

CANSEC Tradeshow 2019		Wednesday, May 29th, 2019
06:30 - 17:00	CANSEC Registration Open . . . . . Meeting Room D Sponsored By <i>Raytheon</i>	
06:30 - 17:00	CANSEC Show Office Open . . . . . Meeting Room C	
07:00	Microsoft Private Meeting Suites Open . . . . . Hall 1 Meeting Suite Area Sponsored By <i>Microsoft Canada</i>	
07:00 - 09:00	Official Opening Breakfast . . . . . CAE Meal Event Hall 1 Sponsored By <i>PAL Aerospace and Thales Canada</i> Speaker The Honourable Harjit Singh Sajjan, Minister of National Defence 07:00-07:50 -- Networking Reception Coffee Service - Sponsored by Mannarino Systems & Software 07:50-09:00 -- Breakfast Service and Keynote Address The Honourable Harjit Sajjan, Minister of National Defence Ticket purchase for this function is required. Business attire or uniform equivalent. *times and keynote speaker are subject to change	
08:00 - 17:00	Concessions Open . . . . . Various locations	
09:00	BlackBerry B2B/G Meeting Program Open . . . . . * New Location * Meeting Room B Sponsored By <i>BlackBerry</i>	
09:00	Exhibit Hall Open . . . . . Exhibit Hall 2,3,4	
09:00	PAL Aerospace International Delegation . . . . . * New Location * Inside Meeting Lounge Opens Suite Area, Hall 1 Sponsored By <i>PAL Aerospace</i>	
09:00	R9B Innovation Hub Open . . . . . Meeting Room A Sponsored By <i>R9B</i>	
09:00	SAAB Outdoor Static Display Open . . . . . Exit from Exhibit Hall 2,3,4 Sponsored By <i>SAAB Canada</i>	
11:00	L3 HANGAR Bistro (Outdoor Food Market) Opens . . . . . Exit from Exhibit Area - Hall 2, 3, 4 Sponsored By <i>L3 Technologies</i>	

CANSEC Tradeshow 2019 (cont.)		Wednesday, May 29th, 2019
11:30 - 14:00	<b>Official Keynote Luncheon</b> . . . . . CAE Meal Event Hall 1 Sponsored By <i>IMP Aerospace &amp; Defence and Leonardo</i> Speaker The Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development 11:30 - Luncheon Reception 12:00 - Plated Luncheon & a Fireside Conversation with The Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development and CADSI President Christyn Cianfarani. Ticket purchase for this function is required. Business attire or uniform equivalent. *times and keynote speaker are subject to change	
15:00	<b>L3 HANGAR Bistro (Outdoor Food Market) Closes</b> . . . . . Exit from Exhibit Area - Hall 2, 3, 4 Sponsored By <i>L3 Technologies</i>	
17:00	<b>BlackBerry B2B/G Program Closes</b> . . . . . * New Location * Meeting Room B Sponsored By <i>BlackBerry</i>	
17:00	<b>Exhibit Hall Closes</b> . . . . . Exhibit Hall 2,3,4	
17:00	<b>Microsoft Private Meeting Suites Closes</b> . . . . . Hall 1 Meeting Suite Area Sponsored By <i>Microsoft Canada</i>	
17:00	<b>PAL Aerospace International Delegation Lounge Closes</b> . . . . . * New Location * Inside Meeting Suite Area, Hall 1 Sponsored By <i>PAL Aerospace</i>	
17:00	<b>R9B Innovation Hub Closes</b> . . . . . Meeting Room A Sponsored By <i>R9B</i>	
17:00	<b>SAAB Outdoor Static Display Closes</b> . . . . . Exit from Exhibit Hall 2,3,4 Sponsored By <i>SAAB Canada</i>	
17:01 - 19:00	<b>Lockheed Martin Evening Reception</b> . . . . . CAE Meal Event Hall 1 Sponsored By <i>Lockheed Martin</i>	
19:00	<b>End of CANSEC Day 1</b> . . . . . EY Centre	

