

# FREEMAN

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## OTTAWA VALLEY FARM SHOW



**MARCH 14-16, 2017**  
**OTTAWA, ONTARIO**

**FREEMAN quick facts**

### **SERVICE INFORMATION**

#### **BOOTH EQUIPMENT**

Each exhibitor will be provided with booth space only. Should you require drape for your booth, please refer to the Drape & Metal Order Form in the service manual. Show Management will provide dollies and forklifts during move-in and move-out. Please refer to the show website, [www.ottawafarmshow.com](http://www.ottawafarmshow.com) for your targeted move-in time.

**Power will not be distributed in heavy equipment areas until ALL heavy equipment has been set up and deemed safe to proceed with Electrical Set-Up**

**24Hour Water:** All 24hour water requests must be pre-approved. Water connection is available only for exhibitors who are on the back wall of the building and closer to the EXIT/Roll-Up entrance doors. The water pressure is not guaranteed and it is a regular garden hose connection. A 50' hose is provided and the balance can be rented with Freeman or brought with the exhibitor.

**Note:** Our office will be closed January 2, 2017 for New Year's Day and February 20, 2017 for Ontario Family Day.

#### **EXHIBIT HALL CARPET**

The exhibit area is not carpeted; however the aisles will be carpeted in Red. 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](http://www.freemanco.com/store) by **February 21, 2017**. Freeman cannot guarantee pricing and availability of the Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form after this deadline.

### **SHOW SCHEDULE**

#### **EXHIBITOR MOVE-IN**

Sunday, March 12, 2017	10:00am - 5:00pm
Monday, March 13, 2017	6:00am - 6:00pm

**NOTE: SHOW MANAGEMENT WILL PROVIDE A TARGETED MOVE-IN SCHEDULE, PLEASE REFER TO THE SHOW WEBSITE, [WWW.OTTAWAFARMSHOW.COM](http://WWW.OTTAWAFARMSHOW.COM) FOR YOUR TIME.**

#### **EXHIBIT HOURS**

Tuesday, March 14, 2017	9:00am - 5:00pm
Wednesday, March 15, 2017	9:00am - 8:00pm
Thursday, March 16, 2017	9:00am - 4:00pm

#### **EXHIBITOR MOVE-OUT**

Thursday, March 16, 2017	4:00pm - 4:30pm - Aisle Carpet Removal
Thursday, March 16, 2017	4:30pm - 8:00pm

**All exhibitor materials must be removed from the facility by March 16, 2017 @ 8pm.**

#### **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.

All labour services performed between 4:00pm and 6:00am (Monday to Friday), between 8:00am and 4:00pm (Saturday & Sunday) will have overtime charges applied. All labour services performed between 6:00pm and 8:00am (Monday to Friday) and between 4:00pm and 8:00am (Saturday & Sunday) will have double-time charges applied. Please refer to the Labour Order form in the service manual. All material handling services performed after 4:00pm (Monday to Friday) and all day Saturday and Sunday will have overtime charges applied. Please refer to the Material Handling Order Form in the service manual.

## IMPORTANT ELECTRICAL 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 **March 6, 2017**. 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.

## SHIPPING INFORMATION

### Show site shipping address:

**Ottawa Valley Farm Show**

Exhibiting Company Name

Booth # \_\_\_\_\_

**EY Centre**

**4899 Uplands Drive**

Ottawa, Ontario, Canada K1V 2N6

**Show Management will provide dollies and forklifts during move-in and move-out.** Shipments will be received at the exhibit facility beginning **March 12, 2017 per your targeted move-in time.** 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.

## FACILITY 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:

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

Hall 1 & 4: Drive in doors with direct access to show floor (19'10"H X 20'W).

Hall 2 & 3: 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

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online by **February 21, 2017**.

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 Valley Farm Show** go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=433838&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.

## 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](mailto:freemanottawaes@freemanco.com)

French order forms are available upon request.

## WE APPRECIATE YOUR BUSINESS.

## SERVICE CONTRACTOR CONTACTS/INFORMATION

### EY CENTRE SERVICE PROVIDERS

This link will take you to all the service providers at the EY Centre:

[eycentre.ca/facility/service-partners](http://eycentre.ca/facility/service-partners)

## **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/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](mailto:barbara.baird@freemanco.com). If you would like to have your personal information removed from Freeman's database, please email [legal@freemanco.com](mailto:legal@freemanco.com) to request removal.

### **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 Ottawa Exhibitor Services at (613) 748-7180 or Freeman's Customer Support Center at (888) 508-5054 for Canada and U.S. exhibitors or (512) 982-4186 for local and International exhibitors.

### **SAVE MONEY**

Take advantage of a 30% discount by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **February 21, 2017**.

### **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 discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

You are not allowed to ship Hazardous Materials. If you do so, you may be subject to fines or penalties for each offence.

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](http://www.freemanco.com/preshowFAQ)

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Call Freeman's Exhibitor Services department at (613) 748-7180 ext 234 with any questions or needs you may have.