

F R E E M A N

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416 252-3361 • Fax: 416 252-2365
E-mail: FreemanTorontoES@freemanco.com

2009 Joint Assembly
25-27 MAY, 2009
METRO TORONTO CONVENTION CENTRE
HALL E
TORONTO, ONTARIO

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue, grey and black back drape, 3' high blue side dividers and a 7" x 44" booth identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in red.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by 8 May 2009.

PRESTIGE CARPET DEADLINE DATE

Please note that your order for Prestige Carpet (see Carpet order form for selections) must be submitted before 22 April 2009. Any orders received after the deadline date will not be guaranteed.

Save money by ordering labor in advance. All display labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Sunday	24 May 2009	08:00 - 17:00
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All exhibits must be fully installed by **17:00 on 24 May 2009**.

EXHIBIT HOURS

Monday	25 May 2009	09:00 - 18:00
Tuesday	26 May 2009	09:00 - 18:00
Wednesday	27 May 2009	09:00 - 18:00

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Wednesday	27 May 2009	18:00 - 21:00
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SERVICE CENTRE HOURS

We will have staff available at the Freeman Service Centre as follows:

Sunday	24 May 2009	08:00 - 17:00
Monday	25 May 2009	08:00 - 12:00
Tuesday	26 May 2009	08:00 - 12:00
Wednesday	27 May 2009	13:00 - 21:00

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by **21:00 on 27 May 2009**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **20:00 on 27 May 2009**.

POST SHOW PAPERWORK AND LABELS

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

Please note: All items not ordered through Freeman direct may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
2009 Joint Assembly
C/O Freeman
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

Freeman will accept crated, boxed or skidded materials beginning 24 April 2009 at the above address. To avoid additional after deadline charges, materials must arrive by 15 May 2009. The warehouse will receive shipments Monday through Friday during the hours of 08:00 - 16:30. To check on the arrival of freight, please call 416-252-3361.

PLEASE NOTE: The warehouse will be closed on 18 May 2009 in observance of Victoria Day, shipments will not be accepted on this date.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
2009 Joint Assembly
C/O Freeman
Metro Toronto Convention Centre - South Building - Hall E
222 Bremner Blvd.
Toronto, Ontario, Canada M5V 3L9

Freeman will receive shipments at the exhibit facility beginning on 24 May 2009. 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.

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® for **2009 Joint Assembly** without using the link, go to www.myfreemanonline.com/ShowMain.jsp?show=233327 and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054)

EXHIBIT TRANSPORTATION

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier for the **2009 Joint Assembly**. Our Exhibit Transportation Department will be in contact with you to discuss your shipping requirements, however if you wish to contact us, please call our toll free number at 877- 478-1113 to speak to a Customer Service Representative.

AS A REMINDER

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

LABOUR INFORMATION

Union Labour may be required for your exhibit installation and dismantle. Please carefully read the LABOUR JURISDICTIONS to determine your needs. Exhibitors supervising labour need to pick up and release their labour at the Service Desk.

Refer to the order form under Display Labour for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 416-252-3361.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

PRIVACY POLICY

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

Freeman collects business information from its customers to enable us to perform contracted services. Only very infrequently will any identifiable personal information be collected. If any personal information is collected, Freeman will obtain consent at the time of the collection, disclosure and /or use. You then would have the right to access any of the information we have collected and withdraw your consent for the above at any time. If you have any questions or would like more information on our privacy policy, please contact us. We would be more than happy to discuss this matter with you. You may contact our privacy officer at barbara.baird@freemanco.com.

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Toronto Exhibitor Services at 416-252-3361 or Freeman's Customer Support Center at 888-508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date: **8 May 2009**.

AVOID DELAY

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

SAFETY TIPS

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

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use. Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you. Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

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

We do not accept Hazardous Materials. If you ship any hazardous materials, you could be in violation of federal laws and may be subject to fines & penalties.

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 416-252-3361 with any questions or needs you may have.

**USE ONLY IF YOU ARE SHIPPING YOUR EXHIBIT
MATERIALS BY FREEMAN**

1. PICK UP INFORMATION

Requested Pick Up Date: _____ Contact Person: _____

Company Name: _____

Pick Up Address: _____

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

Phone Number: _____ Fax Number: _____

2. PROVIDE SHIPPING INFORMATION

Items to be shipped

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

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

DESTINATION

I will be shipping to the WAREHOUSE

2009 Joint Assembly
Company Name, Booth # _____
C/O Freeman - Toronto
61 Browns Line
Toronto, Ontario, Canada M8W 3S2

**SHIPMENTS ACCEPTED BEGINNING 24 APRIL 2009
TO AVOID DEADLINE DATE DELIVER BY 15 MAY 2009**

I will be shipping to SHOW SITE

2009 Joint Assembly
Company Name, Booth # _____
C/O Freeman - Toronto
Metro Toronto Convention Centre - South Building - Hall E
222 Bremner Blvd.
Toronto, Ontario, Canada M5V 3L9

CANNOT BE DELIVERED BEFORE 24 MAY 2009

TYPE OF SERVICE - Choose One

AIR

1 Day: Delivery next business day* (before 17:00)

Some restrictions may apply.