CANSEC Tradeshow 2019		Thursday, May 30th, 2019
06:30 - 17:00	CANSEC Registration Open . . . . . Meeting Room D Sponsored By <i>Raytheon</i>	
06:30 - 17:00	CANSEC Show Office Open . . . . . Meeting Room C	
07:00	Microsoft Private Meeting Suites Open . . . . . Hall 1 Meeting Suite Area Sponsored By <i>Microsoft Canada</i>	
07:00 - 09:00	Official Day 2 Breakfast . . . . . CAE Meal Event Hall 1 Sponsored By <i>Seaspan Shipyards and Microsoft Canada</i> Speaker The Honourable Carla Qualtrough, Minister of Public Services and Procurement 07:00-07:50 -- Networking Reception Coffee Service - Sponsored by HICO Canada Inc. 07:50-09:00 -- Breakfast Service and Keynote Address The Honourable Carla Qualtrough, Minister of Public Works and Procurement Paddy O'Donnell Mentorship - 2019 Award Presentation Ticket purchase for this function is required. Business attire or uniform equivalent. *times and keynote speaker are subject to change	
08:00 - 17:00	Concession Open	
09:00	BlackBerry B2B/G Meeting Program Open . . . . . * New Location * Meeting Room B Sponsored By <i>BlackBerry</i>	
09:00	Exhibit Hall Open . . . . . Exhibit Hall 2,3,4	
09:00	PAL Aerospace International Delegation . . . . . * New Location * Inside Meeting Lounge Opens Suite Area, Hall 1 Sponsored By <i>PAL Aerospace</i>	
09:00	R9B Innovation Hub Open . . . . . Meeting Room A Sponsored By <i>R9B</i>	
09:00	SAAB Outdoor Static Display Open . . . . . Exit from Exhibit Hall 2,3,4 Sponsored By <i>SAAB Canada</i>	
11:00	L3 HANGAR Bistro (Outdoor Food Market) Opens . . . . . Exit from Exhibit Area - Hall 2, 3, 4 Sponsored By <i>L3 Technologies</i>	
11:30 - 14:00	Official Keynote Luncheon . . . . . CAE Meal Event Hall 1 Sponsored By <i>Airbus &amp; L3 Technologies</i> Speaker Lieutenant-General Paul Wynnyk, Vice Chief of the Defence Staff 11:30 - Luncheon Reception 12:00 - Plated Luncheon & Keynote Address VCDS LGen Paul Wynnyk Ticket purchase for this function is required. Business attire or uniform equivalent. *times and keynote speaker are subject to change	

CANSEC Tradeshow 2019 (cont.)		Thursday, May 30th, 2019
15:00	L3 HANGAR Bistro (Outdoor Food Market) Closes . . . . . Exit from Exhibit Area - Hall 2, 3, 4 Sponsored By <i>L3 Technologies</i>	
16:00	BlackBerry B2B/G Program Closes . . . . . * New Location * Meeting Room B Sponsored By <i>BlackBerry</i>	
16:00	Exhibit Hall Closes . . . . . Exhibit Hall 2,3,4	
16:00	Microsoft Private Business Suites Closes . . . . . Hall 1 Meeting Suite Area Sponsored By <i>Microsoft Canada</i>	
16:00	PAL Aerospace International Delegation . . . . . * New Location * Inside Meeting Lounge Closes . . . . . Suite Area, Hall 1 Sponsored By <i>PAL Aerospace</i>	
16:00	R9B Innovation Hub Closes . . . . . Meeting Room A Sponsored By <i>R9B</i>	
16:00	SAAB Outdoor Static Display Closes . . . . . Exit from Exhibit Hall 2,3,4 Sponsored By <i>SAAB Canada</i>	
16:01	End of CANSEC 2019 . . . . . EY Centre	

**CANSEC Exhibitor Schedule 2019**

Friday, Apr 26th, 2019

Deadline to submit Exhibit Plans AND Double Decker Plans to CADSI

Deadline to submit nominations to CADSI for the Paddy O'Donnell Mentorship awards

The Paddy O'Donnell Mentorship Award presented by CADSI will honour a Canadian defence or security business mentor who has encompassed the valuable leadership qualities of Paddy O'Donnell. The award winner will be a man or woman recognized for having provided valuable advice and support to the next generation of industry leaders. He/she will have contributed to the personal and professional growth of one or more emerging leader within a CADSI member company.

For further information or assistance, please contact Steven Hillier at 613-235-5337 ex 22 or e-mail [mentorship@defenceandsecurity.ca](mailto:mentorship@defenceandsecurity.ca)

Warehouse Advance Shipping to FREEMAN Begins

Freeman will accept crated, boxed or skidded material beginning April 26, 2019. All full trailer shipments must be accompanied with a Certified Weight Ticket.

Full trailer shipments without a Certified Weight Ticket may be refused and sent to obtain requested documents.

To avoid additional late arrival charges, materials must arrive by May 17, 2019.

