

# F R E E M A N

940 Belfast Road  
 Ottawa, Ontario K1G 4A2  
 (613) 748-7180 • Fax: (613) 748-5977  
 freemanottawaES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE**  
 SEPTEMBER 12, 2013

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NATIONAL FRANCHISE & BUSINESS OPPORTUNITIES**

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

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

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

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

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

## DISPLAY LABOUR (One Hour Minimum per Worker)

| Description   | Discount  | Standard |
|---|-----------|----------|
| <b>Straight Time-</b> 8:00 A.M. to 4:00 P.M. Monday through Friday.....                       | \$ 50.00  | 65.00    |
| <b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:00 P.M. to 12:00 Midnight Monday through Friday |           |          |
| 6:00 A.M. to 12:00 Midnight Saturday and Sunday.....  | \$ 75.00  | 97.50    |
| <b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays .....                 | \$ 100.00 | 130.00   |

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

## INSTALLATION LABOUR

- Freeman Supervised Labour - Please complete page 2 of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
  - The charge for this service is 30% of the total installation labour bill, with a minimum of \$50.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

| Date   | Start Time | No. of People | Approx. Hrs. per Person | Total Hrs. | Hourly Rate           | Estimated Total Cost |
|--|------------|---------------|-------------------------|------------|-----------------------|----------------------|
| _____  | _____      | _____ x       | _____ =                 | _____      | @ \$ _____ = \$ _____ | _____                |
| _____  | _____      | _____ x       | _____ =                 | _____      | @ \$ _____ = \$ _____ | _____                |
| _____  | _____      | _____ x       | _____ =                 | _____      | @ \$ _____ = \$ _____ | _____                |
| Freeman Supervision (30%/\$50.00) = \$ _____ |            |               |                         |            |                       |                      |
| 13% HST = \$ _____                           |            |               |                         |            |                       |                      |
| Total Installation = \$ _____                |            |               |                         |            |                       |                      |

## DISMANTLE LABOUR

- Freeman Supervised Labour - Please complete page 2 of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
  - The charge for this service is 30% of the total dismantle labour bill, with a minimum of \$50.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

| Date   | Start Time | No. of People | Approx. Hrs. per Person | Total Hrs. | Hourly Rate           | Estimated Total Cost |
|--|------------|---------------|-------------------------|------------|-----------------------|----------------------|
| _____  | _____      | _____ x       | _____ =                 | _____      | @ \$ _____ = \$ _____ | _____                |
| _____  | _____      | _____ x       | _____ =                 | _____      | @ \$ _____ = \$ _____ | _____                |
| _____  | _____      | _____ x       | _____ =                 | _____      | @ \$ _____ = \$ _____ | _____                |
| Freeman Supervision (30%/\$50.00) = \$ _____ |            |               |                         |            |                       |                      |
| 13% HST = \$ _____                           |            |               |                         |            |                       |                      |
| Total Dismantle = \$ _____                   |            |               |                         |            |                       |                      |

FREEMAN installation & dismantle

NAME OF SHOW: **NATIONAL FRANCHISE & BUSINESS OPPORTUNITIES**

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

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

**FREEMAN SUPERVISED LABOUR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing 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 Exhibit Transportation:**
- Common Carrier
  - Air Freight       Next Day       2nd Day       Deferred       Expedited
- Other (list carrier name & phone number):**
- Other Common Carrier: \_\_\_\_\_
  - Other Air Freight: \_\_\_\_\_
  - Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect
- Bill To: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

**FREEMAN installation & dismantle**

# 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.

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**DISCOUNT PRICE**  
**DEADLINE DATE**  
SEPTEMBER 12, 2013

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **NATIONAL FRANCHISE & BUSINESS OPPORTUNITIES**

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

---

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

---

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

---

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

---

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

---

CONTACT'S E-MAIL \_\_\_\_\_

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

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

## METHOD OF PAYMENT

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

- COMPANY CHECK**  
Please make cheque payable to: Freeman. Cheques must be in CAN. funds drawn on a Canadian Bank or U.S funds drawn on a U.S bank.  
  
**Please reference (308789) on your remittance.**  
**GST # R101889426**
- CREDIT CARD**  
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:
- BANK TRANSFER**  
Bank Transfer to Bank of Nova Scotia Bank # 002  
Transit or Branch # 47696  
■ Freeman ACCT# 800020348619  
Bank of Nova Scotia  
Scotia Plaza, 44 King Street West at Bay  
Toronto, Ontario, Canada  
■ Foreign Exhibitors wiring funds from Overseas should use Swift Code: 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 of \$10.00 CDN.**

AMERICAN EXPRESS                       MASTERCARD                       VISA

Account No.: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Personal Credit Card                       Company Credit Card

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

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

City, Province/State, Postal/Zip Code: \_\_\_\_\_

## ENTER TOTALS HERE

| FURNISHINGS      | CARPET              | RENTAL EXHIBITS  | EXHIBIT PACKAGES      | EXHIBIT ACCESSORIES | TOTAL FLEX |               |             |
|------------------|---------------------|------------------|-----------------------|---------------------|------------|---------------|-------------|
|                  |                     |                  |                       |                     |            |               |             |
| SIGNS & GRAPHICS | INSTALLATION LABOUR | DISMANTLE LABOUR | EXHIBIT TRANS/CUSTOMS | MATERIAL HANDLING   | ELECTRICAL | HANGING SIGNS | GRAND TOTAL |
|                  |                     |                  |                       |                     |            |               |             |

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- 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://feedback.freemanco.com/?308789>

# FREEMAN method of payment

# F R E E M A N

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ALL PRICES ARE IN  
CANADIAN DOLLARS

**NAME OF SHOW: NATIONAL FRANCHISE & BUSINESS OPPORTUNITIES 2013 - OTTAWA**

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

## EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/PROVINCE/POSTAL CODE:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

- |  |   |
|--|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES          | <input type="checkbox"/> I&D LABOUR/SUPERVISION |
| <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS | <input type="checkbox"/> FREEMAN ELECTRICAL     |
| <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/PROVINCE/POSTAL CODE:

FREEMAN third party authorization