2 Day: Delivery by 17:00 second business day

Deferred: Delivery within 3 - 4 business days

Declared Value \$ _____

(Additional charges will apply for declared value)

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

GROUND

Standard Ground: Dependent on distance

Expedited Ground: Tailored to specific requirements

Specialized: Pad wrapped, uncrated, or truckload

3. ORDERING SERVICE

Schedule pick up by calling

TOLL FREE: 1-877-478-1113

Fax this order form along with the Method of Payment Form to:

905-951-3145 or 416-252-2365

JOB #: 233327

4. OUTBOUND SHIPPING

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

Ship to address:

Number of Labels _____

5. METHOD OF PAYMENT FORM

No shipments will be picked up or delivered without payment.

Please fill-out your credit card information on the METHOD OF PAYMENT FORM, located in this Exhibitor Service Kit, and return a signed copy by Fax to Freeman at 905-951-3145 or 416-252-2365.

NAME OF SHOW: **2009 Joint Assembly**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____ FAX #: _____

FREEMAN

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E-mail: FreemanTorontoES@freemanco.com

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
DEADLINE DATE
8 MAY 2009**

FREEMAN show special

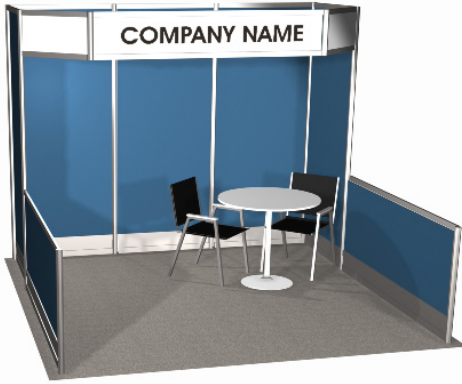
2009 Joint Assembly

NAME OF SHOW: _____

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ E-MAIL: _____

SIGNATURE: _____ DATE: _____



SHOW PACKAGE INCLUDES

- Carpet
- 1-Bugle Base Table
- 2- Grey Arm Chairs
- All set-up and dismantle labour included in the price
- Fascia header sign with company name

	Discount	Standard
<input type="checkbox"/> 10' x 10'	\$ 1112.00	\$1445.60
<input type="checkbox"/> 10' x 20'	\$1790.00	\$2327.00

Orders received after the deadline date or without payment will be charged the Standard Rate.

Electrical & Cleaning Services are not included in the price of your rental exhibit.

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

CHOOSE YOUR PANELS

Your choice of panels is included in the price of your Rental Exhibit. Please contact Exhibitor Sales for other options.

- BLUE FABRIC GREY FABRIC
- BLACK FABRIC WHITE HARDWALL

You may upgrade your panels to Slatwall at an additional cost of \$100.00 per panel plus applicable taxes.

- WHITE SLATWALL BLACK SLATWALL
- MAPLE SLATWALL

CARPET

Our Classic Carpet is included in the price of your Rental Exhibit. The following colours are available.

- Blue Red Grey Black

- Custom Logo Header** - Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

If you have any questions or need assistance in completing your order, please call Exhibitor Sales @ (416) 252-3361

HEADER IDENTIFICATION SIGN

A personalized header/sign on a white background is included in the price of your Rental Exhibit. Circle the font style for your header identification sign, and then indicate your colour preference.

- CLARENDON MEDIUM ENVIRO
- EUROSTILE BOLD HELVETICA BOLD
- TIMES NEW ROMAN

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

Letter colour desired: _____
Indicate exactly how you want your company name to appear:

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 8% Pst _____ = TOTAL _____

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**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
 DEADLINE DATE
 8 MAY 2009**

NAME OF SHOW: **2009 Joint Assembly**


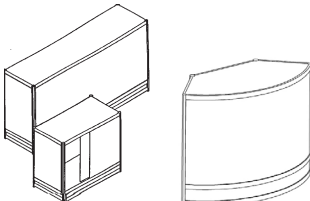
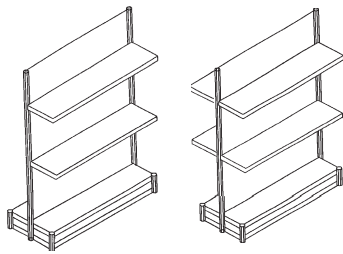

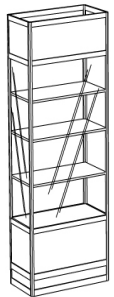
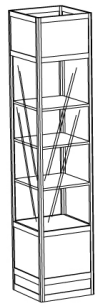
COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

ACCESSORIES FOR RENTAL UNITS

<p>SLATWALL</p> 	<p>CABINETS</p> 	<p>GONDOLAS</p> 
<p>SHOWCASE</p> 	<p>SHOWCASE TOWER 1M X 1/2M X 8'H With overhead light (power not included)</p> 	<p>OPEN SHOWCASE TOWER 1/2M X 1/2M X 8'H With overhead light (power not included)</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES (Circle Colour) Black or White					
___	17201	1M Straight (37" x 12") ...	36.00	46.80	___
___	17206	1M Angled (37" x 12").....	36.00	46.80	___
LITERATURE POCKETS					
___	174015	For 8 1/2" x 11" Literature .	23.00	29.90	___
___	174016	For 4" Literature.....	23.00	29.90	___
CABINETS & LOCKS					
<i>(Circle Colour) Blue , Grey or Black Fabric, White PVC</i>					
___	17305	1M x 1/2M x 36" High	296.00	384.80	___
___	17306	1M x 1/2M x 42" High	296.00	384.80	___
___	17308	2M x 1/2M x 36" High	394.00	512.20	___
___	17309	2M x 1/2M x 42" High	394.00	512.20	___
___	17310	1M Radius x 1/2M x 36" H.	425.00	552.50	___
___	173011	1M Radius x 1/2M x 42" H.	425.00	552.50	___
___	17301	Aluminum Cabinet Lock	9.75	12.70	___
WALL PANELS					
<i>(Circle Colour) Blue , Grey or Black Fabric, White PVC</i>					
___	173521	1M x 8' High	235.50	306.15	___
___	173525	1/2M x 8' High	133.00	146.30	___

