

# F R E E M A N

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**SIGGRAPH 2014**  
AUGUST 12-14, 2014

**VANCOUVER CONVENTION CENTRE WEST**  
**VANCOUVER, BRITISH COLUMBIA**

**FREEMAN quick facts**

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; the aisles will be carpeted in Latte

### DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by July 17, 2014

### PRESTIGE CARPET & SPECIALTY FURNISHINGS AND "N" FURNISHINGS ESSENTIALS CUT-OFF DATE

Prestige Carpet and Furnishings (items preceded with the letter N) must be ordered prior to **July 23, 2014** and Specialty Furnishings must be ordered prior to **July 31, 2014**.

Any orders received after these cut off dates 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

Thursday	August 7, 2014	8:00 AM - 4:00 PM
Friday	August 8, 2014	8:00 AM - 4:00 PM
Saturday	August 9, 2014	8:00 AM - 4:00 PM
Sunday	August 10, 2014	8:00 AM - 4:00 PM
Monday	August 11, 2014	8:00 AM - 4:00 PM

All exhibits must be fully installed by **4:00 PM on Monday, August 11, 2014**.

### EXHIBIT HOURS

Tuesday	August 12, 2014	9:30 AM - 6:00 PM
Wednesday	August 13, 2014	9:30 AM - 6:00 PM
Thursday	August 14, 2014	9:30 AM - 3:30 PM

### EXHIBITOR MOVE-OUT

Thursday	August 14, 2014	3:30 PM - 7:00 PM
Friday	August 15, 2014	8:00 AM - 4:00 PM

### PLEASE NOTE:

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

*All material handling services performed after 4:00 pm (M-F) and all day Saturday and Sunday will have overtime charges applied. Please refer to the enclosed Material Handling Order Form.*

## SERVICE CENTRE HOURS

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

Thursday	August 7, 2014	8:00 AM - 4:00 PM
Friday	August 8, 2014	8:00 AM - 4:00 PM
Saturday	August 9, 2014	8:00 AM - 4:00 PM
Sunday	August 10, 2014	8:00 AM - 4:00 PM
Monday	August 11, 2014	8:00 AM - 4:00 PM
Tuesday	August 12, 2014	8:30 AM - 6:00 PM
Wednesday	August 13, 2014	9:30 AM - 6:00 PM
Thursday	August 14, 2014	9:30 AM - 7:00 PM
Friday	August 15, 2014	8:00 AM - 4:00 PM

## 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 **4:00 PM on Friday, August 15, 2014**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **2:00 PM on Friday, August 15, 2014**.

## 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 #  
**SIGGRAPH 2014**  
 C/O Freeman / YRC  
 3985 Still Creek Avenue  
 Burnaby, British Columbia, Canada V5C 4E2

Freeman will accept crated, boxed or skidded materials beginning **July 3, 2014** at the above address and must be accompanied with a Certified Weight Ticket. To avoid additional after deadline charges, materials must arrive by **July 29, 2014**. The warehouse will receive shipments Monday through Friday during the hours of 8:30 AM - 4:00 PM. To check on the arrival of freight, please call 416-252-2420.

**Please note that the Office and Warehouse will be closed on August 4, 2014 in observance of the Civic Holiday. Shipments will not be accepted on this date.**

### Show Site Shipping Address:

Exhibiting Company Name / Booth #  
**SIGGRAPH 2014**  
 C/O Freeman  
 Vancouver Convention Centre West  
 1055 Canada Place, Waterfront Road, Truck Route  
 Vancouver, British Columbia, Canada V6C 0C3

Freeman will receive shipments at the exhibit facility beginning **August 7, 2014** and must be accompanied with a Certified Weight Ticket. 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 to create a new account. To access Freeman OnLine® for **SIGGRAPH 2014** without using the link, go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=307383&nav=02>

Click on the "Login" link. If you need assistance with Freeman OnLine please call our Customer Support Centre at (1-888-508-5054)

**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 **SIGGRAPH 2014**. 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.

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

Vancouver 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"

**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 416-252-2420 or at [FreemanTorontoES@freemanco.com](mailto:FreemanTorontoES@freemanco.com).

**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](mailto: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 416-252-2420 or Freeman's Customer Support Centre 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: **July 17, 2014**

### **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.

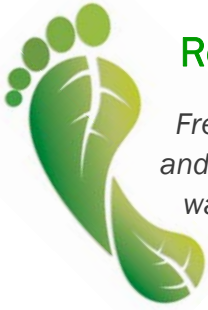
Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

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**

Call Freeman's Exhibitor Services department at 416-252-2420 or at [FreemanTorontoES@freemanco.com](mailto:FreemanTorontoES@freemanco.com) with any questions or needs you may have.



## 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, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### 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. 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.
- 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 Jeff Chase at [jeff.chase@freemanco.com](mailto:jeff.chase@freemanco.com).

