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**SHOW INFORMATION****BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape.

**EXHIBIT HALL CARPET**

The exhibit hall is not carpeted. However, the aisles will be carpeted green. Booth carpet is required.

**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 October 18, 2011.

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

**SHOW SCHEDULE****EXHIBITOR MOVE-IN**

Monday	November 07, 2011	12:00 PM - 06:00 PM
Tuesday	November 08, 2011	08:00 AM - 06:00 PM

**EXHIBIT HOURS**

Wednesday	November 09, 2011	10:00 AM - 04:00 PM
Thursday	November 10, 2011	10:00 AM - 04:00 PM

**EXHIBITOR MOVE-OUT**

Thursday	November 10, 2011	04:01 PM - 10:00 PM
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**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Thursday, November 10, 2011 at 10:00 PM.. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, November 10, 2011 at 7:00 PM.

**POST SHOW PAPERWORK AND LABELS**

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

205 Viger West, Suite 207  
Montreal, Quebec, Canada H2Z 1G2  
514-868-6666 fax 514-394-2667  
FreemanMontrealES@freemanco.com

**EXHIBIT TRANSPORTATION & CUSTOMS**

Toll Free 1-877-478-1113  
Local 905-951-1612  
Fax 514-394-2667

## SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**CANADIAN WASTE & RECYCLING EXPO**

C/O FREEMAN / LAMCAR

4405 BOIS FRANC, #7-8-9

SAINT-LAURENT, QUEBEC H4S 1A8 CANADA

Freeman will accept crated, boxed or skidded materials **beginning Tuesday, October 11, 2011** at the above address. All shipments received at the warehouse **after November 1st, 2011** are **subject to additional late shipment charges**. Materials **must arrive by 12:00 NOON on November 3, 2011**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 - 16:00. To check on the arrival of freight, please call 514-868-6666.

Show site shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**CANADIAN WASTE & RECYCLING EXPO**

PALAIS DES CONGRES DE MONTREAL

C/O FREEMAN

163 ST-ANTOINE WEST

MONTREAL, QUEBEC H2Z 1H2 CANADA

Freeman will receive shipments at the exhibit facility beginning November 7, 2011. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are 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 **CANADIAN WASTE & RECYCLING EXPO** without using the link, go to [www.myfreemanonline.com/ShowMain.jsp?show=260706](http://www.myfreemanonline.com/ShowMain.jsp?show=260706) 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).

## MATERIAL HANDLING - ADVANCE SHIPPING WAREHOUSE

All items and materials that are brought from the warehouse into the facility through the loading dock are subject to material handling charges per CWT (100lbs). Please refer the the Advance Show Receiving Order Form contained in this service manual for rates.

## MATERIAL HANDLING - SHOW SITE

- Hand-carry - one trip only - at No Charge (freight on wheels is not considered hand carry).
- All items that are brought directly to show site through the loading dock are subject to material handling charges per hour. Please refer the the Material Handling Order Form contained in this service manual for rates.
- The use of dollies, pump trucks and other mechanical equipment to unload your vehicle is **forbidden**.

Any material handled by Freeman will be charged according to the rates listed within the service manual. Please refer to the Material Handling Order Form contained in this service manual for charges.

## LABOUR INFORMATION

Labour may be required for your exhibit installation and dismantle. Exhibitors supervising Freeman labour will 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.

## EXHIBIT TRANSPORTATION AND CUSTOMS

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **CANADIAN WASTE & RECYCLING EXPO**. 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 1-877- 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. Please call our toll free number at 1-877- 478-1113 to speak to a Customer Service Representative.

## SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

Canada is an international destination and, as such, duties, taxes and customs clearance fees applies. If you are shipping Air or Ground with the following small packages companies, Fed-ex, UPS, Airborne, DHL, or any other small package/boxes carriers please confirm that all ancillary charges(duties, taxes & Customs clearance fees) are PREPAID. This includes 3rd Party Shippers (ie:Fullfillment Centres, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

In some instances, carriers do not declare ancillary collect charges upon delivery to our warehouse and Freeman is billed 30-90 days after the event has closed. In these situations, any charges (duties, taxes & Customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

## 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/freemanco/freeman/privacy.jsp#Canada>. 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 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 at (514) 868-6666. You may contact our privacy officer at [barbara.baird@freemanco.com](mailto:barbara.baird@freemanco.com).

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 514-868-6666.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Toronto Exhibitor Services at 514-868-6666 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 October 18, 2011.

#### 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 your 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.

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at 514-868-6666 with any questions or needs you may have.