Qty	Part #	Description	Discount Price	Standard Price	Total
SLATWALL PANELS					
<i>(Circle Colour) Black, White, Maple</i>					
___	1736100	1M x 8' High.....	349.50	454.35	___
GONDOLAS					
<i>(Circle Colour)Blue , Grey or Black Fabric, White PVC</i>					
___	174541	Single Sided 1M x 4' High...	299.25	389.05	___
___	174542	Double Sided 1M x 4' High	409.50	532.35	___
___	174581	Single Sided 1M x 8' High	383.50	498.55	___
___	174582	Double Sided 1M x 8' High	494.50	642.85	___
SHOWCASE (White PVC Only)					
___	1755801	Showcase 1M x 1/2M x 8'H ...	598.00	777.40	___
___	1755800	Showcase 1/2M x 1/2M x 8'H ..	427.00	555.10	___
___	17551206	Showcase 1M x 1/2M x 42"H	351.50	456.95	___
TOTAL COST					
Sub-Total		+ 5% Gst	+ 8% Pst	= TOTAL	

FREEMAN accessories

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-3361 • Fax: 416-252-2365

E-mail: FreemanTorontoES@freemanco.com

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
 DEADLINE DATE
 8 MAY 2009**

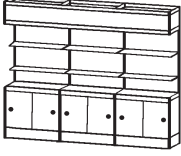
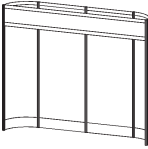
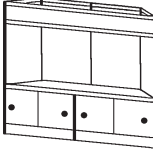
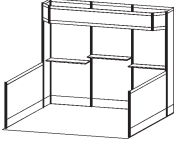
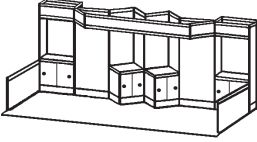
2009 Joint Assembly

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

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

All Exhibits Include: Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 100 sq. ft.)

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

	A. FREE STANDING COUNTER	B. CURVED BACKWALL EXHIBIT	C. BACKWALL COUNTER EXHIBIT
PACKAGES	Discount Price Standard Price 1268.75 1649.40 <input type="checkbox"/> Part# 1710201 	Discount Price Standard Price 899.75 1169.70 <input type="checkbox"/> Part# 1710300 	Discount Price Standard Price 1236.00 1606.80 <input type="checkbox"/> Part# 1710400 
	PACKAGES	Discount Price Standard Price 1423.00 1849.90 <input type="checkbox"/> Part# 1710500 	Discount Price Standard Price 3472.00 4513.60 <input type="checkbox"/> Part# 1710600 

• Orders received after the deadline date or without payment will be charged the Standard Rate (30% surcharge)

CHOOSE YOUR PANEL

- BLUE FABRIC GREY FABRIC
 BLACK FABRIC WHITE HARDWALL

CARPET

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

Check colour choice:

- Blue Grey Black Red

PRESTIGE CARPET

Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

You may upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for colour selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).
 Note: Electrical power is not included and must be ordered separately through the assigned contractor.

HEADER IDENTIFICATION SIGN

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM ENVIRO
 EUROSTILE BOLD HELVETICA BOLD
 TIMES NEW ROMAN

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
 Custom Logo Header
 Creating a Custom Exhibit

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 8% Pst _____ = TOTAL _____

FREEMAN exhibit packages

FREEMAN

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 416-252-3361 • Fax: 416-252-2365
 E-mail: FreemanTorontoES@freemanco.com

**METHOD OF PAYMENT MUST
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**DISCOUNT PRICE
 DEADLINE DATE
 8 MAY 2009**

2009 Joint Assembly

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

All Exhibits Include: Material Handling of Exhibit, Installation & Dismantle of Exhibit, Classic Carpet with Nightly Vacuuming
 2 Arm Lights (per 10' unit)

To place your order, please check the appropriate box and complete the reverse side.

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

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1010 \$2503.75 10x10 - Part# 1000 \$1249.25	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1030 \$3967.00 10x10 - Part# 1020 \$1981.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 1050 \$6685.00 10x10 - Part# 1040 \$3340.00
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2010 \$2608.25 10x10 - Part# 2000 \$1280.50	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2030 \$4050.75 10x10 - Part# 2020 \$2012.50	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 2050 \$6821.00 10x10 - Part# 2040 \$3444.50
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3010 \$2639.50 10x10 - Part# 3000 \$1306.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3030 \$4071.75 10x10 - Part# 3020 \$2033.25	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 3050 \$6894.00 10x10 - Part# 3040 \$3444.50
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4010 \$2712.75 10x10 - Part# 4000 \$1353.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4030 \$4155.25 10x10 - Part# 4020 \$2075.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20 10x20 - Part# 4050 \$6925.50 10x10 - Part# 4040 \$3476.00

SYSTEMS 1 - 2 - 3 - 4 VERSION D / CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20



An Exhibitor Sales Specialist will contact you to assist you in creating a unique exhibit that meets your specific needs!

