

FREEMAN

61 Browns Line

Toronto, Ontario, Canada M8W 3S2

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E-mail: FreemanTorontoES@freemanco.com



SIGGRAPH 2011

AUGUST 9-11, 2011

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 white back drape, 3' high white side dividers and a 7" x 44" booth identification sign.

EXHIBIT HALL CARPET

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

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 **July 21, 2011**.

PRESTIGE CARPET & SELECT FURNISHINGS AND SOME FURNISHINGS ESSENTIALS CUT-OFF DATE

Should you wish to upgrade to Prestige Carpet (see Carpet order form for selections), your order must be submitted before **July 8, 2011**. Any orders received after the deadline date will not be guaranteed.

Specialty Furnishings, some Furnishings Essentials (items preceded with the letter N) must be ordered prior to **July 8, 2011**. 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

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Thursday	August 4, 2011	10:00 AM - 4:30 PM
Friday	August 5, 2011	8:00 AM - 4:30 PM
Saturday	August 6, 2011	8:00 AM - 4:30 PM
Sunday	August 7, 2011	8:00 AM - 4:30 PM
Monday	August 8, 2011	8:00 AM - 4:30 PM

All exhibits must be fully installed by **4:30 PM on August 8, 2011**.

All labour services performed between 4:00 pm and 6:00 pm (M-F) and 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

EXHIBIT HOURS

Tuesday	August 9, 2011	9:30 AM - 6:00 PM
Wednesday	August 10, 2011	9:30 AM - 6:00 PM
Thursday	August 11, 2011	9:30 AM - 3:30 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Thursday	August 11, 2011	3:30 PM - 7:00 PM
Friday	August 12, 2011	8:00 AM - 4:30 PM

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

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

SERVICE CENTRE HOURS

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

Thursday	August 4, 2011	10:00 AM - 4:30 PM
Friday	August 5, 2011	8:00 AM - 4:30 PM
Saturday	August 6, 2011	8:00 AM - 4:30 PM
Sunday	August 7, 2011	8:00 AM - 4:30 PM
Monday	August 8, 2011	8:00 AM - 4:30 PM
Tuesday	August 9, 2011	8:00 AM - 4:30 PM
Wednesday	August 10, 2011	8:00 AM - 4:30 PM
Thursday	August 11, 2011	8:00 AM - 7:00 PM
Friday	August 12, 2011	8:00 AM - 4:30 PM

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **4:30 PM on August 12, 2011**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **12:00 PM on August 12, 2011**.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
 61 Browns Line
 Toronto, ON, Canada M8W 3S2
 416-252-3361 x 284
 F: 416-252-2365

FREEMAN EXHIBIT TRANSPORTATION & CUSTOMS CLEARANCE SERVICES
 49 Simpson Rd
 Bolton, ON, Canada L7E 2R6
 1-877-478-1113 for US and Canadian Exhibitors / 905-951-5475 (5476) for
 International / Overseas Exhibitors (Country Code 1)

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
SIGGRAPH 2011
C/O Reimer-Roadway-YRC / Freeman
3985 Still Creek Avenue
Burnaby, British Columbia, Canada V5C 4E2

Freeman will accept crated, boxed or skidded materials beginning **July 5, 2011** at the above address and 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. To avoid additional after deadline charges, materials must arrive by **July 28, 2011**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 4:30 PM. To check on the arrival of freight, please call 416-252-3361.

PLEASE NOTE: The warehouse and office will be closed on **July 1, 2011** in observance of Canada Day as well as on **August 1, 2011**, in observance of the Civic Holiday. Shipments will not be accepted on these dates.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
SIGGRAPH 2011
C/O Freeman
Vancouver Convention Centre West
Waterfront Road - Truck Route
1055 Canada Place
Vancouver, British Columbia, Canada V6C 0C3

Freeman will accept crated, boxed or skidded materials beginning **August 4, 2011 at 10:00 AM** at the exhibit facility and 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. 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 **SIGGRAPH 2011** without using the link, go to www.myfreemanonline.com/ShowMain.jsp?show=260489 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)

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 2011**. 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 416-252-3361.

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.

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: **July 21, 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 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

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department via email at FreemanTorontoES@freemanco.com or at 416-252-3361 x 284 with any questions or needs you may have.