Please Note: The warehouse will be closed on May 20, 2019 in observance of Victoria Day, shipments will not be accepted on this date.

**CANSEC Exhibitor Schedule 2019**

Tuesday, Apr 30th, 2019

**Deadline to purchase the Official CANSEC lead Retrieval app at discounted rate**

CANSEC 2019 LEAD RETRIEVAL Information

myConferenceSuite and Snapup Leads® services include:

Option to use your own mobile device (Android/Apple) or order an iPod scanner

Each Exhibitor will receive a username/password to access an online myLeads accounts to retrieve Leads and Reports.

On Site myLeads retrieval service desk for scanner distribution and support

[https://events.myconferencesuite.com/Cansec\\_2019\\_Lead\\_retrieval/reg/form/edit](https://events.myconferencesuite.com/Cansec_2019_Lead_retrieval/reg/form/edit)

For more information Contact: [service@mylead.ca](mailto:service@mylead.ca)

**PRICING FOR INFORMATION RETRIEVAL SERVICES**

before April 30 \$225.00 - On site \$275.00 + tax

Ipods, if required, would rent for \$50 each.

**CANSEC Exhibitor Schedule 2019**

Friday, May 3rd, 2019

Deadline to submit Certificates of Insurance to CADSI

**CANSEC Exhibitor Schedule 2019**

Monday, May 6th, 2019

**Deadline to submit FREEMAN orders with Discount**

Take advantage of a 30% discount by ordering by May 6, 2019. Freeman cannot guarantee pricing and availability of the Specialty Furnishing items noted with the symbol (+) on the Furnishing Order Form after this deadline.



**CANSEC Exhibitor Schedule 2019**

Wednesday, May 8th, 2019

**Deadline to submit Exhibit Hall Carpet order to FREEMAN**

Each booth will be carpeted in grey and the aisles will be carpeted in Tuxedo. To enhance the appearance of your booth, Prestige rental carpet is available through Freeman. Deadline date for ordering Prestige carpet is May 8, 2019. All Prestige carpet orders received after this date will not be guaranteed and will be at standard rates. Please refer to the Carpet Order Form in the Freeman service manual.

**CANSEC Exhibitor Schedule 2019***Friday, May 10th, 2019*

Deadline to Purchase Ads in IHS Janes Show Daily

Deadline to submit EAC Forms to CADSI

Deadline to submit Exhibitor Appointed Contractor (EAC) Forms to CADSI

An Exhibitor Appointed Contractor (EAC) is any contractor other than the Official Contractor providing a service to an Exhibitor within his exhibit space that is not otherwise provided by an Exclusive contractor. Exhibitors wishing to get approval to use an EAC must fill out an EAC Request Form and return it to CADSI along with an original certificate of insurance prior to the deadline date of Monday May 13, 2019 .

Deadline to submit Tent order to FREEMAN

**CANSEC Exhibitor Schedule 2019**

Friday, May 17th, 2019

Deadline for sending advanced freight to FREEMAN Warehouse (including Sponsorship Items)

Deadline to send Hanging Signs/Banner to FREEMAN Warehouse

Deadline to submit FREEMAN Electrical orders

**FREEMAN ELECTRICAL**

Power outlets will be located at the very back of your booth. If you indicate a specific location, using the online grid or email a floor plan, please note there will be an additional positioning charge.

o All outlets will be supplied at the standard operating voltages of 110/208V/247V/600V AC. If your equipment will require conversion/different voltages, please bring proper adaptors that convert 110V, 60Hz to the required voltage. Freeman does not supply or provide voltage convertors.

o Generators: Freeman is the exclusive supplier of generators Exhibitors are not allowed to bring or use generators for running equipment or generating electricity. If the generator is a demo unit, it may be operated on intermittent use. Prior approval is required.

o Trailers: Trailer mounted generators cannot be operated during the show. All trailers requiring power should contact Freeman with details of power requirement.

o Manual Lift (Hand Crank), Scissor Lift, Boom Lift, etc.: Exhibitors and contractors are not allowed to bring their own lift equipment. They will be refused at the loading dock and removed from the show floor. Should one be utilized on the show floor, a full rental cost of the unit will be applied.

**CANSEC Exhibitor Schedule 2019**

Monday, May 20th, 2019

Deadline to submit booth catering orders to EY CENTRE

Deadline to submit catering order to EY CENTRE Catering

All catering orders should be received no later than seven (7) days prior to the start of the show. All food and beverage orders placed on site will be from a reduced menu.

