

## Booth details

### Booth equipment

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, one 6' L x 30" H black draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

### Exhibit hall carpet

The exhibit area is not carpeted. The aisles will be carpeted in black.

## Show schedule

### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by October 10, 2023.

### Exhibitor move-in

Saturday, November 04, 2023	10:00 AM - 4:00 PM	By Appointment Only
Sunday, November 05, 2023	10:00 AM - 4:00 PM	
Monday, November 06, 2023	7:30 AM - 10:00 AM	

### Exhibit hall hours

Monday, November 06, 2023	11:30 AM - 3:00 PM
Tuesday, November 07, 2023	10:15 AM - 1:15 PM

### Exhibitor move-out

Tuesday, November 07, 2023	2:00 PM - 5:00 PM
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Freeman will begin returning empty containers once the aisle carpet is removed.

## Shipping and material handling

### Shipping and customs clearance services

- All shipments originating outside Canada will require Canada Customs Clearance and U.S. Customs / Homeland Security (if applicable) on the return.
- Canada is an international destination and as such, duties, taxes and customs clearance fees apply.
  - If you are shipping Air or Ground with the following small packages companies, FedEx, UPS, Airborne, DHL, Purolator 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: Fulfillment 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 exhibitors plus "Advancement Fees".

### Warehouse shipping address:

C3X 2023  
C/O Freeman

subject to change.

61 Browns Line  
Toronto, ON M8W 3S2  
Canada

### **Warehouse shipping information**

- The Freeman warehouse will closed on Monday, October 09, 2023 in observance of Thanksgiving Day.
- The warehouse is not climate controlled please ship accordingly if your shipment is temperature sensitive.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning October 05, 2023 at the above address.
- Material arriving after October 30, 2023 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 92"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:30 AM - 4:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Show site shipping address:**

C3X 2023  
Metro Toronto Convention Centre  
C/O Freeman  
222 Bremner Blvd  
Toronto, ON M5V 3L9  
Canada

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning November 04, 2023.
- 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.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Service contractor contact information**

#### **Freeman**

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services and/or customs clearance services, please contact Freeman Transportation@:

(877) 478-1113 for US & Canadian Exhibitors  
[exhibittrans.canada@Freeman.com](mailto:exhibittrans.canada@Freeman.com)

### **Exhibitor frequently asked questions**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

### **Exhibitor service hours**

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### **Pre-show checklist**

#### **Labour information**

- Carefully read the Union Rules and Regulations to determine your labour needs.

subject to change.

- Refer to your ordering site under Display Labour for Straight time, Overtime and Double time hours.

### **Show paperwork and labels**

- Material Handling for shipments with one or more single pieces weighing more than 5,000 lbs, require special arrangements and will be quoted based on requirements. Please contact [FreemanCanadaFreight@Freeman.com](mailto:FreemanCanadaFreight@Freeman.com) to make your arrangements and receive a handling estimate.
- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show

### **During show checklist**

#### **On-site information**

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labour will need to pick up and release their labour at show site.

### **Move-out checklist**

#### **Dismantle and move-out information**

- All exhibitor materials must be removed from the exhibit facility by November 07, 2023 - 5:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by November 07, 2023 - 3:30 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

#### **Excessive trash and booth abandonment**

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Booth materials and/or literature left in the booth at the end of the published exhibitor Move-Out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash.