



SERVICE INFORMATION

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high blue back drape, 3' high blue side dividers, one (1) 6' blue skirted table, two (2) side chairs and one (1) wastebasket.

EXHIBIT HALL CARPET

The exhibit areas & booths are carpeted with the existing facility carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Order Form located in this manual.

DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at www.freemanco.com/store by May 8, 2017.

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

Sunday	May 28, 2017	12:00 pm - 4:00 pm
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EXHIBIT HOURS

Sunday	May 28, 2017	7:00 pm - 8:15 pm
Monday	May 29, 2017	9:00 am - 5:30 pm
Tuesday	May 30, 2017	9:00 am - 5:30 pm
Wednesday	May 30, 2017	9:00 am - 3:30 pm

EXHIBITOR MOVE-OUT

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

Wednesday	May 31, 2017	3:30 pm - 5:30 pm
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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. 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.

DISMANTLE AND MOVE-OUT INFORMATION

Freeman will begin returning empty containers at the close of the show. All exhibitor materials must be removed from the exhibit facility by 5:30 pm Wednesday, May 31, 2017. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Wednesday, May 31, 2017 at 4:00 pm.

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
 514-868-6666 fax 514-394-2667
 FreemanMontrealES@freemanco.com

EXHIBIT TRANSPORTATION
 Toll Free 1-877-478-1113
 Local 905-951-1612
 Fax 514-394-2667

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
THE 11th ANNUAL CANADIAN NEUROSCIENCE MEETING 2017
 C/O FREEMAN / YRC REIMER
 1725 CHEMIN ST-FRANÇOIS
 DORVAL, QUEBEC H9P 2S1 CANADA

Freeman will accept crated, boxed or skidded materials **beginning Friday, April 28, 2017** at the above address. All shipments received at the warehouse **after May 24, 2017 are subject to additional late shipment charges**. Materials **must arrive by May 25, 2017**. After that date, all shipments will be refused. The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 4:00 PM. To check on the arrival of freight, please call 514-868-6666.

NOTE: The office and warehouse will be closed on Day, Date, in observance of DAY. Shipments will not be accepted on this date.

Show site shipping address:

Exhibiting Company Name / Booth # _____
THE 11th ANNUAL CANADIAN NEUROSCIENCE MEETING 2017
 C/O FREEMAN
 HOTEL BONAVENTURE MONTREAL
 900 DE LA GAUCHETIÈRE WEST
 MONTREAL, QUEBEC H5A 1E4

Freeman will receive shipments at the exhibit facility beginning Sunday, May 28, 2017. 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.

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.

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) and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. The use of dollies, pump trucks and other mechanical equipment to unload your vehicle is **not allowed**.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for quoted rates and rules applicable to the disposal of your exhibit properties.

MATERIAL HANDLING EXCEPTIONS

- Hand-carry - one trip only - at No Charge (freight on wheels is not considered hand carry).
- 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.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by May 8, 2017.

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show. Additionally, you can now access Freeman Online from any device - **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders you will be required to enter your unique Login ID and Password. If this is your firsttime using Freeman OnLine, click on the "Login" link to create a new account. To access Freeman OnLine® for show name go to: <https://www.freemanco.com/store/index.jsp>

Click on the "Login" link to proceed. Again, if this is your firsttime using Freeman OnLine, click on the "Login" link to create a new account. If you need assistance with Freeman OnLine please call our Customer Support Center at 888-508-5054, Toll Free in the US & Canada, or 512-982-4186 for International exhibitors.

EXHIBIT TRANSPORTATION

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 for **THE 11th ANNUAL CANADIAN NEUROSCIENCE MEETING 2017**.

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 will require Canada Customs Clearance and U.S. Customs / Homeland Security (if applicable) on the return.

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, FedEx, 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".

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

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. If you would like to have your personal information removed from Freeman's database, please email 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 Montreal Exhibitor Services at 514-868-6666 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: May 8, 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 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.

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



CANADA customs douanes CANADIENNES

Exhibiting internationally may seem daunting, but the details don't have to get in your way. Freeman will manage customs clearance for all of your shipping needs, ensuring that your booth and your products make it safely to your event. On time, and in one piece.

As the official service contractor, we handle every logistical issue from start to finish...before the show, on-site and while everything travels on to its next destination. Whichever carrier you choose, Freeman knows how to help you clear your goods with customs officials, making your entrance and exit smooth and stress-free.

