

F R E E M A N

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Ottawa, Ontario, K1G 4A2
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freemanottawaES@freemanco.com



NOVEMBER
12-13, 2016
EXHIBITION CENTRE 4899 UPLANDS DR

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10'x10' black draped booth will include an 8' high back wall and 3' high side walls. Show Management will provide dollies during move-in and move-out. Should you require a forklift to move your materials, please refer to the Forklift Order Form in the service manual.

Note: Our office will be closed September 5, 2016 for Labour Day & October 10, 2016 for Canadian Thanksgiving.

EXHIBIT HALL CARPET

Neither the aisles or exhibit areas will be carpeted.

Please Note: As per your agreement with the Management of the Ottawa Pet Expo, floor covering for your booth space is highly recommended, unless you have live animals in your booth presentation, in which case, it is optional. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form in the service manual.

DISCOUNT PRICE DEADLINE DATE

Take advantage of a 30% discount by ordering online at www.freemanco.com/store by **October 20, 2016**.

SPECIALTY FURNISHING

The Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form must be submitted before **October 20, 2016**. Freeman cannot guarantee pricing and availability of these items after this deadline.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Friday, November 11, 2016 12:00pm - 10:00pm

EXHIBIT HOURS

Saturday, November 12, 2016 9:00am - 6:00pm

Sunday, November 13, 2016 10:00am - 5:00pm

EXHIBITOR MOVE-OUT

Sunday, November 13, 2016 5:00pm - 11:00pm

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **November 13, 2016 @ 11pm**.

SERVICE CONTRACTOR CONTACTS/INFORMATION

FREEMAN

940 Belfast Road
Ottawa, Ontario K1G 4A2
Phone: (613) 748-7180 ext 234 Fax: (613) 748-5977
Email: freemanottawaes@freemanco.com

FREEMAN ELECTRICAL - IMPORTANT INFORMATION

- By default, the power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional labour service charge applied to your order.
- As a friendly reminder - if you have a sign to hang from the ceiling, please be advised that standard hanging sign labour prices (an additional 30%) will apply if your hanging sign is not received at our warehouse, by **November 4, 2016**. SEE LABELS SUPPLIED INSIDE EXHIBITOR KIT which also lists the shipping address. Warehouse pre-shipping charges will be applicable.
- When ordering gas hook up, your order and Technical Standards & Safety Authority (TSSA) approval must be submitted 10 days prior to the exhibitor move-in date or your order will not be processed.
- For propane requirements please contact the EY Centre directly.

EY CENTRE SERVICE PROVIDERS

This link will take you to all the service providers at the EY Centre:
eycentre.ca/facility/service-partners

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **October 20, 2016**.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedule, or print order forms.

To place online orders you will be required to enter your unique Login ID and Password. To access Freeman OnLine® for **Ottawa Pet Expo** go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=429813&nav=02>

Click on the "Login" link in the top right corner to proceed. **If this is your first time using Freeman Online® click on the "Login" link in the top right corner to create a new account.**

If you need assistance with Freeman OnLine® please call our Customer Support Center toll free at (888) 508-5054 for Canada & U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

SHIPPING INFORMATION

SHOW SITE SHIPPING ADDRESS:

OTTAWA PET EXPO

Exhibiting Company Name C/O Caneast Shows

Booth # _____

EY Centre

4899 Uplands Drive

Ottawa, Ontario, Canada K1N 2N6

Show Management will provide dollies during move-in and move-out. Should you require a forklift to move your materials, please refer to the Forklift Order Form in the service manual. Shipments will be received at the exhibit facility beginning **November 11, 2016 @ noon**. 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.

RESTRICTIONS

Notice to Carriers: The Ottawa Airport Parkway is completely restricted to all commercial vehicles and will be subject to severe fines.

BUILDING LOADING AREAS:

Please note: the Loading areas for the building at the EY Centre are as follows:

Loading docks (7'11"H x 8'W)

Hall 3 & 4: Outside doors & inside roll up doors (15'11W X 13'11"H).

Exhibitors are not allowed to bring freight by the front doors of the building

LABOUR INFORMATION

Booth Installation and Dismantle: If utilizing Freeman labour, please refer to the Installation & Dismantle order form to place your order for display labour. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labour will need to pick up and release their labour at the Service Desk.

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>

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 at (416) 252-3361, or you may contact our privacy officer at barbara.baird@freemanco.com. If you would like to have your personal information removed from Freeman's database, please email legal@freemanco.com to request removal.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (613) 748-7180 ext 234. We can also be contacted via email at freemanottawaes@freemanco.com

French order forms are available upon request.

WE APPRECIATE YOUR BUSINESS.