Catering Rules and Regulations

The EY Centre has exclusive food and beverage distribution rights within the EY Centre. Exposition sponsoring organizations and/or exhibitors may distribute sample food and/or beverage upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be requested via your Event Coordinator or our Food & Beverage Manager.

4899 Uplands Dr. Ottawa, Ontario K1V 2N6

Tel: 613-822-8800 Fax: 613-688-4824

catering@eycentre.ca

**CANSEC Exhibitor Schedule 2019**

*Tuesday, May 21st, 2019*

**Deadline to submit D.E Systems orders with Discounts**

Advanced Rates apply to orders placed one week prior to show start date.

Standard Wireless Service will be provided at CANSEC 2019. If you plan to utilize the internet for demonstrations or functions other than email/general web access, please contact D.E. Systems Ltd. For information on upgrading your service.

**CANSEC Exhibitor Schedule 2019***Friday, May 24th, 2019***Reminder to order the Official CANSEC Lead Retrieval****CANSEC 2019 LEAD RETRIEVAL ORDER FORM**

myLead application can be downloaded directly to your iphone or android device. You can order myleads with an ipod device or without by selecting quantities below. Note, only one instance of the app may be opened at any time so if you plan to have 2 users, you need to order 2 app accounts. Each device will login with their own account information.

myConferenceSuite and Snapup Leads® services include:

Option to use your own mobile device (Android/Apple) or order an iPod scanner

Each Exhibitor will receive a username/password to access an online myLeads accounts to retrieve Leads and Reports.

On Site myLeads retrieval service desk for scanner distribution and support

**PRICING FOR INFORMATION RETRIEVAL SERVICES**

\$275.00

Ipods, if required, would rent for \$50 each.

08:00 - 17:00

**Freight Receiving for Indoor Exhibitors with 400 Sq Ft and over - Targeted and Approved by FREEMAN****INDOOR BOOTH SPACES - 500 SQ FT & OVER**

Freight Delivery Only:

Friday, May 24, 2019 TARGETED SHOW SITE SHIPMENTS ONLY (approved by Freeman)

Please complete the enclosed Show Site Access Form on page 63 of the FREEMAN Service Manual

Exhibit Set Up:

Sunday, May 26, 2019 8:00am - 5:00pm TARGETED ONLY (approved by Freeman)

Monday, May 27, 2019 8:00am - 9:00pm

Tuesday, May 28, 2019 7:00am - 9:00pm

Exhibitors are NOT permitted on the show floor after 9:00pm unless arrangements are made in advance with CADSI to extend your set-up time.

**CANSEC Exhibitor Schedule 2019***Sunday, May 26th, 2019*

08:00 - 17:00 | Install for Indoor Exhibitors with 500 Sq Ft and over

## CANSEC Exhibitor Schedule 2019

Monday, May 27th, 2019

### Freight Receiving for Indoor Exhibitors with 300 Sq Ft and over - Targeted and Approved by FREEMAN

INDOOR BOOTH SPACES - 300 SQ FT TO 499 SQ FT

Freight Delivery Only:

Friday, May 24, 2019 9:00am - 5:00pm (Targeted Shipments Only, approved by Freeman)

Exhibit Set Up:

Monday, May 27, 2019 8:00am - 9:00pm

Tuesday, May 28, 2019 7:00am - 9:00pm

Exhibitors are NOT permitted on the show floor after 9:00pm unless arrangements are made in advance with CADSI to extend your set-up time

08:00 - 16:00 Concession Open . . . . . EY Centre South Entrance

08:00 - 17:00 Install for ALL Outdoor Exhibitors  
STATIC OUTDOOR DISPLAY  
Monday, May 27, 2019 8:00am - 5:00pm TARGETED ONLY (approved by Freeman)  
Tuesday, May 28, 2019 7:00am - 5:00pm  
Exhibitors are NOT permitted at the Static Outdoor Display after 5:00pm unless arrangements are made in advance with CADSI to extend your set-up time.

09:00 - 17:00 Safe Room Available for Exhibitors . . . . . New Location\*\*  
2019 Safe Room Show of Interest Form can be found in the FREEMAN Services Guide or the CADSI Exhibitor Manual  
A safe room for secure overnight storage of firearms and small pieces of high value equipment will be available to exhibiting companies on a complimentary basis. The room will be available from 07h00 on Monday, May 27 until noon on Thursday May 30. All items are to be contained within hard cases and the cases will be security sealed by CANSEC Security staff upon entry to the storage area. Each item will be signed in and out by pre-authorized exhibitors.  
If your company wishes to make use to this service, please complete the show of interest form and return by email to kirkstratinc@sympatico.ca. A CANSEC Security representative will communicate with the contact person named below to make necessary arrangements.



