



SERVICE INFORMATION

BOOTH EQUIPMENT

A standard draped booth is supplied at NO CHARGE by Show Management. The standard 10' x 10' booth will be set with an 8' high x 10' wide black back drape, 8' high x 4' black side wings and 3' high black side rail.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. Main aisles will be carpeted tuxedo (black and grey tweed), "HVAC & Controls" in red pepper (black and red tweed), and "Electricity and Lighting" in midnight blue (black and blue tweed).

DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by April 3, 2019**

PRESTIGE CARPET DEADLINE DATE

Please note that your order for Prestige carpet (see Carpet order form for selections) must be submitted **before March 27, 2019**. Any orders received after the deadline date will not be guaranteed.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to:

<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Preshow.pdf>

Monday	April 22, 2019	12:00 PM - 5:00 pm (as per move-in schedule)
Tuesday	April 23, 2019	8:00 AM - 5:00 pm (as per move-in schedule)

EXHIBIT HOURS

Wednesday	April 24, 2019	10:00 AM - 7:00 pm
Thursday	April 25, 2019	10:00 AM - 4:00 pm

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to

<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Post-Show.pdf>

Thursday	April 25, 2019	5:00 PM - 11:00 pm
Friday	April 26, 2019	8:00 AM - 3:00 pm

**All labour services performed between 6:00 am to 8:00 am and 4:00 pm to 12:00 Midnight (M-F) will have overtime charges applied. Please refer to the enclosed Labour Order Form.**

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

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

EXHIBIT TRANSPORTATION & CUSTOMS

Toll Free 1-877-478-1113  
 Local 905-951-1612  
 Fax 514-394-2667  
 ExhibitTrans.Canada@freeman.com

## ADVANCE WAREHOUSE SHIPPING INFORMATION

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

**MECANEX/CLIMATEX/EXPOLECTRIQ/ECLAIRAGE**

C/O FREEMAN / YRC REIMER

1725 CHEMIN ST-FRANÇOIS

DORVAL, QUEBEC H9P 2S1 CANADA

Freeman will accept crated, boxed or skidded materials **beginning Thursday, March 21, 2019** at the above address. All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. All shipments received at the warehouse **after April 17, 2019 will be received at the warehouse with an additional after deadline charge.** 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.

PLEASE NOTE: The office and warehouse will be closed on April 22, 2019 in observance of Easter Monday. Shipments will not be accepted on this date.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freemanco.com/store/index.jsp](http://www.freemanco.com/store/index.jsp) by **April 3, 2019.**

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or (512) 982-4186 Local and International

To access this event on Freeman Online, go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=470423&nav=02>

## 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 **MECANEX/CLIMATEX/EXPOLECTRIQ/ECLAIRAGE**. 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, FedEx, 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: Fulfillment 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".

## 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.

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 Montreal 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 April 3, 2019.

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

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

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:  
<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Preshow.pdf>

For more information and helpful hints on postshow procedures and move-out, please go to:  
<https://s3.amazonaws.com/freeman-craft-assets/resources/Exhibitor-FAQ-Post-Show.pdf>

Should you have any questions or need assistance, please contact Freeman's Exhibitor Services department at 514-868-6666 or via email at [FreemanMontrealES@freeman.com](mailto:FreemanMontrealES@freeman.com).



## REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

### Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

#### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

#### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

#### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com).