We think of you as our first-class customer, getting you across the border – and back – with experience and expertise.

Bien qu'exposer à l'échelle internationale puisse sembler poser un défi de taille, les détails pour y arriver n'ont pas à se mettre en travers de votre route. Freeman se chargera du dédouanement pour tous vos besoins en matière d'expédition, et garantit l'arrivée à bon port de votre kiosque et de vos produits pour l'événement prévu. En toute sécurité, à temps, et en un seul morceau.

À titre de fournisseur officiel de service, nous assumons la responsabilité de chaque aspect logistique, du départ jusqu'à l'arrivée... Avant l'exposition, sur place et au cours du transport de votre matériel vers sa prochaine destination. Quel que soit le transporteur que vous choisissiez, Freeman sait comment vous aider à dédouaner vos marchandises auprès des fonctionnaires des douanes. L'entrée, tout comme la sortie, peuvent donc se dérouler tout en douceur et sans stress.

Nous vous considérons comme un client de première classe, et c'est pourquoi nous mettons notre expérience et notre expertise à votre service pour vous vous faire franchir la frontière, à l'entrée et à la sortie.

Call our transportation experts at 877-478-1113. For fast, easy ordering, go to www.freemanco.com.

Appelez nos experts du transport au 877-478-1113.

Pour commander rapidement et en toute simplicité, visitez le www.freemanco.com

CANADA customs douanes CANADIENNES

Our secret to painless international transport is advance planning. Here are a few ways that we can help you be where you want to be, with exactly what you need when you get there.

- Organization of required customs documents.
- Assistance in the completion of required customs documents.
- Preparation of one invoice, detailing all of your show services on one convenient form.
- Around-the-clock availability, via a special toll-free phone number that will connect you with your customs specialist.
- Competitive pricing.

Notre secret pour un transport international sans tracas consiste en une planification avancée. Voici quelques moyens mis à votre disposition afin de vous aider à vous rendre là où vous le voulez, et à disposer exactement de ce dont vous aurez besoin à votre arrivée.

- Organisation des documents de douanes requis.
- Service de soutien pour remplir les documents de douanes requis.
- Préparation d'une facture précisant tous les services retenus en vue de votre exposition, offerte en un format pratique.
- Service offert 24 heures sur 24 par l'entremise d'une ligne spéciale sans frais, qui vous mettra en contact avec votre spécialiste des douanes.
- Tarifs concurrentiels.



EXHIBIT transportation transport d'exposition

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.

Le succès de votre expérience d'exposition dépend non seulement de ce que vous apportez à l'exposition, mais également de ce que vous en retirez. Personne ne le sait mieux que Freeman. Forts de plus de 75 années d'expérience dans le secteur, nous entendons vous offrir le soutien nécessaire à l'égard de tous vos besoins en matière de transport d'exposition. Du transport initial, à l'installation et au démantèlement, jusqu'à la sortie, nos spécialistes sont capables de vous aider pour tous vos besoins d'exposition. Jetez un coup d'oeil à tous nos services ; vous verrez pourquoi nous sommes le chef de file de l'industrie.

N'oubliez pas le transport à l'entrée ! Remplissez et envoyez le formulaire ci-joint pour commander le transport à l'entrée et à la sortie.

Call our transportation experts at 877-478-1113. For fast, easy ordering, go to www.freemanco.com.
Appelez nos experts de transport d'exposition au 877-478-1113.
Pour commander rapidement et en toute simplicité, visitez le www.freemanco.com

EXHIBIT TRANSPORTATION **services**

services de TRANSPORT D'EXPOSITION

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.

questions?

Call our exhibit transportation experts at 877-478-1113. For fast, easy ordering, go to www.freemanco.com

En tant que fournisseur de service officiel, nous pouvons faciliter le transport de votre matériel d'exposition au salon, et jusqu'à sa prochaine destination. Il y a des experts sur place à chaque étape : avant la tenue de l'événement, à l'installation, pendant l'exposition et au démontage. En plus, si vous avez des besoins additionnels une fois l'événement terminé, votre personne-ressource de Freeman sera disponible pour vous aider. Les services que nous offrons comprennent :

- Un numéro spécial sans frais où les experts de Freeman vous offrent un service rapide et amical, qui est devenu notre marque de commerce, pour localiser des envois, planifier des cueillettes et plus encore.
- Une seule facture pratique incluant un estimé de vos services d'exposition pour que vous ne soyez jamais surpris par des frais cachés. En plus, Freeman offre des tarifs compétitifs de transport d'exposition avec un service à la clientèle à valeur ajoutée.
- Des étiquettes pré-imprimées pour vos envois et ententes sur la manutention de matériel. Pourquoi écrire vos étiquettes à la main quand nous pouvons les imprimer automatiquement pour vous?

