

## RESULTS, DELIVERED

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

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

## DES RÉSULTATS, ASSURÉS

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

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



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

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

## EXHIBIT TRANSPORTATION SERVICES

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

### The Freeman Exhibit Transportation promise:

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

### questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [freeman.com](http://freeman.com)

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

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

## SERVICE DE TRANSPORT D'EXPOSITION

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

### Le transport d'exposition de Freeman garantit:

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

### des questions?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# FREEMAN

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

**METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER**

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

**FREEMAN exhibit transportation & customs**

NAME OF SHOW: canfitpro World Fitness Expo 2018

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

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

E-MAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

**PICK UP AND/OR CUSTOMS INFORMATION**

Requested Pick Up Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Pick Up Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PLEASE NOTE WHEN ORDERING**

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

**ORDERING SERVICE**

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

**Section 1: PLEASE SELECT**

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

**Section 2: DESTINATION**

- I will be shipping to the **WAREHOUSE**  
canfitpro World Fitness Expo 2018  
Company Name, Booth # \_\_\_\_\_  
C/O Freeman  
61 Browns Line  
Toronto, Ontario, Canada M8W 3S2

**SHIPMENTS ACCEPTED BEGINNING JULY 11, 2018  
TO AVOID DEADLINE CHARGES DELIVER BY AUGUST 1, 2018**

- I will be shipping to **SHOW SITE**  
canfitpro World Fitness Expo 2018  
Company Name, Booth # \_\_\_\_\_  
C/O Freeman  
Metro Toronto Convention Centre - South Building  
222 Bremner Boulevard  
Toronto, Ontario, Canada M5V 3L9

**DO NOT DELIVER BEFORE 2:00 PM ON AUGUST 8, 2018**

**Section 3: OUTBOUND SHIPPING**

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

Number of Labels: \_\_\_\_\_

**Section 4: TYPE OF SERVICE - Choose One**

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

**GROUND**

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

**Section 5: SHIPPING AND/OR CUSTOMS INFORMATION**

Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

**Section 6: METHOD OF PAYMENT FORM**

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

**TRANSPORTATION AND CUSTOMS CLEARANCE CHARGES DO NOT INCLUDE MATERIAL HANDLING CHARGES**

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

JOB #: 469218



CANADA CUSTOMS INVOICE

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

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

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

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

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

North American Logistics Inc

1. Vendor (Name and Address) / Vendeur (Nom et Adresse)	2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada  3. Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)
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4. Consignee (Name and Address) / Destinataire (Nom et Adresse)   Show: _____ Booth#: _____	5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)  6. Country of Transshipment / Pays de transbordement  7. Country of Origin of Goods Pays d'origine des marchandises  If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.
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VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?  Yes <input type="checkbox"/> OUI      NO <input type="checkbox"/> NON	9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement. (Ex. Vente, Expédition en consignation, location de marchandises, etc.)
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8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada  Via _____	10. Currency of Settlement / Devises du paiement
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11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques, p. ex. Classe, qualite)	13. Quantity (State Unit) / Quantite (Préciser l'unité)	14. Replacement Value / Valeur de Remplacement	
			14. Unit Price / Prix Unitaire	15. Total
. . . . . . . . . . .				

CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113

XI.1 Total Number of Pieces / Nombre total de pieces  18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case  Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>	16. Total Weight / Poids total Net _____ Gross / Brut _____	17. Invoice Total / Total de la facture
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19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)	20. Originator (Name and Address) Expéditeur d'origine (Nom et adresse)  <p style="text-align: center; font-weight: bold;">Same as Consignee</p>
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21. Departmental Ruling (if applicable) Decision ministerielle (s'il y a lieu)	22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>
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23. If included in field 17 indicate amount Si compris dans le total a la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances a partir du lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les couts de construction, de montage et d'assemblage apres importation au Canada \$ _____ (iii) Export packing Le cout de l'emballage d'exportation \$ _____	24. If not included in field 17 indicate amount Si non compris dans le total a la zone 17, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versees pour l'achat \$ _____ (iii) Export packing Le cout de l'emballage d'exportation \$ _____	25. Check (if applicable) Cocher (s'il y a lieu) (i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ulterieurs ont ete ou seront verses par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>
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# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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



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

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

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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