Part# 999.....QUOTED UPON REQUEST

FREEMAN rental exhibits

2009 Joint Assembly

NAME OF SHOW:

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME:

PHONE #:

CHOOSE YOUR PANEL

VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available.

Check color choice

- Blue Black Red
- Grey

PRESTIGE CARPET

Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

You may upgrade your carpet to one of our 15 designer colours in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for colour selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power is not included and must be ordered separately from the Electrical Services provider.

QUICK TIPS

QUICK TIPS FOR EASY EXHIBITING

Please see the Freeman Accessories order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.

Consider ordering floral accessories to enhance your exhibit on the Floral Services order form.

If shipping literature or products, material handling rates will apply.

Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

CLARENDON MEDIUM

ENVIRO

EUROSTILE BOLD

HELVETICA BOLD

TIMES NEW ROMAN

Other _____

Indicate color of background:

- Beige Navy White
- Black Forest Green

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

Letter color desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits indicate copy of second header: (*Only applies to units pictured with a second header*)

VERSIONS C

An Exhibitor Sales Specialist will contact you to assist with creating your custom graphics (included in the rental cost of your exhibit).

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 8% Pst _____ = TOTAL _____

• Orders received after the deadline date or without payment will be charged the Standard Rate (30% surcharge)

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-3361 • Fax: 416-252-2365
 E-mail: FreemanTorontoES@freemanco.com

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

**DISCOUNT PRICE
 DEADLINE DATE
 MAY 8, 2009**

FREEMAN totalflex

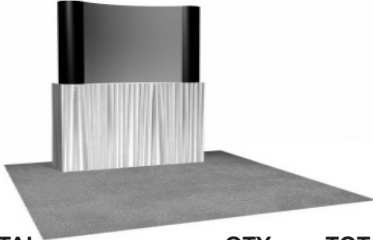
2009 Joint Assembly

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

For Assistance, please call 416-252-3361 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL	QTY.	TOTAL
Size Price		
40" H x 6' W \$ 961.75	_____	_____
40" H x 8' W \$ 1040.00	_____	_____

PURCHASE*	QTY.	TOTAL
Size Price		
40" H x 6' W \$ 1045.00	_____	_____
40" H x 8' W \$ 1180.00	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (Select color below)
 Classic Carpet (Select color below)
 Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Nightly Vacuuming
 1-200 Watt Halogen Light (Electrical service & labor not included)

Purchase Units Include:

1-Case
 One Time Installation & Dismantle
 at your next Freeman show.

Fabric Panel Colors for All Units: Black Grey

Other Colors Also Available for Purchase Units

Classic Carpet: Blue Black Grey Red

Table Drape:

Black Blue Green White Burgundy
 Gold Grey Plum Red Teal

FLOOR UNIT



RENTAL	QTY.	TOTAL
Size Price		
8' H x 8' W \$ 1599.50	_____	_____
8' H x 10' W \$ 1923.50	_____	_____

PURCHASE*	QTY.	TOTAL
Size Price		
8' H x 8' W \$ 2298.00	_____	_____
8' H x 10' W \$ 2856.75	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet (Select color below)
 Installation & Dismantle of Exhibit
 Material Handling of Exhibit
 Nightly Vacuuming
 1-Podium - 8'H x 10'W unit only

Purchase Units Include:

2-Cases
 One Time Installation & Dismantle
 1-Podium - 8'H x 10'W unit only
 (Electrical service & labor not included)

Fabric Panel Colors for All Units: Black Grey

Other Colors Also Available for Purchase Units

Classic Carpet: Blue Black Grey Red

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES	RENTAL	PURCHASE	TOTAL
Part # Description	Qty. Price	Qty. Price	
1715800 2-200 Watt Halogen Light Kit*	_____ N/A	_____ \$258.40	_____
1715801 1-200 Watt Halogen Light Kit*	_____ N/A	_____ \$129.35	_____
1715802 Straight Shelf	_____ \$ 78.50	_____ \$102.05	_____
1715803 Angle Shelf	_____ \$ 78.50	_____ \$102.05	_____

* Available with purchase of Floor Unit only, power not included

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 8% Pst _____ = TOTAL _____

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 DEADLINE DATE
 8 MAY 2009**

FREEMAN carpet

2009 Joint Assembly

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

- For FREE samples or a quote on **orders over 1200 sq. ft.** or to request quotes on carpet logos please call our Exhibitor Sales Dept. at 416-252-3361.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space. **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**

• **Orders for Prestige carpet colours must be received by 22 April 2009. Orders received after this date will not be guaranteed.**

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - 40 oz.

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
100 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.50	\$ 7.15	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 5.25	\$ 6.85	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz.