N'oubliez pas le transport à l'entrée ! Remplissez et envoyez le formulaire ci-joint pour commander le transport à l'entrée et à la sortie.

questions ?

Appelez nos experts de transport d'exposition à 877-478-1113. Pour commander rapidement et en toute simplicité, visitez le www.freemanco.com.

F R E E M A N

F R E E M A N

1-877-478-1113



COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **THE 11TH ANNUAL CANADIAN NEUROSCIENCE MEETING / MAY 29-31, 2017**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 1-877-478-1113 to speak with one of our experts.

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up deliver you shipment.

SELECT SERVICE(S)

- Transportation & Customs Clearance - Complete all sections of this form & Canada Customs Invoice
- Transportation Only - Complete all sections of this form.
- Customs Clearance Only - Complete pick-up information, shipping information & Canada Customs Invoice.

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (Province/State) (Zip/Postal Code)

DESTINATION

- I will be shipping to the **WAREHOUSE**

FREEMAN/Exhibiting Company Name / Booth#

C/O: REIMER / YRC REIMER
1725 CHEMIN ST-FRANÇOIS
DORVAL, QC H9P 2S1 CANADA

MUST BE DELIVERED BY MAY 25, 2017

- I will be shipping to **SHOW SITE**

Exhibiting Company Name / Booth #

C/O: FREEMAN
HOTEL BONAVENTURE MONTREAL
900 DE LA GAUCHETIERE WEST
MONTREAL, QC H5A 1E4 CANADA

CANNOT BE DELIVERED BEFORE MAY 28, 2017

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 3 - 4 business days
- Declared Value \$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, or truckload

12/07 (Show #)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber) (color _____)	_____
___ Skids/Pallets	_____
___ Carpet/Pad (color _____)	_____
___ Other (_____)	_____
___ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels: _____

FAX THIS COMPLETED FORM TO:
514-394-2667

A TRANSPORTATION EXPERT
WILL CALL YOU TO CONFIRM
RECEIPT OF ORDER AND
FINALIZE DETAILS

(445689)
SHOW # _____

FREEMAN exhibit transportation & customs

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, carpet and / or pad-only shipments, and / or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

FREEMAN

205 Viger West, Suite 207
 Montreal, Quebec H2Z 1G2 Canada
 Ph: 514-868-6666 • Fax: 514-394-2667
 FreemanMontrealES@freeman.com



METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

NAME OF SHOW: THE 11TH ANNUAL CANADIAN NEUROSCIENCE MEETING / MAY 29-31, 2017

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 514-868-6666 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, carpet and/or pad only shipments, and shipments that require additional time, equipment or labor to unload. **Federal Express** and **UPS** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

HAND-CARRY: 15 minutes allowed on loading dock. Dollies are forbidden.

STRAIGHT TIME: 8:00 A.M. to 4:00 P.M. Monday through Friday

OVERTIME: 4:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum 200 lbs.
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$110.00	\$220.00
Special Handling Shipment.....	\$143.25	\$286.50

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$96.25	\$192.50
Special Handling Shipment.....	\$125.25	\$250.50
Uncrated or Pad Wrapped Shipment.....	\$144.25	\$288.50

Small Package - Maximum weight is 30 lbs per shipment*

Small Package.....	\$45.00	
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*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by same carrier.

Cart Service - Intended for "Private owned vehicles"* Per Trip \$82.25**

*** A POV is any vehicle that is primarily designated to transport passengers, not cargo or freight. In this category are: pick-up, passenger van, taxi and limousine.
 (Storage is not included with this service)

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after Deadline	\$27.50	\$55.00
Show Site Shipment after Deadline	\$24.00	\$48.00

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$24.25	\$48.50
Special Handling Shipment.....	\$31.50	\$63.00
Uncrated or Pad Wrapped Shipment.....	\$36.25	\$72.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$24.25	\$48.50
Special Handling Shipment.....	\$31.50	\$63.00
Uncrated or Pad Wrapped Shipment.....	\$36.25	\$72.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			

Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:
 3 Separate Shipments 1 Consolidated Shipment
 60 lbs. charged @ 200 lbs. \$ 100.00 3 pieces (1 shipment)
 52 lbs. charged @ 200 lbs. \$ 100.00 177 lbs. charged @ 200 lbs = \$100.00
 65 lbs. charged @ 200 lbs. \$ 100.00 = \$300.00 **Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

Sub-Total	
5% GST	
9.975% PST	
Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

SPECIAL HANDLING DEFINITIONS

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<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Wily Coyote @ 416-555-1212</p>	<p>2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p style="text-align: center;">January 1, 2001 > "Shipping Date"</p> <p>3. Other References (Include Purchaser's Order No.) Autres références (include le no de commande de l'acheteur)</p> <p style="text-align: center;">"Your IRS or Fed Tax ID"</p>
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<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ACME Company c/o Freeman 61 Browns Line Toronto, Ontario M8W-3S2 Show: Vegetables Fair Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)</p> <p>6. Country of Transhipment / Pays de transbordement</p> <p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p style="text-align: center;">USA</p> <p><small>If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</small></p>
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<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Lease of Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p>
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<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et Lieu d'expédition directe vers le Canada</p> <p style="text-align: center;">Via Ground, Desert City, Sahara</p>	<p>10. Currency of Settlement / Devises du paiement</p> <p style="text-align: center;">USD</p>
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11. No. of Pkgs. / Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. Classe, qualité)	13. Quantity (State Unit) / Quantité (Préciser l'unité)	14. Unit Price / Prix Unitaire	15. Total
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00	\$120.00
1	Box of give-away Pens	150	\$0.25	\$37.50

Canadian Customs Clearance by: Freeman 1-877-478-1113

<p>XI.1 Total Number of Pieces / Nombre total de pièces 3</p>	<p>18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input checked="" type="checkbox"/></p>	<p>16. Total Weight / Poids total</p> <p>Net _____ Gross / Brut 156 lbs.</p>	<p>17. Invoice Total / Total de la facture \$6,157.50</p>
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<p>19. Exporter's Name and Address (if other than Vendor) / Nom et adresse de l'exportateur (s'il diffère du vendeur)</p>	<p>20. Originator (Name and Address) / Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;">Same as Consignee</p>
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<p>21. Departmental Ruling (if applicable) / Decision ministérielle (s'il y a lieu)</p>	<p>22. If fields 23 to 25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/></p>
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<p>23. If included in field 17 indicate amount / Si compris dans le total à la zone 17, préciser</p> <p>(i) Transportation charges, expenses and insurance From the place of direct shipment to Canada / Les frais de transport, dépenses et assurances à partir du lieu d'expédition directe vers le Canada \$ _____</p> <p>(ii) Costs for construction, erection, and assembly incurred after importation into Canada / Les coûts de construction, de montage et d'assemblage après importation au Canada \$ _____</p> <p>(iii) Export packing / Le coût de l'emballage d'exportation \$ _____</p>	<p>24. If not included in field 17 indicate amount / Si non compris dans le total à la zone 17, préciser</p> <p>(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada / Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____</p> <p>(ii) Amounts for commissions other than buying commissions / Les commissions autres que celles versées pour l'achat \$ _____</p> <p>(iii) Export packing / Le coût de l'emballage d'exportation \$ _____</p>	<p>25. Check (if applicable) / Cocher (s'il y a lieu)</p> <p>(i) royalty payments or subsequent proceeds are paid or payable by the purchaser / Des redevances ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/></p> <p>(ii) The purchaser has supplied goods and services for use in the production of these goods / L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/></p>
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<p>1. Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2. Date of Direct Shipment to USA Date d'expédition directe vers les Etats Unis</p> <p>3. Other References (Include Purchaser's Order No.) Autres references (include le no de commande de l'acheteur)</p>
<p>4. Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p style="text-align: center;">Show: _____ Booth#: _____</p>	<p>5. Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il differe du destinataire)</p> <p>6. Country of Transhipment / Pays de transborderment</p> <p>7. Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines ddifferentes, en preciser la provenance en 12</p>
<p>VII. Is this a related company transaction? Est-ce que les compagnies sont liees entre elles?</p> <p>Yes <input type="checkbox"/> OUI NO <input type="checkbox"/> NON</p>	<p>9. Condition of Sales and Terms of Payment (I.e.: Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalites de paiement. (Ex. Vente, Expedition en consignation, location de marchandises, etc.)</p>
<p>8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Preciser mode et Lieu d'epcdition directe vers le Canada</p> <p style="text-align: center;">Via _____</p>	<p>10. Currency of Settlement / Devises du paiement</p>

