

F R E E M A N

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-3361 x 284 • Fax: 416-252-2365
 E-mail: FreemanTorontoES@freemanco.com



DISCOUNT PRICE
 DEADLINE DATE
 APRIL 27, 2012

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **PROJECTWORLD & BUSINESSANALYSTWORLD**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ SIGNATURE: _____

E-MAIL: _____ DATE: _____

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see guidelines for electronic files on the reverse side of this form.

For fast, easy ordering, go to www.freemanco.com

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
 sq. ft. _____ x \$16.75 = \$ _____

- \$16.75 per sq. ft. (standard price \$25.15)
- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphic
- Round sq. ft. to next whole increment

File conversion, retouching, cloning or colour correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call a Corporate Accounts Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colours _____

Backing Material:

- Showcard Plexi
 PVC Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$36.00	\$54.00 = \$	_____
7" x 22" _____ @	\$38.00	\$57.00 = \$	_____
7" x 44" _____ @	\$60.25	\$90.40 = \$	_____
9" x 44" _____ @	\$70.75	\$106.15 = \$	_____
11" x 14" _____ @	\$43.25	\$64.90 = \$	_____
14" x 22" _____ @	\$69.25	\$103.90 = \$	_____
14" x 44" _____ @	\$83.50	\$125.25 = \$	_____
22" x 28" _____ @	\$90.00	\$135.00 = \$	_____
28" x 44" _____ @	\$115.00	\$172.50 = \$	_____
20" x 60" (white only) _____ @	\$133.00	\$199.50 = \$	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

Please feel free to attach additional sign copy on separate page.

Vertical Horizontal Use Your Judgment For Sign Layout

Background Colour: _____

Lettering Colour: _____

Font: _____

TOTAL COST		
Sub-Total _____	+ 13% Hst _____	= TOTAL _____

FREEMAN signs & graphics

F R E E M A N

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

Please provide the following when submitting art

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (If submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths

Acceptable Software File Formats

We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference):

ADOBE—Illustrator, InDesign, and Photoshop
COREL DRAW
QUARK XPRESS

Files should always be saved in their native format. Please include all fonts and images.

Acceptable File Types

Files that Freeman **can use** in order of preference, include:

EPS and AI (especially when submitting logos)
TIF (especially when submitting photos)
JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

GIF files
Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
Self-extracting files, such as EXE or SEA files

Submit Artwork to:

Hope Humphries, Operations Manager | Freeman | 61 Brown's Line | TO, ON M8W 3S2

Questions? Please call 416 -252-3361

Samples

Acceptable Logo Artwork:



EPS Vector File

Not Acceptable Logo Artwork:



GIF File

Acceptable Photo Artwork:



28mb TIF file

Not Acceptable Photo Artwork:



8k GIF file

Ways to Send Artwork

Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.

If you have any additional questions concerning file make-up, logos, resolution, etc. you may also contact the Graphics Manager - Hope Humphries - 416-252-3361 ext 246.

Please visit us at:
www.freemanco.com



digital graphics



creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colours and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-colour, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Centre for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-colour, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-colour carpet image printing

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.myfreemanonline.com.

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E-mail: FreemanTorontoES@freemanco.com



DISCOUNT PRICE
DEADLINE DATE
APRIL 27, 2012

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **PROJECTWORLD & BUSINESSANALYSTWORLD**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE X
(STREET) (P.O. BOX)

PHONE #: _____ EXT.: _____ FAX #: _____
(CITY) (STATE/ PROVINCE) (ZIP/POSTAL CODE)

SIGNATURE: _____ PRINT NAME: _____

E-MAIL FOR INVOICE: _____

CUSTOMER # _____ OR CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide email address of person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

COMPANY CHEQUE

Please make cheque payable to: Freeman. Cheques must be in CDN funds drawn on a Canadian Bank or U.S. funds drawn on a U.S. bank.

Please reference (job #284989) on your remittance.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS MASTERCARD VISA

Account No.: _____ Exp. Date _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

PLANTS & FLORAL	SIGNS & GRAPHICS	INSTALLATION LABOUR	DISMANTLE LABOUR	FURNISHINGS	CARPET	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com.
- Orders received without payment or after the deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://totalshow.customersight.com/?JOB>

FREEMAN method of payment

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E-mail: FreemanTorontoES@freemanco.com



PROJECTWORLD & BUSINESSANALYSTWORLD

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

The undersigned expressly consents to the digital processing and transmission of personal data which may be transmitted to the United States of America.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ALL FREEMAN SERVICES
 I&D LABOUR/SUPERVISION
 RENTAL FURNITURE/CARPET/SIGNS OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/PROVINCE/ZIP/POSTAL CODE:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/PROVINCE/ZIP/POSTAL CODE:

FREEMAN third party authorization