- Baywater Cardinal Gray Pearl Pine Toast
 Black Charcoal Navy Raspberry Wedgewood
 Cabernet Cream Peach Sea Breeze White

28 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
100 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.75	\$ 6.20	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.50	\$ 5.85	\$ _____

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

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colors.**

CHOOSE YOUR CARPET COLOR:

- Black Grey Blue Red

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental		Discount	Standard	
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.00	\$ 2.60	\$ _____

CLASSIC CARPET - includes delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR:

- **Our 16 oz. Classic Carpeting is available in four standard colors in the following standard sizes.**

- Black Grey Blue Red

Qty	Description	Discount	Standard	Total
_____	10' x 10' Classic Carpet	152.00	197.60	\$ _____
_____	10' x 20' Classic Carpet	275.00	357.50	\$ _____
_____	10' x 30' Classic Carpet	423.75	550.90	\$ _____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

_____	Carpet Padding - 1/2" (100 - 700 sq ft)	0.95	1.25	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft)	0.75	1.00	\$ _____
_____	Plastic Covering (per sq. ft)	0.50	0.65	\$ _____

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 8% Pst _____ = TOTAL _____

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

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

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E-mail: FreemanTorontoES@freemanco.com

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 DEADLINE DATE
 8 MAY 2009**

FREEMAN furniture

2009 Joint Assembly

SHOW NAME:

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

FURNISHINGS				
Qty	Part #	Description	Discount Price	Standard Price Total
*Please Circle colour for Carson Arm Chair: Black Grey Blue				
**Please Circle colour for Casey Padded Stool: Black Grey				
_____	210101	Carson Arm Chair*	41.25	53.65
_____	210105	Opal Side Chair	30.50	39.70
_____	210112	Casey Padded Stool**	71.50	92.95
_____	71045	Grey Gaslift Chair	96.25	125.15
_____	71048	Grey Gaslift Stool	132.25	171.95
_____	71088	Black Diamond Stool	97.75	127.10
_____	71090	Black Diamond Arm Chair	91.00	118.30
_____	71065	Bugle Base Table	63.50	82.55

The following items are available in black.

_____	75020	Display Cylinder/Low	114.75	149.20
_____	75021	Display Cylinder/Medium	125.00	162.50
_____	75022	Display Cylinder/High	133.50	173.55
_____	75079	Orion Computer Kiosk	257.50	334.75
_____	750136	Flat Literature Rack	145.25	188.85
_____	72067	SohoCafeTable/30"H X 36"	152.00	197.60

NOTE: Tables are 24" wide

Please circle colour for table drape: **Blue Black Gold Grey**
Dark Green Plum Red Teal White Burgundy

DRAPED***

_____	124430	4' Draped Table/30"H	61.50	79.95
_____	124630	6' Draped Table/30"H	75.50	98.15
_____	124830	8' Draped Table/30"H	92.25	119.95
_____	12406304th	Side Draping-6' X 30"H	27.50	35.75
_____	12408304th	Side Draping-8' X 30"H	27.50	35.75
_____	124442	4' Draped Table/42"H	88.00	114.40
_____	124642	6' Draped Table/42"H	101.75	132.30
_____	124842	8' Draped Table/42"H	118.50	154.05
_____	12404642	4th Side Drape-6' x 42"H	27.50	35.75
_____	12404842	4th Side Drape-8' x 42"H	27.50	35.75

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

UNDRAPED

_____	131430	4' Undraped Table/30"H	45.00	58.50
_____	131630	6' Undraped Table/30"H	55.00	71.50
_____	131830	8' Undraped Table/30"H	68.50	89.05
_____	131442	4' Undraped Table/42"H	60.50	78.65
_____	131642	6' Undraped Table/42"H	70.00	91.00
_____	131842	8' Undraped Table/42"H	84.50	109.85

Studio Series Tables:

_____	115103	Studio Series Black Table	44.50	57.85
_____	115104	Studio Series Black End	42.75	55.60

FURNISHINGS				
Qty	Part #	Description	Discount Price	Standard Price Total
_____	220107	Wastebasket	11.50	14.95
_____	220109	Chrome Coat Tree	24.50	31.85
_____	220110	Chrome Bag Rack	58.00	75.40
_____	220118	Chrome Sign Holder	62.75	81.60
_____	220121	Chrome Stanchion w/8' Belt	62.50	81.20
_____	220134	Chrome Easel	35.25	45.85
***Please circle colour for special drape: Blue Black Gold Grey Plum Red Teal White				
_____	12103	Special Drape- 3'High-per ft***	7.00	9.10
_____	12108	Special Drape- 8'High-per ft***	8.00	10.40
_____	15905	Small Fishbowl	23.50	30.55
_____	75057	Refrigerator/4 cubic ft	111.50	144.95
_____	74082	File Cabinet/2 Drawer	152.00	197.60
_____	74081	File Cabinet/4 Drawer	227.75	296.10

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

SPECIALTY FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price Total
_____	910201	Citi Black Chair	211.00	274.30
_____	910206	Babylon Chair - Black	160.00	208.00
_____	910207	Babylon Chair - White	160.00	208.00
_____	910208	Shania Stool - Black	99.00	128.70
_____	910209	Shania Stool - White	99.00	128.70
_____	910210	Lola Stool - Black	99.00	128.70
_____	910211	Lola Stool - White	99.00	128.70
_____	910132	Chrome Bar Stool - White	99.00	128.70
_____	910135	Chrome Bar Stool - Black	99.00	128.70
_____	910134	Cafe Chair	76.00	98.80
_____	910212	Cafe Stool	99.00	128.70
_____	910213	Ripple Sled Chair	99.00	128.70
_____	910214	Cube Chair - Black	160.00	208.00
_____	910215	Cube Chair - White	160.00	208.00
_____	920146	30" Rd. Bistro Table - Black	149.50	194.35
_____	920200	30" Rd. Bistro Table-Chrome	149.50	194.35
_____	920201	Square Bistro Table-Chrome	149.50	194.35
_____	930200	Citi Black Leather Loveseat	290.00	377.00
_____	950110	Square Cube - Black	93.50	121.55
_____	950111	Square Cube - Red	93.50	121.55
_____	950112	Square Cube - White	93.50	121.55

**ALL PRICES ARE IN
 CANADIAN DOLLARS**

TOTAL COST

Sub-Total + 5% Gst + 8% Pst = TOTAL

2009 Joint Assembly

SHOW NAME: _____

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

PLANTS					
Qty	Part #	Description	Discount Price	Standard Price	Total

Tropical

_____ 42105	Table Size Plant.....	35.25	45.85	_____
_____ 42106	Boston Fern.....	38.00	49.40	_____
_____ 42108	Indoor Tree 7'-9' Tall.....	122.75	159.60	_____
_____ 421071	Plant 6'-7' Marginata.....	83.50	108.55	_____
_____ 421072	Plant 6'-7' Benjamina.....	83.50	108.55	_____
_____ 421073	Plant 6'-7' Areca.....	83.50	108.55	_____
_____ 4210100	Planter Box/per sq. ft.....	30.00	39.00	_____
_____ 4210111	Plant up to 5' Marginata.....	55.50	72.15	_____
_____ 4210112	Plant up to 5' Benjamina.....	55.50	72.15	_____
_____ 4210113	Plant up to 5' Areca.....	55.50	72.15	_____
_____ 4210114	Plant up to 5' Schefflera.....	55.50	72.15	_____
_____ 4210200	Hanging Plant.....	48.00	62.40	_____

Floral

_____ 4220999	Special Arrangement	call for pricing	_____
_____ 220300	Small Vase Arrangements.....	66.55	86.50
_____ 4220400	Fresh Cut Flowers.....	83.00	107.90
_____ 4220500	Lg Tropical Flowers.....	111.00	144.30

TOTAL COST				
<i>Sub-Total</i> _____	+ 5% <i>Gst</i>	+ 8% <i>Pst</i>	=	<i>TOTAL</i> _____

**ALL PRICES ARE IN
CANADIAN DOLLARS**

F R E E M A N

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**DISCOUNT PRICE
 DEADLINE DATE
 8 MAY 2009**

FREEMAN method of payment

NAME OF SHOW: **2009 Joint Assembly**

COMPANY NAME: _____ BOOTH#: _____

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

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

SIGNATURE: _____ PRINT NAME: _____

E-MAIL _____

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

METHOD OF PAYMENT

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

- COMPANY CHEQUE**
 Please make cheque payable to: Freeman. Cheques must be in CDN funds drawn on a Canadian Bank or U.S. funds drawn on a U.S bank.

Please reference (# 233327) on your remittance.

GST # R101889426
 For further details on Freeman's payment policy, please refer to the Payment & Labour Terms & Conditions included in this manual.
- BANK TRANSFER**
 Bank Transfer to The Bank of Nova Scotia (Scotia Bank)
 Bank # 002
 Branch ID: 47696
 Freeman ACCT # 800020348619
 Bank Swift ID: NOSCCATT
 Bank ABA #: 026002532
 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.
Note: Customers are responsible for any bank processing fees.

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

Account No.: _____ Exp. Date _____
 Personal Credit Card Company Credit Card

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

E-mail Address for Invoice Notification: _____

ENTER TOTALS HERE

FURNISHINGS ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOUR	DISMANTLE LABOUR	MATERIAL HANDLING
EXHIBIT TRANSPORTATION	SIGNS	PLANTS & FLORAL	FORKLIFT	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.myfreemanonline.com.
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

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

<http://totalshow.customersight.com/?233327>

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DISCOUNT PRICE
DEADLINE DATE
8 MAY 2009

2009 Joint Assembly

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 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."

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL FREEMAN TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN third party authorization

F R E E M A N

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 DEADLINE DATE
 8 MAY 2009**

FREEMAN signs & graphics

NAME OF SHOW: **2009 Joint Assembly**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ SIGNATURE: _____

E-MAIL: _____ DATE: _____

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.

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

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, 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 \$16.75 = \$ _____

- \$16.75 per sq. ft. (standard price \$25.15)
 - Minimum order per graphic 9 sq. ft. (1296 sq. in.)
 - Double sq. ft. for double-sided graphic
 - Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call a Corporate Accounts Specialist for price quotes on graphics over 80 sq. ft.

File Information:




Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Showcard Plexi
 PVC Other

Vertical Horizontal Use Your Judgment For Sign Layout




Special Instructions _____

STANDARD SIZES




CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$33.85	\$50.80 = \$	_____
7" x 22"	_____ @	\$35.50	\$53.25 = \$	_____
7" x 44"	_____ @	\$56.75	\$85.15 = \$	_____
9" x 44"	_____ @	\$66.75	\$100.15 = \$	_____
11" x 14"	_____ @	\$40.75	\$61.15 = \$	_____
14" x 22"	_____ @	\$65.25	\$97.90 = \$	_____
14" x 44"	_____ @	\$78.75	\$118.15 = \$	_____
22" x 28"	_____ @	\$84.50	\$126.75 = \$	_____
28" x 44"	_____ @	\$109.50	\$164.25 = \$	_____
20" x 60" (white only)	_____ @	\$125.25	\$187.90 = \$	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side 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: _____

Font: _____

TOTAL COST

Sub-Total _____ + 5% Gst _____ + 8% Pst _____ = TOTAL _____

F R E E M A N

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

Please provide the following when submitting art

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (If submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths

Acceptable Software File Formats

We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference):

ADOBE—Illustrator, InDesign, and Photoshop
COREL DRAW
QUARK XPRESS

Files should always be saved in their native format. Please include all fonts and images.

