

# FREEMAN

61 Browns Line

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**CMX - CIPHEX 2010**  
METRO TORONTO  
CONVENTION CENTRE  
NORTH BUILDING - HALLS ABC  
TORONTO, ONTARIO

**FREEMAN quick facts**

## SERVICE INFORMATION

### BOOTH EQUIPMENT

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

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in black.

### 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 March 8, 2010.

### PRESTIGE CARPET DEADLINE DATE

Please note that your order for Prestige Carpet (see Carpet Order Form for selections) must be submitted before February 22, 2010. Any orders received after the deadline date 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 - BY TARGETED MOVE-IN ONLY

Monday	March 22, 2010	6:00 PM - 10:00 PM
Tuesday	March 23, 2010	6:00 AM - 10:00 PM
Wednesday	March 24, 2010	8:00 AM - 10:00 PM

All exhibits must be fully installed by 10:00 PM on March 24, 2010.

### EXHIBIT HOURS

Thursday	March 25, 2010	10:00 AM - 6:00 PM
Friday	March 26, 2010	10:00 AM - 6:00 PM
Saturday	March 27, 2010	10:00 AM - 3:00 PM

### EXHIBITOR MOVE-OUT

Saturday	March 27, 2010	3:00 PM - 10:00 PM
Sunday	March 28, 2010	8:00 AM - 4:00 PM
Monday	March 29, 2010	8:00 AM - 6:00 PM
Tuesday	March 30, 2010	8:00 AM - 2:00 PM

### SERVICE CENTRE HOURS

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

Monday	March 22, 2010	6:00 PM - 10:00 PM
Tuesday	March 23, 2010	8:00 AM - 10:00 PM
Wednesday	March 24, 2010	8:00 AM - 10:00 PM
Thursday	March 25, 2010	8:00 AM - 4:00 PM
Friday	March 26, 2010	8:00 AM - 4:00 PM
Saturday	March 27, 2010	12:00 PM - 8:00 PM
Sunday	March 28, 2010	8:00 AM - 4:00 PM
Monday	March 29, 2010	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 **2:00 PM on March 30, 2010**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **8:00 AM on March 30, 2010**.

**SHIPPING INFORMATION****Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
CMX - CIPHEX 2010  
C/O YRC / Livingston Event Logistics  
6130 Netherhart Road  
Mississauga, Ontario, Canada L5T 1B7

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
CMX - CIPHEX 2010  
Metro Toronto Convention Centre  
North Building - Halls ABC  
255 Front Street West  
Toronto, Ontario, Canada M5V 2W6

Shipments will be accepted at the exhibit facility beginning at 6:00 PM on March 22, 2010, **AS PER YOUR TARGETED SCHEDULE**. 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 in the top right corner to create a new account. To access Freeman OnLine® for **CMX - CIPHEX 2010** without using the link, go to <http://www.freemanco.com/store/show/showInformation.jsp?showID=234089&nav=02> 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)

**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 416-252-3361 or via email 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/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 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 416-252-3361 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 early deadline order date: **MARCH 8, 2010**

### **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 416-252-3361 or via email at [freemantorontoes@freemanco.com](mailto:freemantorontoes@freemanco.com) with any questions or needs you may have.