS
white/blanc 970140

28"W | 30"D | 37.5"H

LOUNGER BENCH
BANQUETTE
white/blanc 970170

75"W | 15"D | 18"H

LEATHER FOOTSTOOL
POUF EN CUIR
white/blanc 970400

20"W | 15.5"D | 17"H

LOUNGER SOFA
CAUSEUSE SALON
black/noir 970160

80"W | 30"D | 37.5"H

ARMLESS CHAIR
CHAISE SANS BRAS
black/noir 970141

28"W | 30"D | 37.5"H

LOUNGER BENCH
BANQUETTE
black/noir 970171

75"W | 15"D | 18"H

LEATHER FOOTSTOOL
POUF EN CUIR
black/noir 970401

20"W | 15.5"D | 17"H

BLACK LEATHER
LOVESEAT
CAUSEUSE EN
CUIR PIED
black/noir 970175

56"W | 28.5"D | 28"H

BLACK LEATHER CHAIR
FAUTEUIL EN CUIR
black/noir 970120

35"W | 28.5"D | 28"H

MICKEY TUB CHAIR
CHAISE RONDE MICKEY
white/blanc 970136

30.5"W | 31.5"D | 27.5"H

MICKEY TUB CHAIR
CHAISE RONDE MICKEY
grey/gris 970135

30.5"W | 31.5"D | 27.5"H

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

BISTRO TABLES | TABLES BISTRO

SOHO BISTRO TABLE
TABLE BISTRO SOHO
black/noir

72070
24" Diam" | 42"H

72067
36" Diam" | 42"H

CHROME BASE BISTRO TABLE
TABLE BISTRO BASE FINI ACIER
black/noir **970200**
white/blanc **970201**
natural wood/dessus en bois **970202**

30"Diam | 42"H

CHROME BASE SQUARE BISTRO TABLE
TABLE BISTRO CARRÉ FINI ACIER
glass top/dessus en verre **970205**
wood top/dessus en bois **970220**

30"W | 30"D | 42"H

TABLES | TABLES

MILANO CONFERENCE TABLE
TABLE DE CONFÉRENCE-MILANO
black/noir 72092

86"W | 6'L | 30"H

BRUSHED STEEL COFFEE TABLE
TABLE À CAFÉ FINI ACIER
glass top/dessus en verre 970210
wood top/dessus en bois 970225

48"W | 30"L | 16"H

BRUSHED STEEL END TABLE
TABLE DE COIN FINI ACIER
glass top/dessus en verre 970215
wood top/dessus en bois 970230

18"W | 18"D | 22"H

METRO SLATE COCKTAIL TABLE
TABLE À CAFÉ-METRO SLATE
black/noir 72028

20"W | 40"L | 15"H

METRO SLATE END TABLE
TABLE DE COIN-METRO SLATE
black/noir 72029

20"W | 20"D | 17"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to **freeman.com**
Communiquez avec le service à la clientèle au numéro figurant sur le feuillet Expo en bref. Pour des commandes rapides et faciles, rendez-vous sur **freeman.com**

FREEMAN®

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

CHAIRS

Qty	Part #	Description	Online Price	Discount Price	Standard Price
	210108	Limerick Chair	35.00	38.50	49.00
	210112	Black Casey Stool	66.00	72.60	92.40
	210112	Grey Casey Stool	66.00	72.60	92.40
	71090	Black Diamond Arm Chair	77.75	85.55	108.85
	71089	Black Diamond Side Chair	66.25	72.90	92.75
	71088	Black Diamond Stool	99.00	108.90	138.60
	71045	Grey Gaslift Chair	59.00	64.90	82.60
	71047	Grey Gaslift Stool	72.25	79.50	101.15
		Black Only			
	75020	Display Cylinder/Low	100.00	110.00	140.00
	75021	Display Cylinder/Medium	110.00	121.00	154.00
	75022	Display Cylinder/High	117.25	129.00	164.15
	75079	Orion Computer Kiosk	239.75	263.75	335.65
	750135	Round Literature Rack	149.25	164.20	208.95
	750136	Flat Literature Rack	120.00	123.20	156.80

TABLES

NOTE: Tables are 24" wide

Table Drape: ☐ Blue ☐ Gold ☐ Grey ☐ Black ☐ Red ☐ White ☐ Green

		Draped			
	124430	4' Draped Table/30"H*	64.75	71.25	90.65
	124630	6' Draped Table/30"H*	76.50	84.15	107.10
	124830	8' Draped Table/30"H*	88.50	97.35	123.90
	12404630	4th Side Draping-6' X 30"H*	33.00	36.30	46.20
	12404830	4th Side Draping-8' X 30"H*	33.00	36.30	46.20
	124442	4' Draped Table/42"H*	93.75	103.15	131.25
	124642	6' Draped Table/42"H*	104.75	115.25	146.65
	124842	8' Draped Table/42"H*	116.00	127.60	162.40
	12404642	4th Side Drape-6' x 42"H*	46.00	50.60	64.40
	12404842	4th Side Drape-8' x 42"H*	46.00	50.60	64.40
		Undraped			
	125430	4' Undraped Table/30"H	38.25	42.10	53.55
	125630	6' Undraped Table/30"H	49.50	54.45	69.30
	125830	8' Undraped Table/30"H	60.50	66.55	84.70
	125442	4' Undraped Table/42"H	68.00	74.80	95.20
	125642	6' Undraped Table/42"H	73.75	81.15	103.25
	125842	8' Undraped Table/42"H	79.25	87.20	110.95
		Soho Tables (Black Only):			
	72067	Soho Cafe Table 30"Hx36"D	105.25	115.80	147.35
	72068	Soho Bistro Table 42"Hx36"D	118.25	130.10	165.55
	72069	Soho Cafe Table 30"Hx24"D	105.25	115.80	147.35
	72070	Soho Bistro Table 42"Hx24"D	118.25	130.10	165.55

FURNISHINGS

Special Drape: ☐ Blue ☐ Gold ☐ Grey ☐ Black ☐ Red ☐ White ☐ Green

	12103	Special Drape- 3'High-per ft*	5.50	6.05	7.70
	12108	Special Drape- 8'High-per ft*	6.50	7.15	9.10
	121012	Special Drape-12' High-per ft*	10.50	11.55	14.70
	220107	Wastebasket	11.75	12.95	16.45
	220110	Chrome Bag Rack	55.50	61.05	77.70
	220118	Chrome Sign Holder	47.75	52.55	66.85
	220134	Chrome Easel	29.75	32.75	41.65
	220121	Chrome Stanchion Retractable	35.25	38.80	49.35

+ SPECIALTY FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price
		+The Specialty Furnishing items noted below with the symbol (+) must be submitted before **FEBRUARY 25, 2019**. Freeman cannot guarantee pricing and availability of these items after this deadline.			
		Accent Tables			
	72028+	Slate Cocktail Table-Black	79.25	87.20	110.95
	72029+	Slate End Table-Black	56.00	61.60	78.40
	970210+	Brushed Steel Coffee Table (Glass)	128.75	141.65	180.25
	970225+	Brushed Steel Coffee Table (Wood)	128.75	141.65	180.25
	970215+	Brushed Steel End Table (Glass Top)	52.50	57.75	73.50
	970230+	Brushed Steel End Table (Wood Top)	52.50	57.75	73.50
		Soft Seating			
	970100+	Barcelona Chair-Black	324.00	356.40	453.60
	970105+	Leather High Chair-Black	141.75	155.95	198.45
	970110+	Black Leather Tub Chair	131.25	144.40	183.75
	970135+	Mickey Tub Chair-Grey	131.25	144.40	183.75
	970136+	Mickey Tub Chair-White	131.25	144.40	183.75
	970120+	Black Leather Chair	278.25	306.10	389.55
	970141+	Armless Chair-Black	236.25	259.90	330.75
	970140+	Armless Chair-White	236.25	259.90	330.75
	970401+	Leather Footstool-Black	63.00	69.30	88.20
	970400+	Leather Footstool-White	63.00	69.30	88.20
	970175+	Black Leather Loveseat	372.75	410.05	521.85
	970161+	Lounger Sofa-White	372.75	410.05	521.85
	970160+	Lounger Sofa-Black	372.75	410.05	521.85
	970170+	Lounger Bench-White	367.50	404.25	514.50
	970171+	Lounger Bench-Black	367.50	404.25	514.50
	970125+	Ghost Chair-Clear	26.25	28.90	36.75
	970130+	Ghost Armless Chair-Clear	26.25	28.90	36.75
		Bar Stools			
	970146+	Curved Back Chrome Stool-White	141.75	155.95	198.45
	970145+	Curved Back Chrome Stool-Black	141.75	155.95	198.45
	970151+	Brushed Steel Bar Stool-Silver	141.75	155.95	198.45
	970150+	Brushed Steel Bar Stool-Cowhide	141.75	155.95	198.45
	970152+	Brushed Steel Bar Stool-White	141.75	155.95	198.45
		Bistro Tables-30"D x 42"H			
	970200+	Chrome Base Bistro Table-Black	194.25	213.70	271.95
	970201+	Chrome Base Bistro Table-White	194.25	213.70	271.95
	970202+	Chrome Base Bistro Table-Natural	194.25	213.70	271.95
	970205+	Chrome Base Square Bistro-Plexi	194.25	213.70	271.95
	970220+	Chrome Base Square Bistro-Wood	194.25	213.70	271.95
		Conference Tables			
	920205+	Brown Conference Table 3'x6'	221.75	243.95	310.45
	72092 +	Milano Conference Table	208.00	228.80	291.20

TOTAL COST

_____ + _____ = _____
Subtotal *13% HST* *Total*

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

FREEMAN furnishing

Take advantage of the Online price by ordering online at www.freeman.com before FEBRUARY 25, 2019

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

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

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

CLASSIC CARPET, PADDING AND PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Grey ☐ Blue ☐ Red

Qty	Description	Online Price	Discount	Standard	Total
_____	10' x 10' Classic Carpet	$ 179.25	$ 197.20	$ 250.95	$_____
_____	10' x 20' Classic Carpet	$ 335.75	$ 369.35	$ 470.05	$_____
_____	10' x 30' Classic Carpet	$ 494.50	$ 543.95	$ 692.30	$_____
_____	10' x 40' Classic Carpet	$ 650.75	$ 715.85	$ 911.05	$_____
_____	10' x 10' Carpet Padding	$ 112.00	$ 123.20	$ 156.80	$_____
_____	10' x 20' Carpet Padding	$ 224.00	$ 246.40	$ 313.60	$_____
_____	10' x 30' Carpet Padding	$ 336.00	$ 369.60	$ 470.40	$_____
_____	10' x 40' Carpet Padding	$ 448.25	$ 493.10	$ 627.55	$_____
_____	Plastic Covering (per sq ft)	$ 0.50	$ 0.55	$ 0.70	$_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq.ft. @ $ 2.20 $ 550.00

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Grey ☐ Blue ☐ Red

16 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	$ 2.00	$ 2.20	$ 2.80	$_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq.ft. @ $ 1.40 $ 350.00

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding (90-700sq.ft.)(per sq.ft.)	$ 1.25	$ 1.40	$ 1.75	$_____
_____	Carpet Padding (Over 700sq.ft.)(per sq.ft.)	$ 1.00	$ 1.10	$ 1.40	$_____
_____	Double Carpet Padding (90-700sq.ft.)(per sq.ft.)	$ 2.25	$ 2.50	$ 3.15	$_____
_____	Double Carpet Padding (Over 700sq.ft.)(per sq.ft.)	$ 2.00	$ 2.20	$ 2.80	$_____

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

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

TOTAL COST

*Sub-Total*_____ *+ 13% HST* _____ *= TOTAL* _____

FREEMAN classic carpet

Take advantage of the Online price by ordering online at www.freeman.com before FEBRUARY 25, 2019

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

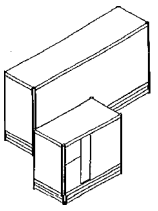
For Assistance, please call 613-748-7180 to speak with one of our experts.

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

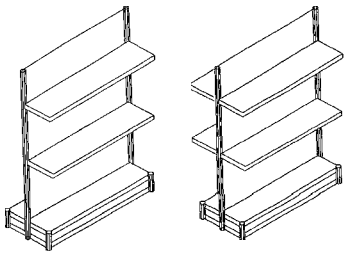
ACCESSORIES FOR RENTAL UNITS

SLATWALL

CABINETS



GONDOLAS



SHOWCASE

1M x ½M x 42"H

SCHADEBO SHOWCASE

With overhead light (power not included)

40"W x 16"D x 79"H

SCHADEBO TOWER

With overhead light (power not included)

24"W x 24"D x 79"H

CABINETS & LOCKS

☐ Black Fabric ☐ Blue Fabric ☐ Grey Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
____	17305	1M x ½M x 36" H	202.75	283.85	_____
____	17306	1M x ½M x 42" H	221.25	309.75	_____
____	17308	2M x ½M x 36" H	261.00	365.40	_____
____	17309	2M x ½M x 42" H	287.25	402.15	_____
____	173010	1M Radius x ½M x 36" H	221.50	310.10	_____
____	173011	1M Radius x ½M x 42" H	232.50	325.50	_____
____	17301	Cabinet Lock	21.50	30.10	_____

SHOWCASE - Grey PVC only

____	1755800	Schadebo Showcase 40"W	317.75	444.85	_____
____	1755801	Schadebo Tower 24"W	211.25	295.75	_____
____	17551206	Showcase 1M x 42"H	190.00	266.00	_____

WALL PANELS

☐ Black Fabric ☐ Blue Fabric ☐ Grey Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
____	173521	1M x 8' H	176.00	246.40	_____
____	173525	½M x 8' H	88.00	123.20	_____

SLATWALLS - MAPLE ONLY

____	1736100	1M x 8' H	155.25	217.35	_____

GONDOLAS

☐ Black Fabric ☐ Blue Fabric ☐ Grey Fabric ☐ White PVC

____	174541	Single Sided 1M x 4' H	153.50	214.90	_____
____	174581	Single Sided 1M x 8' H	236.75	331.45	_____
____	174542	Double Sided 1M x 4' H	214.00	299.60	_____
____	174582	Double Sided 1M x 8' H	298.50	417.90	_____

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

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

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

TOTAL COST

_____ + _____ = _____
Subtotal *13% HST* *Total*

FREEMAN exhibit accessories

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 des 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 reliés 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'

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'

PACKAGE 5 | FORFAIT 5

10' X 20'

10' X 10'

PACKAGE 6 | FORFAIT 6

10' X 20'

10' X 10'

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

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'

Other 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

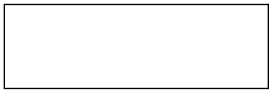
CABINETS | CABINETS

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 Above
Tapis Classique (16 onces) – Options de couleurs comprises dans les forfaits de location ci-dessus

black | noir

blue | bleu

grey | gris

red | rouge

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

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 les Infos rapides.