Acceptable File Types

Files that Freeman **can use** in order of preference, include:

EPS and AI (especially when submitting logos)
TIF (especially when submitting photos)
JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

GIF files
Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
Self-extracting files, such as EXE or SEA files

Submit Artwork to:

Hope Humphries, Operations Manager | Freeman | 61 Brown's Line | TO, ON M8W 3S2

Questions? Please call 416 -252-3361

Samples

Acceptable Logo Artwork:



EPS Vector File

Not Acceptable Logo Artwork:



GIF File

Acceptable Photo Artwork:



28mb TIF file

Not Acceptable Photo Artwork:



8k GIF file

Ways to Send Artwork

Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.

If you have any additional questions concerning file make-up, logos, resolution, etc. you may also contact the Graphics Manager - Hope Humphries - 416-252-3361 ext 246.

Please visit us at:
www.freemanco.com

UNION REGULATIONS

To assist you in planning your participation in your Toronto show, we are certain you will appreciate knowing in advance that union labour may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

INTERNATIONAL LABOURERS, UNION - LOCAL 506

Currently we have an agreement with the Local 506 Labourers Union to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 506. Labour can be ordered in advance by returning the Display Labour order form, or on showsite, at the Freeman service desk.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or rental equipment is prohibited. This equipment is not engineered to support your weight. Freeman cannot be responsible for injuries in assembling your booth, please order labour on the Display Labour form and the necessary ladders and/or tools will be provided.

F R E E M A N

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-3361 • Fax: 416-252-2365
 E-mail: FreemanTorontoES@freemanco.com

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2009 Joint Assembly**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

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

DISPLAY LABOUR (One Hour Minimum per Worker)

		Advance Price	Show Site Price
Straight Time-	08:00 to 16:00 Monday through Friday	\$ 79.75	\$ 103.75
Overtime-	16:00 to 18:00 Monday through Friday	\$ 119.75	\$ 155.75
	08:00 to 16:00 Saturday and Sunday		
Double Time-	All times not mentioned above as well as holidays	\$ 159.50	\$ 207.50

Show site prices will apply to all orders placed at show site.

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

INSTALLATION LABOUR

Freeman Supervised Labour - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
5% GST						= \$ _____
8% PST						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOUR

Freeman Supervised Labour - Please complete the reverse side of this form.

- The Freeman Companies is not responsible for product or literature that is not properly packed and labelled by exhibitor
- The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labour

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
5% GST						= \$ _____
8% PST						= \$ _____
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Services Representative.

FREEMAN installation & dismantle

NAME OF SHOW:

2009 Joint Assembly

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 _____ Showsite _____ Date Shipped _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Transportation:

- Common Carrier
- Air Freight Next Day* 2nd Day Deferred

* Some restrictions may apply. Please contact our Exhibit Transportation Team at (877) 478-1113 for information.

Other (list carrier name & phone number):

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

Carrier Phone Number: (_____) _____

Freight Charges

- Prepaid Collect

Bill To: _____

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

Reroute via Freeman's choice.

Delivery back to warehouse at Exhibitor's expense*

* Return to warehouse rates are based on weight . A minimum charge of \$110.00 plus applicable taxes will apply.

* Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees.

A \$50/ week minimum charge will be added to your account.

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

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**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

FREEMAN forklift

NAME OF SHOW: **2009 Joint Assembly**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

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

FORKLIFT

- Straight Time -** 08:00 to 16:00 Monday through Friday
Overtime - 16:00 to 18:00 Monday through Friday
 08:00 to 16:00 Saturday and Sunday
Double Time - ALL TIMES NOT MENTIONED ABOVE AS WELL AS HOLIDAYS

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- **One hour minimum**
- Supervisor must check in at Service Desk to pickup labour
- When scheduling dismantle labour, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT Labour - Installation			
30401	Forklift w/operator - up to 5,000 lbs - ST.....	\$160.00	\$208.00
30402	Forklift w/operator - up to 5,000 lbs - OT.....	\$200.00	\$260.00
30403	Forklift w/operator - up to 5,000 lbs - DT.....	\$250.00	\$325.00
FORKLIFT Labour - Dismantle			
31401	Forklift w/operator - up to 5,000 lbs - ST.....	\$160.00	\$208.00
31402	Forklift w/operator - up to 5,000 lbs - OT.....	\$200.00	\$260.00
31403	Forklift w/operator - up to 5,000 lbs - DT.....	\$250.00	\$325.00

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	
_____							5% GST	
_____							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	
_____							5% GST	
_____							Total	

F R E E M A N

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 Toronto, Ontario, Canada M8W 3S2
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 E-mail: FreemanTorontoES@freemanco.com

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW:

2009 Joint Assembly

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, multiple shipments, carpet and/or pad only shipments, and shipments that require additional time, equipment or labour to unload. Federal Express, Purolator, UPS, Airborne Express & DHL are included in this category due to their delivery procedures. (See definitions on back)

UNCRATED: Material that is shipped loose or padwrapped, and/or unskidded machinery without proper lifting bars or hooks.

