

# FREEMAN

61 Browns Line

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## ASMS ANNUAL CONFERENCE

MAY 20-24, 2012

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

*A special discounted Furnishings Package is being offered to exhibitors. Please refer to the enclosed form for further details. The Furnishings Package is available until the discount deadline date of May 4, 2012.*

#### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; 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 **May 4, 2012**

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

Sunday May 20, 2012 8:00 AM - 3:00 PM

All exhibits must be fully installed by **3:00 PM on Sunday, May 20, 2012**

#### EXHIBIT HOURS

Sunday	May 20, 2012	7:30 PM - 9:30 PM
Monday**	May 21, 2012	9:00 AM - 5:00 PM
Tuesday	May 22, 2012	9:00 AM - 5:00 PM
Wednesday	May 23, 2012	9:00 AM - 5:00 PM
Thursday	May 24, 2012	9:00 AM - 3:30 PM

**\*\* Please note that any services ordered on May 21, 2012 will be subject to Double-Time Rates due to the Victoria Day Holiday**

#### EXHIBITOR MOVE-OUT

Thursday May 24, 2012 3:30 PM - 10:00 PM

### ---VANCOUVER CONVENTION CENTRE EAST---

#### 3-NIGHT HOSPITALITY SUITE RENTALS ONLY - MOVE-IN:

Saturday	May 19, 2012	4:00 PM - 10:00 PM
Sunday	May 20, 2012	8:00 AM - 5:00 PM

#### 3-NIGHT HOSPITALITY SUITE RENTALS ONLY - MOVE-OUT:

Thursday	May 24, 2012	7:00 AM - 2:00 PM
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**Please note that 1-night and 2-night suite rentals will receive separate specific move-in & move-out instructions.**

**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:

Sunday	May 20, 2012	8:00 AM - 8:30 PM
Monday	May 21, 2012	8:00 AM - 5:00 PM
Tuesday	May 22, 2012	9:00 AM - 5:00 PM
Wednesday	May 23, 2012	9:00 AM - 5:00 PM
Thursday	May 24, 2012	9:00 AM - 10:00 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 **10:00 PM on May 24, 2012.** To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **6:00 PM on May 24, 2012.**

**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 #  
**ASMS ANNUAL CONFERENCE**  
 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 **April 19, 2012** at the above address and must be accompanied with a Certified Weight Ticket. To avoid additional after deadline charges, materials must arrive by **May 11, 2012**. 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.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**ASMS ANNUAL CONFERENCE**  
 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 **May 20, 2012** 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.

**SHIPPING INFORMATION - HOSPITALITY SUITES****Warehouse Shipping Address:**

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

**To ensure prompt and accurate delivery of your shipment:**

**--All Hospitality Suite shipments must go to the Advance Warehouse Address--**

**And should be packaged and labeled seperately from your booth shipment materials.**

**Labour charges may be applicable to shuffle your materials if not shipped seperately**

Freeman will accept crated, boxed or skidded materials beginning **April 19, 2012** at the above address and must be accompanied with a Certified Weight Ticket. To avoid additional after deadline charges, materials must arrive by **May 11, 2012**. 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.

**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 **ASMS ANNUAL CONFERENCE** without using the link, go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=275598&nav=02>

Click on the "Login" link in the top right corner. 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 **ASMS ANNUAL CONFERENCE**. 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"