"CLEAN FOOTPRINT" BOOTH PACKAGE

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

FORFAIT "EMPREINTE ÉCOLOGIQUE RÉDUITE"

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

01/17 | CDA

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN rental exhibits

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

All exhibits include: installation/dismantle and material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), energized and labour to hang 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	☐ 10' x 10'	1065.50	1491.70	☐ 10' x 20'	1567.25	2194.15	_____
Package 2	☐ 10' x 10'	803.25	1124.55	☐ 10' x 20'	1304.50	1826.30	_____
Package 3	☐ 10' x 10'	998.00	1397.20	☐ 10' x 20'	1596.50	2235.10	_____
Package 4	☐ 10' x 10'	1046.50	1465.10	☐ 10' x 20'	1694.00	2371.60	_____
Package 5	☐ 10' x 10'	803.25	1124.55	☐ 10' x 20'	1304.50	1826.30	_____
Package 6	☐ 10' x 10'	900.50	1260.70	☐ 10' x 20'	1401.75	1962.45	_____

- 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 ☐ Gray Fabric ☐ Black Fabric ☐ White Hardwall

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibits. The following colours are available:

Check colour choice

☐ Black ☐ Blue ☐ Red ☐ Grey

You may want to add padding or upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line, now available in 28 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). 4 arm lights (per 20' unit).

Note: Energized and labour to hang the lights are included in our standard rental exhibit package price.

*Power must be ordered separately for additional requirements.

HEADER IDENTIFICATION SIGN

Indicate which colour lettering you would like. We have a wide variety of standard colours available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color_____
☐ 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_____+ 13% HST _____ = TOTAL _____

FIT TO PRINT

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

PRÊT À L'IMPRESSION

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

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

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

STANDS SMARTFABRIC™ RENTAL EXHIBITS

10' x 10' ft. unit
unité 10' x 10'

FRAME | CADRE

117" | 93.5"H

10' x 20' ft. unit
unité 10' x 20'

FRAME | CADRE

234" | 93.5"H

CLEAR ACRYLIC SHELF
TABLETTES EN ACRYLIQUE TRANSPARENT

36" | 12"H | .25"

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

RENTAL EXHIBITS INCLUDE:

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

TOUS LES STANDS EN LOCATION COMPRENNENT:

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

FRAME ONLY UNIT | CADRE UNIQUEMENT

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

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

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

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

RENTAL EXHIBITS INCLUDE:

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

TOUS LES STANDS EN LOCATION COMPRENNENT:

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

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

black | noir

blue | bleu

grey | gris

red | rouge

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

CUSTOM GRAPHICS

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

GRAPHIQUES PERSONNALISÉS

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

ACCESSORIES | ACCESSOIRES

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

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

SMARTFABRIC ZIPPERED CARRYING CASE

20"W | 8"H | 16"D

SAC DE TRANSPORT POUR SMARTFABRIC AVEC FERMETURE ÉCLAIR

20" | 8" | 16"

CLEAR ACRYLIC SHELF

36"W | 12"H | .25"D

(up to 15lbs each)

TABLETTE EN ACRYLIQUE TRANSPARENT

36" | 12" | .25"

(capacité maximale de 15 livres)

"CLEAN FOOTPRINT" BOOTH PACKAGE

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

FORFAIT "EMPREINTE ÉCOLOGIQUE RÉDUITE"

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

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019
INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN smartfabric

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

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

SMARTFABRIC RENTAL EXHIBIT

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	$ 2155.00	$ 3017.00	_____
_____	10' x 20' SmartFabric Exhibit	$ 4155.00	$ 5817.00	_____

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

Classic Carpet:
☐ Black ☐ Blue ☐ Gray ☐ Red

CUSTOM GRAPHICS

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

FRAME ONLY RENTAL EXHIBIT

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Exhibit	$ 1410.00	$ 1974.00	_____
_____	10' x 20' Frame Only Exhibit	$ 2350.00	$ 3290.00	_____

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

Classic Carpet:
☐ Black ☐ Blue ☐ Gray ☐ Red

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

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

QUICK TIPS

- **Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Orders cancelled after production begins are subject to a 100% cancellation charge.**
- **If shipping literature or products to the show, material handling rates will apply to those items**
- The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

Sub-Total_____ + 13% HST _____ = TOTAL _____

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Ottawa, Ontario, K1G 4A2
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DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

GRAPHICS AND SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on the reverse side of this form.

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 $22.00 = $** _____

- **$19.00 per sq. ft. (standard price $33.00)**
- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for 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:

Foamcore	☐	Masonite	☐
PVC	☐	Plexi	☐
Gatorfoam	☐	Eco-Board	☐
Ultra-Board	☐	Other	☐

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

Vertical	Horizontal	Use Your Judgment For Sign Layout
☐	☐	☐

Special Instructions _____

_____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	$34.00	$51.00 = $	_____
7" x 22"	_____ @	$39.25	$58.90 = $	_____
7" x 44"	_____ @	$57.25	$85.90 = $	_____
9" x 44"	_____ @	$62.50	$93.75 = $	_____
11" x 14"	_____ @	$41.75	$62.65 = $	_____
14" x 22"	_____ @	$70.25	$105.40 = $	_____
14" x 44"	_____ @	$80.75	$121.15 = $	_____
22" x 28"	_____ @	$80.75	$121.15 = $	_____
28" x 44"	_____ @	$158.75	$238.15 = $	_____
20" x 60" (white only)	_____ @	$156.25	$234.40 = $	_____
40" x 60" (white only)	_____ @	$309.75	$464.65 = $	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See page 2 for 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:

_____

TOTAL COST

_____ + _____ = _____

Subtotal *13% HST* *Total*

FREEMAN graphics & signs

FREEMAN

GRAPHIC ARTWORK SUBMISSION GUIDELINES

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 color matching can be realized if you follow the color 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 that 60dpi (100dpi preferred)
- Art Submitted at 2:1 (50%), resolution should be no less that 120dpi (200dpi preferred)
- Art Submitted at 4:1 (25%), resolution should be no less that 240dpi (400dpi preferred)

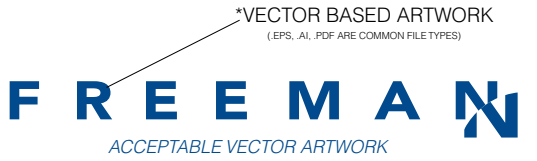
VECTOR ART:
- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

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.

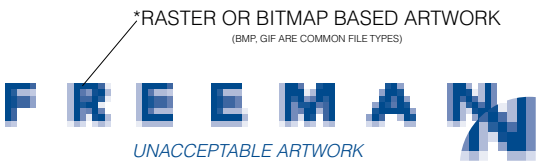
COLOR (when color match is required follow these requirements):
- If PMS color matching is required, please use original Pantone®+ Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK).
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color 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. To obtain the file, please contact memo.nuhbegovic@freemanco.com

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 VECTOR ARTWORK



UNACCEPTABLE ARTWORK

Acceptable Software

Freeman prefers Adobe Creative Suite software (PC or Mac).

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: **ftp://ftp.myfreeman.com/** userid: **freeman** password: **ask for current one**

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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN installation & dismantle

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

DISPLAY LABOUR (One Hour Minimum per Worker)

Description		Advanced	Show Site
Straight Time-	8:00 A.M. to 4:00 P.M. Monday through Friday	$ 65.00	91.00
Overtime-	6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday 6:00 A.M. to 12:00 Midnight Saturday and Sunday	$ 97.50	136.50
Double Time-	12:00 Midnight to 6:00 A.M. and recognized holidays	$ 130.00	182.00

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

INSTALLATION LABOUR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $ _____

13% HST = $ _____

Total Installation =$ _____

DISMANTLE LABOUR

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $ _____

13% HST = $ _____

Total Dismantle = $ _____

OCTOBER 2018 (468600) -L-

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOUR

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

INBOUND SHIPPING & SET UP INFORMATION

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

Total No. of: _____Crates _____Cartons _____Fiber Cases

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color_____ Size_____

Electrical Placement:_____ Drawing AttachedDrawing With ExhibitElectrical Under Carpet _____

Comments:_____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware Required: _____

_____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier:_____
- ☐ Other Air Freight:_____
- ☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

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

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

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

FREEMAN installation & dismantle

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(613) 748-7180 • Fax: (613) 748-5977