**CANSEC Exhibitor Schedule 2019**

*Tuesday, May 28th, 2019*

## CANSEC Exhibitor Schedule 2019 (cont.)

Tuesday, May 28th, 2019

07:00 - 21:00

### Hand Carry Move In Schedule

#### HAND CARRY POLICY

The hand carry policy, has been revised for 2019 and is designed to facilitate a smoother Exhibitor move in and minimize traffic congestion around the venue. Exhibitors will be allowed to make use of doors and routes as designated by CADSI/CANSEC only during the following times:

Move-In May 28, 2019: 07:00-21:00

Move-Out May 30, 2019: 17:00-21:00

Individuals moving items must be registered employees of an exhibiting company and must carry identification and a CANSEC badge at all times. Exhibitors moving items must use a privately-owned vehicle, car, pick-up truck or passenger van. All vehicles larger than a passenger van will be directed to Freeman - see Cart Service. Vehicles illegally parked will be subject to a fine and/or vehicle towing.

#### Permitted items:

- o Nothing larger than a two-wheeled baggage cart or dolly with plastic or rubber wheels to transport items
- o Pop-up or portable displays in two-wheeled case, up to a maximum 10' in length and able to be carried by hand by one person
- o Hard wall equipment cases on two wheels
- o Boxes or suitcases/luggage that can be easily carried by one person
- o Hanging garment racks with four wheels used only for transporting clothing

#### Prohibited items:

- o Any freight from a vehicle larger than a passenger van
- o Any freight moved on equipment larger than a two-wheeled baggage cart or dolly
- o Any freight that cannot be hand carried by one person
- o Any freight moved by a freight or moving company

07:00 - 21:00

### Install for ALL Indoor Exhibitors

NB: Access to the Event Floor after 21:00 is not permitted without prior approval from CADSI.

INDOOR BOOTH SPACES - 300 SQ FT OR LESS

Freight Delivery Only:

Monday, May 27, 2019 9:00am - 5:00pm

Exhibit Set Up:

Tuesday, May 28, 2019 7:00am - 9:00pm

Arrangements are made in advance with CADSI to extend your set-up time. Trucks arriving after 9pm will be refused

07:00 - 17:00

### Install for ALL Outdoor Exhibitors

#### STATIC OUTDOOR DISPLAY

NB: Exhibitors are NOT permitted at the Static Outdoor Display after 5:00pm is not permitted without prior approval from CADSI

Monday, May 27, 2019 8:00am - 5:00pm TARGETED ONLY (approved by Freeman)

Tuesday, May 28, 2019 7:00am - 5:00pm

**CANSEC Exhibitor Schedule 2019 (cont.)**

Tuesday, May 28th, 2019

07:00 - 17:00	<p><b>Safe Room Available for Exhibitors</b> ..... New Location**</p> <p>2019 Safe Room Show of Interest Form can be found in the FREEMAN Services Guide or the CADSI Exhibitor Manual</p> <p>A safe room for secure overnight storage of firearms and small pieces of high value equipment will be available to exhibiting companies on a complimentary basis. The room will be available from 07h00 on Monday, May 27 until noon on Thursday May 30. All items are to be contained within hard cases and the cases will be security sealed by CANSEC Security staff upon entry to the storage area. Each item will be signed in and out by pre-authorized exhibitors.</p> <p>If your company wishes to make use to this service, please complete the show of interest form and return by email to kirkstratinc@sympatico.ca. A CANSEC Security representative will communicate with the contact person named below to make necessary arrangements.</p>
08:00 - 16:00	<p><b>Concession Open</b> ..... EY Centre South Entrance</p>

## CANSEC Exhibitor Schedule 2019 (cont.)

Tuesday, May 28th, 2019

09:00 - 17:00

### FREEMAN Cart Service Available

CART SERVICE is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

#### DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the next available loading dock for unloading at prevailing material handling rates.

FREEMAN Workers equipped with a flat cart will assist Exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service. Maximum of one cart load per vehicle of 8 pieces or less weighing 250 lbs. total.

