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**SHOW INFORMATION****BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side drape, and one 7" x 44" identification sign.

**EXHIBIT HALL CARPET**

The exhibit hall is not carpeted. However, the aisles will be carpeted black. Booth carpet is required.

**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 AUGUST 20, 2010.

Save money by ordering labour in advance. All display and rigging labour 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 pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Thursday	September 09, 2010	13:00 - 18:00
Friday	September 10, 2010	08:00 - 18:00
Saturday	September 11, 2010	08:00 - 18:00
Sunday	September 12, 2010	08:00 - 14:00

**EXHIBIT HOURS (exhibit hours are subject to final confirmation)**

Sunday	September 12, 2010	18:00 - 19:30
Monday	September 13, 2010	10:00 - 17:30
Tuesday	September 14, 2010	10:00 - 17:30
Wednesday	September 15, 2010	10:00 - 17:30
Thursday	September 16, 2010	10:00 - 15:30

**NETWORKING RECEPTION HOURS**

Sunday	September 12, 2010	18:00 - 19:30
Tuesday	September 14, 2010	16:30 - 17:30
Wednesday	September 15, 2010	16:30 - 17:30

**EXHIBITOR MOVE-OUT**

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

Thursday	September 16, 2010	16:00 - 22:00
Friday	September 17, 2010	08:00 - 22:00
Saturday	September 18, 2010	08:00 - 10:00

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Saturday, September 18, 2010 at 10:00.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, September 18, 2010 at 8:00.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN  
205 Viger West, Suite 207  
Montreal, Quebec, Canada H2Z 1G2  
+1-514-868-6666 fax +1-514-394-2667  
FreemanMontrealES@freemanco.com

EXHIBIT TRANSPORTATION & CUSTOMS  
+1-877-478-1113 fax +1-905-951-3145

## SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
21ST WORLD ENERGY CONGRESS  
C/O FREEMAN / LAMCAR  
4405 BOIS FRANC, #7-8-9  
SAINT-LAURENT, QUEBEC H4S 1A8 CANADA

Freeman will accept crated, boxed or skidded materials **beginning Monday, August 9, 2010** at the above address. All shipments received at the warehouse **after September 3, 2010 are subject to additional late shipment charges**. Materials **must arrive by 12:00 NOON September 7, 2010**. The warehouse will receive shipments Monday through Friday during the hours of 8:00 - 16:30. To check on the arrival of freight, please call 514-868-6666. PLEASE NOTE: The warehouse will be **closed on September 6th, 2010** in observance of Labour Day, shipments will not be accepted on this date.

Show site shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
21ST WORLD ENERGY CONGRESS  
PALAIS DES CONGRES DE MONTREAL  
C/O FREEMAN  
163 WEST ST-ANTOINE  
MONTREAL, QUEBEC H2Z 1H2 CANADA

Freeman will receive shipments at the exhibit facility beginning Friday, September 10, 2010. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

## MATERIAL HANDLING

All items and materials that are brought into the facility through the loading dock are subject to material handling charges per CWT (100lbs). The use of dollies, pump trucks and other mechanical equipment to unload your vehicle is **forbidden**.

## MATERIAL HANDLING EXCEPTIONS

- Hand-carry - one trip only - at No Charge (freight on wheels is not considered had carry). All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor.
  - Cart services intended for "Private Own Vehicle" will be billed a fixed rate.
- Any material handled by Freeman will be charged according to the rates listed within the service manual. Please refer to the Material Handling Order Form contained in this service manual for charges.

## LABOUR INFORMATION

Labour may be required for your exhibit installation and dismantle. Exhibitors supervising Freeman labour will 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.

## 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 **21th World Energy Congress**. 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 +1-877- 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. Please call our toll free number at +1-877- 478-1113 to speak to a Customer Service Representative, should you.

## SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

Canada 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".

## 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#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 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 (514) 868-6666. You may contact our privacy officer at [barbara.baird@freemanco.com](mailto:barbara.baird@freemanco.com).

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 514-868-6666.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### 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 August 20, 2010.

#### 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.

#### 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 514-868-6666 with any questions or needs you may have.