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN forklift

NAME OF SHOW: **FREEMAN SAMPLE SHOW 2018**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

FORKLIFT

Straight Time - 8:00 A.M. to 4:00 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday
Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

- Show Site prices will aply to all labour orders placed at show site.
- Start time guaranteed only at start of working day
- One hour minimum - labour thereafter is charged in half (1/2) hour increments
- 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	Advanced	Show Site
FORKLIFT LABOUR - Installation			
30401	Forklift w/operator - up to 5,000 lbs - ST	$160.00	$224.00
30402	Forklift w/operator - up to 5,000 lbs - OT	$192.50	$269.50
30403	Forklift w/operator - up to 5,000 lbs - DT	$225.00	$315.00
FORKLIFT LABOUR - Dismantle			
31401	Forklift w/operator - up to 5,000 lbs - ST	$160.00	$224.00
31402	Forklift w/operator - up to 5,000 lbs - OT	$192.50	$269.50
31403	Forklift w/operator - up to 5,000 lbs - DT	$225.00	$315.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Subtotal	
13% HST	
Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Subtotal	
13% HST	
Total	

ELECTRICAL SERVICES

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

How do I know how much power I need?

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

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

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

Do I need to order labour?

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

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

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

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

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

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

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

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

Where does the power come from?

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

Where will my power be located?

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

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

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

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

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

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

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

FREEMAN

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

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

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

Can I run my extension cords under the carpet myself?

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

Will my floor work be completed before I arrive?

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

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

Labour and material charges apply.

When will my power be turned on?

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

Do I need lighting?

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

Can I hang my own lights?

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

Do I need to order power for my lighting?

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

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

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

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

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

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

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

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

Additional questions?

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

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ELECTRICAL SERVICES

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

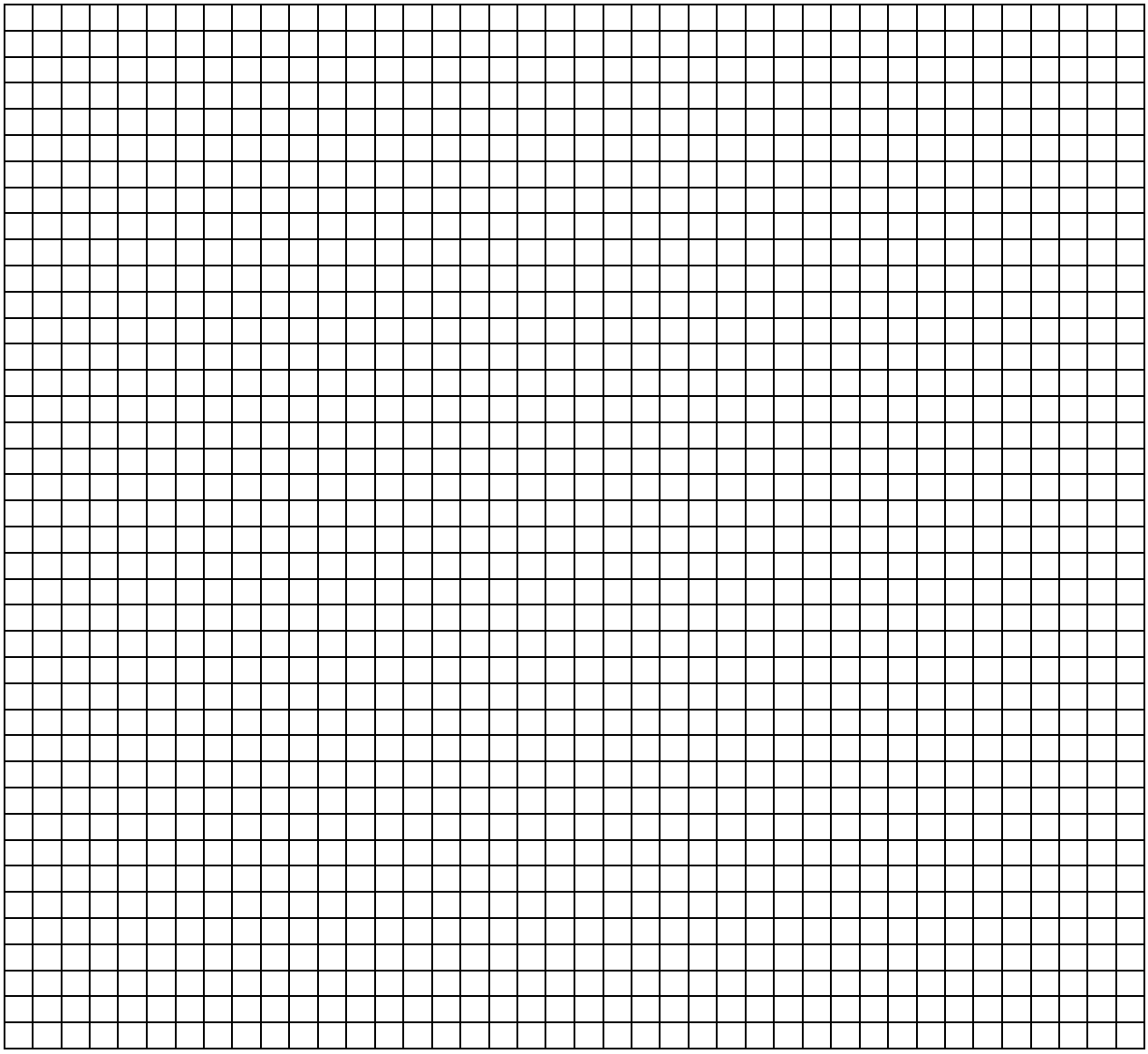
1. **Location of the main power drop**. Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please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

SHOW NAME _____ DATES _____

COMPANY NAME _____ BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

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

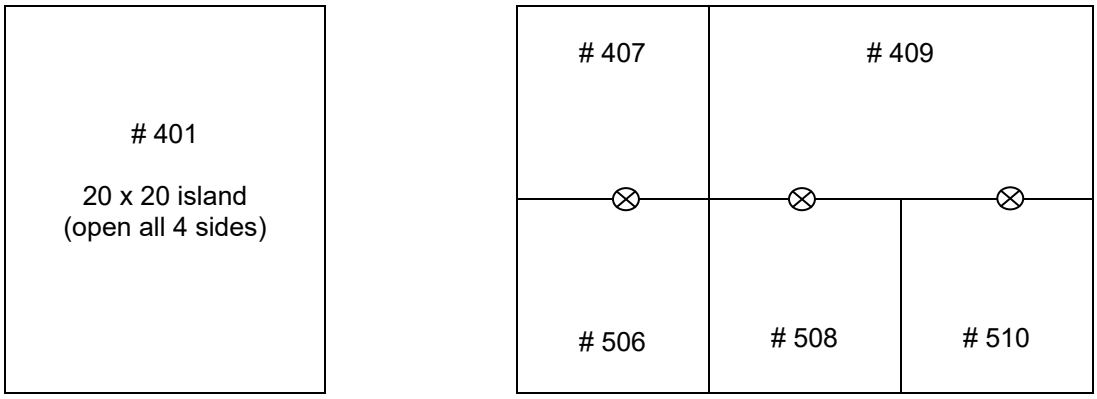
10 x 10 use 1 square = 1/4 foot **20 x 20 use 1 square = ½ foot** **40 x 40 use 1 square = 1 foot**

