

## Booth details

### Booth equipment

Each inline booth will be set with 8' high blue back drape and 3' high blue side dividers.

**Inline Booths:** Display material should be arranged in such a manner so as not to obstruct sight lines of neighbouring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

**Island & Peninsula Booths:** The entire cubic content of the space may be used up to the maximum allowable height of 12', including signage. For displays greater than 12' in height, please submit detailed drawings to show management, Santiago Martinez at smartinez@canfitpro.com for approval.

### Exhibit hall carpet

The exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo.

## Show schedule

### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by July 19, 2023.

### Exhibitor move-in

Wednesday, August 16, 2023	2:00 PM - 6:00 PM	(PER MOVE-IN SCHEDULE)
Thursday, August 17, 2023	7:00 AM - 8:00 PM	

### Exhibit hall hours

Friday, August 18, 2023	11:30 AM - 7:30 PM
Saturday, August 19, 2023	9:00 AM - 5:30 PM

### Exhibitor move-out

Saturday, August 19, 2023	5:30 PM - 10:00 PM
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Empties will be returned at the close of the show.

## Shipping and material handling

### Shipping and customs clearance

- All shipments originating outside Canada will require Canada Customs Clearance and U.S. Customs / Homeland Security (if applicable) on the return.
- For international destinations, duties, taxes and customs clearance fees applies.
  - Confirm with contracted and delivering carriers that all ancillary charges (duties, taxes & customs clearance fees) are prepaid. Shipments sent collect will not be accepted by Freeman.
  - If ancillary collect charges are not declared upon delivery to our warehouse and Freeman is billed after the event has closed, any charges (duties, taxes & customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

### Warehouse shipping address:

canfitpro 2023: Global Conference and Trade Show

61 Browns Line  
C/O Freeman  
Toronto, ON M8W 3S2

### **Warehouse shipping information**

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning July 17, 2023 at the above address.
- Material arriving after August 09, 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.
- The advanced warehouse will be closed on Monday, August 07, 2023 in observance of the Civic Holiday. Shipments will not be accepted on this date.

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

canfitpro 2023: Global Conference and Trade Show  
Metro Toronto Convention Centre  
222 Bremner Blvd - South Building Hall D & E  
C/O Freeman  
Toronto, ON M5V 2W6

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning August 16, 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, 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 AM - 5 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.
- 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.
- If you do not wish Freeman to handle your freight, please complete the Material Handling Exemption Form.
- 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 August 19, 2023 - 10:00 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 August 19, 2023 - 8:30 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.