11. No. of Pkgs. Nbre. De colis	12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics, i.e. Grade Quality Designation des articles (Nature des colis, marques et numeros, description generale et caracteristiques, p. ex. Classe, qualite)	13. Quantity (State Unit) Quantite (Preciser l'unite)	14. Unit Price Prix Unitaire	15. Total
<p>CANADIAN CUSTOMS CLEARANCE BY: Freeman Customs Services 877-478-1113</p>				

<p>XI.1 Total Number of Pieces / Nombre total de pieces</p>	<p>16. Total Weight / Poids total</p> <p>Net _____ Gross / Brut _____</p>
<p>18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 a 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>17. Invoice Total Total de la facture</p>

<p>19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il differe du vendeur)</p>	<p>20. Originator (Name and Address) Expditeur d'origine (Nome et adresse)</p> <p style="text-align: center;">Same as Consignee</p>
<p>21. Departmental Ruling (if applicable) Decision ministerielle (s'il y a lieu)</p>	<p>22. If fields 23 to 25 are not applicable, check this box Si les zones 23 a 25 sont sans objet, cocher cette case</p> <p style="text-align: right;"><input type="checkbox"/></p>

<p>23. If included in field 17 indicate amount Si compris dans le total a la zone 17, preciser</p> <p>(i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, depenses et assurances a partir du lieu d'expédition directe vers le Canada \$ _____</p> <p>(ii) Costs for construction, erection, and assembly incurred after importation into Canada Les couts de construction, de montage et d'assemblage apres importation au Canada \$ _____</p> <p>(iii) Export packing Le cout de l'emballage d'exportation \$ _____</p>	<p>24. If not included in field 17 indicate amount Si non compris dans le total a la zone 17, preciser</p> <p>(i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, depenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____</p> <p>(ii) Amounts for commissions other than buying commissions Les commissions autres que celles versees pour l'achat \$ _____</p> <p>(iii) Export packing Le cout de l'emballage d'exportation \$ _____</p>	<p>25. Check (if applicable) Cocher (s'il y a lieu)</p> <p>(i) royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ulterieurs ont ete ou seront verses par l'acheteur <input type="checkbox"/></p> <p>(ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourm des biens ou des services pour la production de ces marchandises <input type="checkbox"/></p>
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F R E E M A N

205 Viger W., Suite 207
Montreal, Quebec, Canada H2Z 1G2
Ph: 514-868-6666 • Fax: 514-394-2667
FreemanmontrealES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS



NAME OF SHOW: THE 11TH ANNUAL CANADIAN NEUROSCIENCE MEETING / MAY 29-31, 2017

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

OFFICIAL CARRIER

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

OTHER VAN LINE _____

OTHER AIR FREIGHT _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

In the event your selected carrier (other than Freeman) fails to show on final move-out day, please select one of the following options:

- Reroute via Freeman's choice.
- Delivery back to warehouse at Exhibitor's expense*
* Return to warehouse rates are based on weight . A **minimum charge** of \$300.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees. A \$100.00/week minimum charge will be added to your account.

FREEMAN shipping outbound

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 28, 2017

RECEIVING DATE BEGINS: APRIL 28, 2017

DEADLINE DATE IS: MAY 24, 2017

DEADLINE DATE IS: MAY 24, 2017

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
1725 CH. ST-FRANCOIS

DORVAL, QC H9P2S1

C/O: FREEMAN
1725 CH. ST-FRANCOIS

DORVAL, QC H9P2S1

WAREHOUSE

WAREHOUSE

EVENT: THE 11th ANNUAL CANADIAN
NEUROSCIENCE MEETING 2017

EVENT: THE 11th ANNUAL CANADIAN
NEUROSCIENCE MEETING 2017

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 28, 2017

CANNOT DELIVER BEFORE MAY 28, 2017

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
HOTEL BONAVENTURE MONTREAL
900 DE LA GAUCHETIERE WEST

MONTREAL, QC H5A 1E4

C/O: FREEMAN
HOTEL BONAVENTURE MONTREAL
900 DE LA GAUCHETIERE WEST

MONTREAL, QC H5A 1E4

SHOW SITE

SHOW SITE

EVENT: THE 11th ANNUAL CANADIAN NEUROSCIENCE MEETING 2017

EVENT: THE 11th ANNUAL CANADIAN NEUROSCIENCE MEETING 2017

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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