ISLAND BOOTHS

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

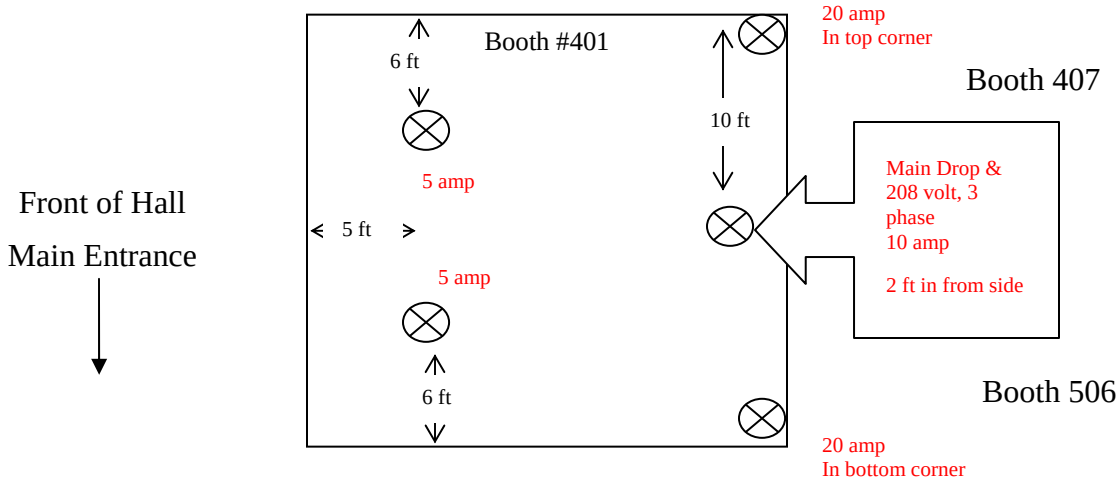
1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.
2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.
3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

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



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ELECTRICAL SERVICES USAGE GUIDE

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

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

Please feel free to contact our electrical specialists at FreemanES@freemanco.com with any additional questions.

	WATTAGE
Blender	475-1000
Can Opener	500
Card Reader (credit) / Lead Retrieval	100
Cash Register	100-200
Coffee Pot - Household Size	600-1200
Coffee Pot - Large Brewer	1500-2000
Computer - Monitor (independent)	120-200
Computer - Desktop (monitor & CPU)	200-900
Computer - Laptop	100-300
Computer Printer - Dot Matrix	100-500
Computer Printer - Laser	400-1000
Crock Pot	200-1000
DVD Player	50-100
Electric Frying Pan	1200-2000
Fax Machine	1000
Flat Screen TV - 32” to 50”	1000
Food Processor	500-2000
Glue Gun	300
Griddle	1500-2000
Hair Dryer	1000-2000
Heat Lamps (per lamp)	250
Heater (portable)	1500-2000
Hot Plate Single	1000
Hot Plate Double	1500-2000
Hot Water Heater	30amp/208 volt/Single Phase

	WATTAGE
Imprinter for T-Shirts	2000
Iron	700-1100
Juicer - Single	500
Juicer - Double	1000
Laminator	2000
Lights with Freeman Rental Booths	200 each
Meat Slicer	500-1000
Microwave Oven	500-2000
Mixer	500-1000
Photocopier	dependent upon size - may require 208 volt
Pizza Oven (small)	30amp/120 volt Special Connection
Popcorn Maker	2000
Projector (dependent upon size)	1000
Refrigerator - Small	400
Refrigerator - Full Size	750
Sewing Machine	1000
Steamer	2000
Stereo (amplifier)	100-500
Television	100-500
Toaster	1000
Toaser Oven	1500
Vacuum Cleaner	1500
VCR	100
Water Cooler - Cold Water	1000
Water Cooler - Hot/Cold Water	2000

FREEMAN electrical services usage guide

FREEMAN®
940 Belfast Road
Ottawa, Ontario, K1G 4A2
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DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN electrical

OTTAWA HOME & GARDEN SHOW

NAME OF SHOW:_____

COMPANY NAME:_____ BOOTH #:_____

CONTACT NAME:_____ PHONE #:_____

E-MAIL ADDRESS: _____ _____

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

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

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labour order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

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

	Quantity (For Show Hours Only) Show	Quantity (For 24 hrs/day Double Price) 24 Hr.	Discount Price	Standard Price	TOTAL
750 Watts duplex outlet (40-7-7/8)	_____	_____	$115.00	$161.00	= $_____
1500 Watts duplex outlet (40-7-15/16)	_____	_____	$145.25	$203.35	= $_____
15 A dedicated quad outlet (40-7-17)	_____	_____	$158.75	$222.25	= $_____
20 A dedicated quad outlet (40-7-20/21)	_____	_____	$203.00	$284.20	= $_____

208 VOLT SINGLE PHASE (Labour Required for Connection)

20 Amps (40-9-20/21)	_____	_____	$417.50	$584.50	= $_____
30 Amps (40-9-30/31)	_____	_____	$558.50	$781.90	= $_____
60 Amps (40-9-60/61)	_____	_____	$758.75	$1062.25	= $_____
100 Amps (40-9-100/101)	_____	_____	$1073.50	$1502.90	= $_____

Please specify the NEMA code on your plug:_____

208 VOLT THREE PHASE (Labour Required for Connection)

20 Amps (40-10-20/21)	_____	_____	$443.75	$621.25	= $_____
30 Amps (40-10-30/31)	_____	_____	$589.25	$824.95	= $_____
60 Amps (40-10-60/61)	_____	_____	$830.00	$1162.00	= $_____
100 Amps (40-10-100/101)	_____	_____	$1202.50	$1683.50	= $_____

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

Qty of Amps _____ X Price $ _____ = $_____

Please specify the NEMA code on your plug:_____

LIGHTING (Price Includes Power & Labour for Installation)*

Arm Light *hardwall exhibits only* (40-19-101)	_____	_____	$35.25	$49.35	= $_____
Double Light Stand (LED) (40-19-132)	_____	_____	$88.00	$123.20	= $_____
4' Track Light *hardwall exhibits only* (40-19-4)	_____	_____	$122.25	$171.15	= $_____
Power Strip (40-30-5)	_____	_____	$23.75	$33.25	= $_____
Extension Cord (40-30-15)	_____	_____	$23.75	$33.25	= $_____

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

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE
Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:
DEADLINE DATE OF:
FEBRUARY 25, 2019

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS
A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

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

INLINE AND PENINSULA BOOTHS
Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES
If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

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

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

OVERHEAD POWER
If you require your power from overhead, additional materials and labour may be incurred. Please contact freemanottawaES@freemanco.com.

IMPORTANT NOTICE FOR RV'S:

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

TOTAL

_____+_____=_____
Subtotal *13% HST* *Total*

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

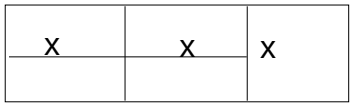
For Lighting

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

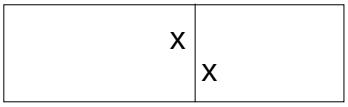
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

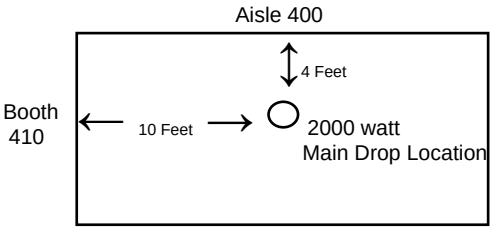


BACK TO BACK PENINSULA

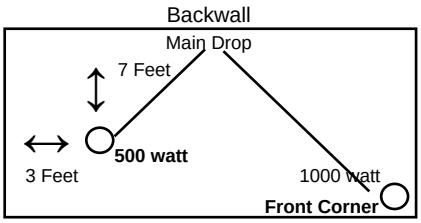
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labour Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labour Required

OTHER:

1. Labour is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labour form for complete details. Please complete the labour order form.
2. Dismantle labour will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman . All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labour and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

FREEMAN®

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN electrical labour

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME:_____ BOOTH #:_____

CONTACT NAME:_____ PHONE #:_____

E-MAIL ADDRESS: _____

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

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

LABOUR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:00 pm Monday through Friday

