

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

USE ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN AND/OR ORDERING CUSTOMS CLEARANCE

FREEMAN exhibit transportation & customs

NAME OF SHOW: **OTTAWA COTTAGE LIFE & BACKYARD SHOW**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____ FAX #: _____

PICK UP AND/OR CUSTOMS INFORMATION

Requested Pick Up Date: _____ Contact Person: _____

Company Name: _____ Tax ID #: _____

Pick Up Address: _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

E-mail address: _____ Phone #: _____

PLEASE NOTE WHEN ORDERING

- All charges will be included on your show services invoice.
- By selecting below, you are authorizing Freeman to effect customs clearance and/or pick-up and delivery of your shipment.

ORDERING SERVICE

- Schedule pick-up by calling TOLL FREE: **1-877-478-1113**
- Fax this Order Form with the Canada Customs Invoice (if applicable) to **613-748-5977**

Section 1: PLEASE SELECT

- Transportation & Customs Clearance
(Complete Section 2 to 6 & Canada Customs Invoice)
- Transportation Only Customs Clearance Only
(Complete Section 2 to 6) (Complete Section 5 & 6 & Canada Customs Invoice)

Section 2: DESTINATION

- I will be shipping to the **WAREHOUSE**
COTTAGE LIFE & BACKYARD SHOW
Company Name, Booth # _____
C/O Freeman
940 Belfast Road
Ottawa, Ontario, Canada K1G 4A2

**SHIPMENTS ACCEPTED BEGINNING MARCH 11, 2019
TO AVOID DEADLINE CHARGES DELIVER BY APRIL 4, 2019**

- I will be shipping to **SHOW SITE**
COTTAGE LIFE & BACKYARD SHOW
Company Name, Booth # _____
C/O Freeman
4899 Uplands Drive
EY Centre
Ottawa, Ontario, Canada K1V 2N6

DO NOT DELIVER BEFORE EXHIBITOR MOVE-IN

Section 3: OUTBOUND SHIPPING

- Please check this box if you would like to schedule outbound Freeman Exhibit Transportation. Our Exhibit Transportation team will supply you with a Material Handling Agreement at show site for your shipping instructions and signature. In order to pre-print your Outbound Material Handling Agreement and labels, please complete the following information **if your return address is different from pick up address:**
Ship to address:
- _____
- _____
- _____
- _____

Number of Labels: _____

Section 4: TYPE OF SERVICE - Choose One

- AIR**
- 1 Day: Delivery next business day* (before 5:00 p.m.)
*Some restrictions may apply.
- 2 Day: Delivery by 5:00 P.M. second business day
- Deferred: Delivery within 3 - 4 business days
- Declared Value \$ _____
(Additional charges will apply for declared value)
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

GROUND

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

Section 5: SHIPPING AND/OR CUSTOMS INFORMATION

Items to be shipped

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

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

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

Section 6: METHOD OF PAYMENT FORM

No shipments will be picked up or delivered without payment. Please fill-out your credit card information on the METHOD OF PAYMENT FORM, located in this Exhibitor Service Manual and return a signed copy by Fax to Freeman at 613-748-5977.

TRANSPORTATION AND CUSTOMS CLEARANCE CHARGES DO NOT INCLUDE MATERIAL HANDLING CHARGES

PLEASE REFER TO THE MATERIAL HANDLING RATES LOCATED IN THIS EXHIBITOR SERVICE MANUAL