STRAIGHT TIME: 08:00 to 16:00 Monday through Friday

OVERTIME: 16:00 to .08:00 Monday through Friday, all day Saturday, Sunday, and Holidays
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.myfreemanonline.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

Description	Price Per	
	CWT	Min 200 Lbs
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum) beginning 24 April 2009		
Crated or Skidded Shipment	\$ 67.75	137.50
Special Handling Shipment	\$ 88.00	176.00
Show Site Shipment (200 lb. minimum) beginning 24 May 2009		
Crated or Skidded Shipment	\$ 57.75	115.00
Special Handling Shipment	\$ 75.00	150.00
Uncrated or Pad Wrapped Shipment.....	\$ 86.75	173.50
Small Package - Maximum weight is 30 lbs per shipment		
Each Carton	\$ 40.50	

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after Deadline (15 May 2009 - The Warehouse is closed on 18 May 2009).....	\$ 20.25	40.50
Show Site Shipment after Deadline (25 May 252009 after 09:00)	\$ 17.25	35.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment	\$ 14.50	29.00
Special Handling Shipment	\$ 18.75	35.00
Uncrated or Pad Wrapped Shipment.....	\$ 21.75	43.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment	\$ 14.50	29.00
Special Handling Shipment	\$ 18.75	35.00
Uncrated or Pad Wrapped Shipment.....	\$ 21.75	43.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
Surcharges (i.e. Overtime, Late)	÷ 100 =			

Tip to Save on Material Handling!

- **Consolidate shipments** (i.e. if minimum shipment weight is 200 lbs.)

Separate Shipments

6/08 - 60 lbs. charged @ 200 lbs. \$ 118.50
 6/10 - 52 lbs. charged @ 200 lbs. \$ 118.50
 6/11 - 65 lbs. charged @ 200 lbs. \$ 118.50 = \$355.50

Consolidated Shipment

3 pieces (1 shipment)
 177 lbs. @ 200 lbs = \$118.50

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

Subtotal	
5% GST	
Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

MUST DELIVER BY MAY 15, 2009

MUST DELIVER BY MAY 15, 2009

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

61 BROWNS LINE

TORONTO, ON M8W 3S2

C/O: FREEMAN

61 BROWNS LINE

TORONTO, ON M8W 3S2

WAREHOUSE

WAREHOUSE

EVENT: 2009 Joint Assembly

EVENT: 2009 Joint Assembly

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

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

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

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 24, 2009

CANNOT DELIVER BEFORE MAY 24, 2009

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
METRO TORONTO CONV. CENTRE
SOUTH BUILDING - HALL E
222 BREMNER BLVD
TORONTO, ON M5V 3L9

C/O: FREEMAN
METRO TORONTO CONV. CENTRE
SOUTH BUILDING - HALL E
222 BREMNER BLVD
TORONTO, ON M5V 3L9

SHOW SITE

SHOW SITE

EVENT: 2009 Joint Assembly

EVENT: 2009 Joint Assembly

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

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

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
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E-mail: FreemanTorontoES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: 2009 Joint Assembly
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day*
* Some restrictions may apply. Please contact our
Exhibit Transportation team (877) 478-1113.
 2 Day: Delivery by 17:00 second business day
 Expedited
 Deferred: Delivery within 3-4 business days
 Standard Ground
 Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

OTHER VAN LINE _____

OTHER AIR FREIGHT _____

Next Day Second Day Deferred

DESIRED NUMBER OF LABELS: _____

CARRIER PHONE NUMBER: _____

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

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

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

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

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

Reroute via Freeman's choice.

Delivery back to warehouse at Exhibitor's expense*

* Return to warehouse rates are based on weight. A **minimum charge** of \$110.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees. A \$50/ week minimum charge will be added to your account.

FREEMAN outbound shipping

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. 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 signing page one of this document or electronic acknowledgment of 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 Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "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 the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is 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, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals 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 on 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 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. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

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 is subject to the special services and charges offered in the Freeman tariff. 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 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 telephonic, 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, based on Freeman's tariff, 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 THE 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 \$5.00 (USD) 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 pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

(a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;

(b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the 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, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 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 example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or 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, products 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, Gasses, 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, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, 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, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, c/o Gallagher Bassett Services, 6404 International Parkway, Suite 2300, Dallas, TX 75093 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 72 hours 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. 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.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. 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

TERMS & CONDITIONS

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 Service Request and Shipping Instruction 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 the Shipper. The 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 Decorating Services, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "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 the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

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

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on 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 ZIP code of the 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 any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian 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.

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 telephonic, 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 tariff, 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 THOSE 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 \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) 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 \$9.07 PER POUND (\$20.00 PER KILOGRAM) 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 THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) 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 SHIPPING REQUEST AND SHIPPING INSTRUCTION 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 \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the 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 example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits 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, products 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), non-delivery, 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, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, 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 (b) of this Agreement 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 fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the 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 800-995-3579. The shipment, 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 and 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) 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 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 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: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN 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 OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

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.

PAYMENT AND LABOUR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

LABOUR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

- Error in the above procedures;
- Removal of containers with old empty labels and without FREEMAN labels; or
- improper information on empty labels.

FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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

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

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

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

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

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

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

b. **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive

MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

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

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

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

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

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

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

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

FREEMAN