Overtime - 6:00 am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday

6:00 am - 12:00 midnight Saturday and Sunday

Double Time - 12:00 midnight to 6:00 am and recognized Holidays

Description	Advance Price/Hr	Show Site Price/Hr
Electrician - ST	**$91.00**	**$ 127.25**
Electrician - OT	**$ 136.25**	**$ 190.75**
Electrician - DT	**$ 181.75**	**$ 254.50**

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

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

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

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

FLOOR WORK:

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

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date_____ Time _____

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

PRINT NAME: _____

AUTHORIZED SIGNATURE:_____

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

BOOTH WORK:

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

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

LABOUR REQUEST

SELECT WORK TYPE

Date_____Time_____# Electrician_____Est. # Hours_____Floor Work_____Booth Work_____

Date_____Time_____# Electrician_____Est. # Hours_____Floor Work_____Booth Work_____

Date_____Time_____# Electrician_____Est. # Hours_____Floor Work_____Booth Work_____

Date_____Time_____Est. # Hours_____Lift Type_____

Date_____Time_____Est. # Hours_____Lift Type_____

NAME OF ON-SITE CONTACT:_____

CELL PHONE: _____

Special Instructions:_____

_____

ELECTRICAL INSTRUCTIONS

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

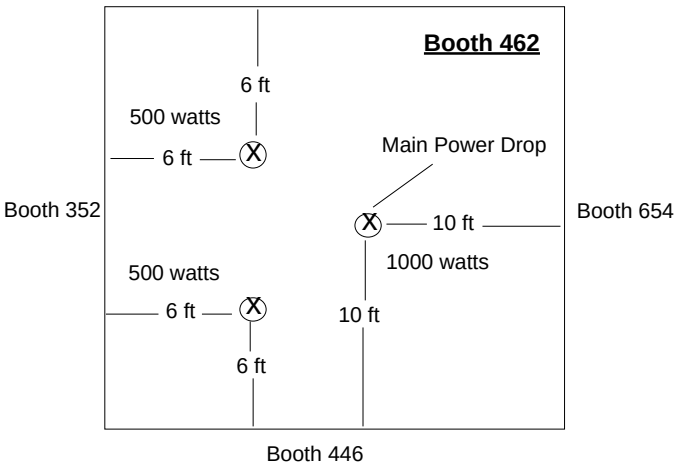
CANCELLATION POLICY

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

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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



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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN hanging sign labour

NAME OF SHOW: OTTAWA HOME & GARDEN SHOW

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

HANGING SIGN LABOUR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labour Order Form for labour to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____Metal or Wood_____ Other_____

Shape: Square____ Triangle __ Rectangle ____ Other____

Size: Height_____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____Assembly_____

Is Your Sign Designed to Rotate? _____Yes _____No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____

_____ Feet in from the left Aisle #_____

_____ Feet in from the right Aisle #_____

_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOUR RATES TO HANG SIGNS

Straight Time	8:00am - 4:00pm Monday through Friday
Overtime	6:00am - 8:00am and 4:00pm - 12:00 midnight Monday through Friday 6:00am - 12 midnight Saturday & Sunday
Double Time	12 midnight *- 6:00am and recognized holidays
Crew Size	**MINIMUM of two people**
Materials	Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show site prices will apply to all hanging sign orders placed at show site.**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

ADDITIONAL CREW / ASSEMBLY LABOUR	Advanced Price/Hr	Show Site Price/Hr
Straight Time	$ 91.25	$127.75
Overtime	$137.00	$191.80
Double Time	$182.75	$255.85

LIFT EQUIPMENT RATES		
Scissor Lift	$120.50	$168.70
Boom Lift	$175.00	$245.00

INSTALLATION Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Lift Equipment:	_____ x	_____hrs	@ _____ =	$_____
Additional Crew:	_____ x	_____hrs	@ _____ =	$_____
Assembly Labour*:	_____ x	_____hrs	@ _____ =	$_____

ESTIMATED INSTALLATION COST: $_____

DISMANTLE Estimate

	QTY	Appx. Hrs.	Rate	Est. Cost
Lift Equipment:	_____ x	_____hrs	@ _____ =	$_____
Additional Crew:	_____ x	_____hrs	@ _____ =	$_____
Disassembly Labour*:	_____ x	_____hrs	@ _____ =	$_____

ESTIMATED DISMANTLE COST: $_____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

_____Freeman
_____Exhibitor Personnel
_____Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

TOTAL

_____+_____=_____

Subtotal *13% HST* *Total*

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

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____ , the contracted exhibitor at the **OTTAWA HOME & GARDEN SHOW** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **SHOW MANAGER, EY CENTRE, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #:_____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

_____

Please complete and return form to:
FREEMAN
940 Belfast Road
Ottawa, ON K1G 4A2
Fax: (613) 748-5977

FREEMAN structural integrity statement

FREEMAN
Electrical Services

GUIDELINES FOR BANNER HANGING

The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

All banners must adhere to the requirements below. Delays, additional equipment, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using Freeman Electrical's Sign & Banner Hanging Order form.

1. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. Freeman Electrical Services will notify the owner/hanging party whether truss is required and whether any additional charges may apply.

2. All banners must include grommets and pole pockets.

3. All non-exhibitor banner hanging orders should be placed through Freeman Electrical Services directly at least two weeks prior to the event move-in date. An order will be considered placed and pricing confirmed when Freeman Electrical Services issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.

4. Banner hanging placement must be approved by the facility. Please contact your Event Manager directly.

5. facility exterior banners (if permitted) must meet the following guidelines:
    1. Approximately two thirds of the area of an exterior banner should consist of mesh.
    2. Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
    3. All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
    4. Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
    5. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
    6. Banners must be made of lightweight, water-resistant, material
    7. In the event of a severe weather notice, banners may have to be removed, or install delayed
    8. All banners must be made to the following specifications in order to be hung:
        i. Width: 4 ft. – 11 in. (59 inches max)
        ii. Height/Length: 28 ft. – 6 in.
        iii. Top/Bottom Pipe Pocket (1 ¼" pipe rod): 5-6 inches depth
        iv. Each of the (10) mount position includes: (2) single sided Banners & (1) Double sided Banner

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at freemanottawaES@freemanco.com for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.
We value your business and look forward to your call!

FREEMAN
Electrical Services

RIGGING & OVERHEAD SAFETY POLICY

The following policies and procedures are in effect at the facility, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure.

FREEMAN is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by FREEMAN, according to the following procedures. All related costs are available on our Rigging Services Price List.

1. FREEMAN can provide, upon request, AutoCAD and PDF scale drawings of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.

2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown on our Rigging Services Price List.

3. For any event for which rigging is required, a rigging plan must be submitted to **FREEMAN** for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable picks. Charges for plan approval are shown on our Rigging Services Price List.

This plan must be submitted for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, **FREEMAN** is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown on our Rigging Services Price List.

4. **FREEMAN** must perform all work required to attach and de-attach equipment to the rigging points, installed rigging equipment and all equipment flown. No other supplier may do so. Upon approval of the rigging plan and receipt of a production schedule, **FREEMAN** will provide a cost estimate for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. **FREEMAN** reserves the right to establish the number of riggers required for your event. The number of riggers (minimum 2) and hours will be based on the work to be done. Hourly rates for Rigging Labour are shown on our Rigging Services Price List.

5. All rigging and lift equipment (including but not limited to scissor, boom, chain hoists, chain falls, hangers etc.,) must be ordered through, provided and operated by **FREEMAN**. All rigging and lift operation labour must be ordered through and provided by **FREEMAN.**

6. **FREEMAN** reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, **FREEMAN** may be able to provide alternate equipment, and will do so upon request, as quickly as possible.

7. All equipment attached to truss, pipe, beam, lighting fixture, or hung in any other manner must be secured by means of a steel safety cable.

8. All suppliers hanging equipment from the ceiling must provide the facility with a Certificate of Liability Insurance showing proof of coverage in the amount of $2,000,000 per occurrence, and specifically holding harmless the facility and FREEMAN. This must be provided no later than 14 days in advance of the load-in day of the event.

9. FREEMAN can provide a full range of rigging components including truss and will provide a cost estimate upon request. Prices for rigging equipment are shown on our Rigging Services Price List.

CAN WE HELP YOU?

Please don't hesitate to contact us at 613-748-7180 or at **freemanottawaES@freemanco.com** for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.
We value your business and look forward to your call!

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

DISCOUNT PRICE DEADLINE DATE
FEBRUARY 25, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN mechanical services

OTTAWA HOME & GARDEN SHOW

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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

COMPRESSED AIR

QTY	Discount Price	Standard Price	TOTAL
_____ 0 to 4 cu.ft. per min. (40-1-1)	$332.50	$ 465.50	=$_____
_____ 5 to 10 cu.ft. per min. (40-1-10)	$489.75	$ 685.65	=$_____
_____ 11 to 20 cu.ft. per min. (40-1-11)	$718.00	$1,005.20	=$_____
_____ 21 to 38 cu.ft. per min. (40-1-12)	$844.00	$1,181.60	=$_____
_____ 24hrs Continuous Service (40-1-20)	$ 88.00	$ 123.20	=$_____

Natural Gas

_____ Initial 1/2" connection to booth (40-1-200)	$408.25	$571.55	=$_____
_____ Additional connection to booth (40-1-200)	**BY QUOTATION**		=$_____
_____ 24hrs Continuous Service (40-1-106)	$ 88.00	$ 123.20	=$_____

Your Natural Gas order must be accompanied by the TSSA approval and submitted no later than 10 days prior to the exhibitor move in for processing.

Water

_____ Fill and Drain container up to 1000 gallons (40-3-14)	$294.50	$412.30	=$_____
_____ Fill and Drain container up to 5000 gallons (40-3-15)	$440.50	$616.70	=$_____
_____ Fill and Drain container exceeding 5000 gallons (40-3-16)	$551.00	$771.40	=$_____
_____ 1/2" Valved cold water connection to booth (40-2-1)	$368.75	$516.25	=$_____
_____ Drain connector to booth (gravity) minimum (40-3-17)	$262.50	$367.50	=$_____
_____ Drain connector to booth (pumped) minimum (40-3-18)	$391.50	$548.10	=$_____
_____ Additional air, water, or drain outlets (40-2-2)	$156.75	$219.45	=$_____
_____ Hot Water Tank - [6] imperial gallons (40-2-12)	**BY QUOTATION**		=$_____
_____ Hot Water Tank - [40] imperial gallons (40-2-13)	**BY QUOTATION**		=$_____
_____ 24hrs Continuous Service (40-3-20)	$170.00	$238.00	=$_____

ADDITIONAL INFORMATION

To honour the Discount Price your order must be remitted **with payment** by the above noted deadline date.

Only an authorized FREEMAN qualified representative is permitted to make a connection to any of the facility's mechanical services sources or termination points.

No mechanical equipment shall be restarted after failure until a FREEMAN qualified representative has found and corrected the malfunction. Service Charges may apply.

CANCELLATION: Cancellation must be made by telephone and accompanied by fax and/or email notification. A 50% refund will be applied on standard listed items on this form if cancelled less than [2] days prior to installation. No refund is applicable to installed services, cancelled on-site, and/or special order items (ie. 208 volt, 220 volt, transformers, generators, compressed air, natural gas, water fill & drain, hot water tanks, etc...).

Service rates quoted include installation to the back centre wall of booth area, services while in use, and removal. If required elsewhere in the booth, a scaled floor plan must be included with orders indicating desired location. Additional labour and material charges may apply.

All services are turned prior to show opening and turned off after show closes on show days. If you require 24hr service operation, please indicate.

Natural Gas in available in limited quantity and in specific limited locations. Use of Propane as an alternate fuel may be per permitted subject to facility, TSSA, and Fire Department rules and regulations. For more information, please contact the facility prior to placing your Natural Gas order.

All orders for Natural Gas must comply with current provincial regulations/codes/standards and the manufacturer's certified instructions. Any variation must be accompanied by a certificate/letter from the TSSA (Technical Standards and Safety Authority) approving the variance. Gas Service will not be supplied for any variance unless the above documentation has been provided and TSSA inspection has been completed. The TSSA may be contacted at 1-877-682-8772.

All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower, kilowatts, full load, and AC or DC current.

Disputes/Claims: All disputes and claims must be settled prior to the official exhibit closing.

SPECIAL REQUIREMENTS

Please don't hesitate to contact us at 613-748-7180 or freemanottawaES@freemanco.com if you require any additional information and/or special services and/or information.

SPECIAL REQUIREMENT:

_____

_____

_____

_____

TOTAL

_____ + _____ = _____
Subtotal *13% HST* *Total*

FREEMAN

HANGING SIGN

OTTAWA HOME & garden SHOW
Presented by RE/MAX

DO NOT DELAY

MUST BE DELIVERED BY MARCH 12, 2019

FROM:

Company Name_____

Piece Count _____

TO: **Freeman Electrical**

940 BELFAST ROAD

C/O OTTAWA HOME & GARDEN SHOW

OTTAWA, ONTARIO, CANADA

K1G 4A2

FREEMAN

HANGING SIGN

OTTAWA HOME & garden SHOW
Presented by RE/MAX

DO NOT DELAY

MUST BE DELIVERED BY MARCH 12, 2019

FROM:

Company Name_____

Piece Count _____

TO: **Freeman Electrical**

940 BELFAST ROAD

C/O OTTAWA HOME & GARDEN SHOW

OTTAWA, ONTARIO, CANADA

K1G 4A2

D.E. SYSTEMS
SIMPLIFYING THE COMPLEX

Click to place your Internet order online

or email Form to eycentre@desystems.com

D.E. SYSTEMS LTD.

C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6

Internet and Telecom Order Form

CENTRE EY CENTRE

4899 Uplands Drive
Ottawa ON K1V 2N6

Show Name _____

Service Start Date and Time _____

Service End Date and Time _____

WIRELESS

Wireless Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wireless Internet Access One Day Rate - 1 Device	$95.00		$95.00	
Wireless Internet Access Advanced* Full Show Period Rate - 1 Device	$175.00		N.A.	N.A.
Wireless Internet Access On-Site Full Show Period Rate - 1 Device	N.A.	N.A.	$200.00	
Additional Device/User	$175.00		$200.00	

WIRED

Wired High Speed Internet Access	Advanced Rate	Connections Req'd	On-Site Rate	Connections Req'd
Wired Internet w/ 1 Device	$450.00		$570.00	
Wired Internet w/ Ext.Static IP 1 Device	$700.00		$840.00	
5 Mbps Wired Internet w/ 1 Device	$750.00		$900.00	
5 Mbps Wired Internet w/ 1 Ext.Static IP 1 Device	$900.00		$1,080.00	
Wired Payment Terminal Connection only	$175.00		$225.00	
Additional Device/User	$175.00		$175.00	

*** Advanced Rates apply to orders placed one week prior to show start date.**

Prices do not include taxes.

Telecom Services	Advanced Rate	Connections Req'd
Digital Phone Service With Handset	$225.00	
Polycom Conference Unit	$250.00	

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info: _____

Onsite Contact: _____

Booth # _____ Office # _____ Cell # _____

Email Address: _____ Delivery Date: _____

Cardholder Name: _____

Card Number: _____ Expiry Date: _____ mm/yyyy

Visa ☐ MasterCard ☐ Amex ☐ Confirmation Email or Fax: _____

On-Site service included for duration of the exhibition

ARUBA networks

D.E. Systems is an Authorized Aruba Networks Partner, supplying you with High Speed Internet Infrastructure.

D.E. SYSTEMS
SIMPLIFYING THE COMPLEX

Email Form to eycentre@desystems.com
Fax Form to (613) 723-8756

D.E. SYSTEMS LTD.
C6-2212 GLADWIN CRES. OTTAWA, ON K1B 5N6

CENTRE EY CENTRE

4899 Uplands Drive
Ottawa ON K1V 2N6

Equipment Rental Order Form

Show _____

Service Start Date and Time _____

Service End Date and Time _____

For a full range of available items please contact us.

Prices do not include taxes.

		Quantity
Desktop / Includes Windows 7 or 10 & MS Office 2016 Pro w/ 22" LCD Monitor		
Desktop Core i5 Processor, 8 GB RAM, 500 GB HDD, DVD-RW	$200.00	
Notebook / Includes Windows 7 or 10 & MS Office 2016 Pro		
Intel Core i7, 15" TFT, 8 GB RAM, 500 GB HDD, DVD-RW	$250.00	
Apple/Mac		
Macbook Pro, Core i7, 15" TFT, 4 GB RAM, 500 GB HDD, DVD-RW	$325.00	
iMAC Core i5, 22" TFT, 4 GB RAM, 160 GB HDD, DVD-RW	$300.00	
iPAD 16GB WI-FI (3G and data plan extra)	$200.00	
Printers		
HP LaserJet CP3525n Colour Laser, 30 PPM, Network Ready	$400.00	
HP LaserJet M1536nf Monochrome Multifunction, Network Ready	$230.00	
Monitor		
24" Wide Screen HD LED Display	$90.00	
32" Wide Screen HD LED Display	$225.00	
50" Wide Screen HD LED Display	$450.00	
Monitor Pole Stand for 40" to 60" dsiplays	$100.00	
Specialty Systems		
iQiosk 755 55" Touch Screen Interative Display Kiosk	$950.00	
iPAD Kiosk Display Pillar or table mount with iPAD	$375.00	
Equipment Delivery and Pickup	$60.00	

Contact & Delivery Information: Please note all orders will be confirmed by Fax or Email prior to processing

Company Info: _____

Onsite Contact: _____

Booth # _____ Office # _____ Cell # _____

Email Address: _____ Delivery Date: _____

Cardholder Name: _____

Card Number: _____ Expiry Date: _____ mm/yyyy

Visa ☐ MasterCard ☐ Amex ☐ Confirmation Email or Fax: _____

On-Site service included for duration of the exhibition

Microsoft CERTIFIED SPLA PARTNER

D.E. Systems is an Authorized Microsoft Rental Partner supplying you with Licensed Microsoft products.

ITRA

BOOTH CLEANING

Booth Number

Show Name and Date

Company Name

Telephone Number

On-Site Contact Name

E-mail Address

Contact Cell Number

Address

COST

CLEANING	Booth Size (sq. ft.)	Charge per Booth in CDN Funds	Total	Number of Days (please specify in Notes, which days)
Daily Exhibit Cleaning	Less than 401	$0.20 per sq. ft.		
	401 - 1000	$0.18 per sq. ft.		
	1,001 – 1,500	$0.16 per sq. ft.		
	1,501 +	$0.14 per sq. ft.		
HST # 84802 3404 RT0001		**Total** multiplied by **Number of Days**		
		13% HST		
		TOTAL Booth Cleaning		

Notes & Special Requirements

METHOD OF PAYMENT

(Must be made at time of ordering)

Cheque ☐ made payable to EY Centre Credit Card (please check) ☐ Visa ☐ Mastercard ☐ Amex

Cardholder's Name (please print)

Card Number

Cardholder's Signature

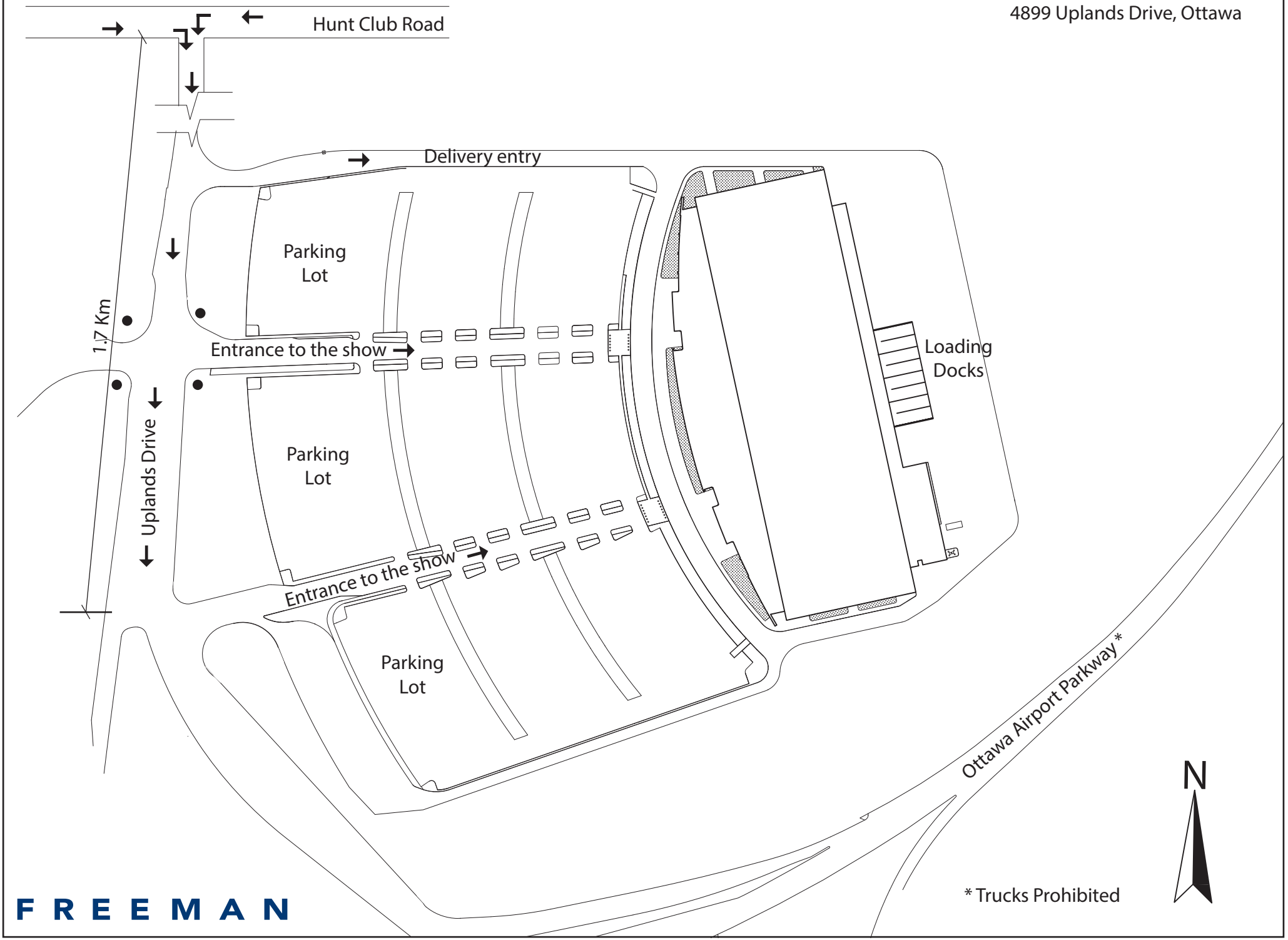
Expiry Date Security Code

Client Signature

Date

Save and e-mail the completed form to cleaning@eycentre.ca or print and fax the completed form to the EY Centre at 613-688-4824.

EY Centre - Site Plan
4899 Uplands Drive, Ottawa



FREEMAN