#### RATES:

Cart Service Pre-Show (25-70-103 / 105)..... \$60.00

Cart Service Show-Site (25-70-104 / 106)..... \$75.00

#### DIRECTIONS:

- o To receive this service, proceed directly to the EY CENTRE and check in at the designated POV Check-In area. There will be signage posted to direct you.
- o Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- o The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

#### AVAILABILITY:

Cart Service will only be available on the following dates and times:

Move-In

Tuesday, May 28, 2019 7:00am - 9:00pm

Move-Out

Thursday, May 30, 2019 6:00pm - 10:00pm

See page 67 of the FREEMAN Service Guide for more information

**CANSEC Exhibitor Schedule 2019**

Wednesday, May 29th, 2019

06:30 - 17:00	CANSEC Registration Office Open
07:00 - 17:00	<p>Safe Room Available for Exhibitors . . . . . New Location**</p> <p>2019 Safe Room Show of Interest Form can be found in the FREEMAN Services Guide or the CADSI Exhibitor Manual</p> <p>A safe room for secure overnight storage of firearms and small pieces of high value equipment will be available to exhibiting companies on a complimentary basis. The room will be available from 07h00 on Monday, May 27 until noon on Thursday May 30. All items are to be contained within hard cases and the cases will be security sealed by CANSEC Security staff upon entry to the storage area. Each item will be signed in and out by pre-authorized exhibitors.</p> <p>If your company wishes to make use to this service, please complete the show of interest form and return by email to kirkstratinc@sympatico.ca. A CANSEC Security representative will communicate with the contact person named below to make necessary arrangements.</p>
08:00 - 17:00	Concession Open . . . . . EY Centre
09:00 - 17:00	CANSEC SHOW DAY 1: Indoor and Outdoor Exhibits open
11:00 - 15:00	L3 Hangar Bistro Open . . . . . EY Centre Outdoor exhibit area

## CANSEC Exhibitor Schedule 2019

Thursday, May 30th, 2019

06:30 - 17:00	CANSEC Registration Office Open
07:00 - 17:00	<p>Safe Room Available for Exhibitors . . . . . New Location**</p> <p>2019 Safe Room Show of Interest Form can be found in the FREEMAN Services Guide or the CADSI Exhibitor Manual</p> <p>A safe room for secure overnight storage of firearms and small pieces of high value equipment will be available to exhibiting companies on a complimentary basis. The room will be available from 07h00 on Monday, May 27 until noon on Thursday May 30. All items are to be contained within hard cases and the cases will be security sealed by CANSEC Security staff upon entry to the storage area. Each item will be signed in and out by pre-authorized exhibitors.</p> <p>If your company wishes to make use to this service, please complete the show of interest form and return by email to kirkstratinc@sympatico.ca. A CANSEC Security representative will communicate with the contact person named below to make necessary arrangements.</p>
09:00 - 16:00	CANSEC SHOW DAY 2: Indoor and Outdoor Exhibits open
11:00 - 15:00	L3 Hangar Bistro Open . . . . . EY Centre Outdoor exhibit area
16:00 - 17:00	<p>END of CANSEC 2019</p> <p>Exhibitor Happy Hour with CADSI Staff</p>

## CANSEC Exhibitor Schedule 2019 (cont.)

Thursday, May 30th, 2019

17:00 - 21:00

### Dismantle for all Exhibitors

#### EXHIBITOR MOVE-OUT

Thursday, May 30, 2019 5:00pm - 11:00pm\*

Friday, May 31, 2019 8:00am - 5:00pm

\*Exhibitors 300sq ft or less must have their materials moved out by 11pm on May 30, 2019

#### MOVE-OUT INFORMATION

In order to meet the move-out schedule, please ensure the following instructions are adhered to for safety and flow at the loading area:

- o Aisle carpet is scheduled for removal between 4:00pm and 5:00pm.
  - o Trucks will not be permitted in the marshalling yard before 6pm on May 30, 2019
  - o All exhibitor materials must be removed from the exhibit facility by May 31, 2019 @ 5pm.
  - o To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers for booths
- 300 sqft or less check in by 9pm on May 30, 2019; and for booths over 301 sqft check in by 5pm on May 31, 2019. Please schedule your carriers accordingly and advise Freeman of your carrier arrival time.

17:00 - 00:00

### FREEMAN Return of Empties Schedule

#### RETURN OF EMPTIES

All empties will be returned on May 30, 2019 by the assigned colour coded floor plan attached. Please pick up your colour coded storage stickers

at the Freeman Service Centre when your empties are ready to go into storage.

- o Green: 200sq.ft. booths and less will be returned between 5:00pm - 8:00pm.
- o Purple: 800sq.ft. and less designated booths on attached floor plan will be returned between 8:00pm - 9:00pm.
- o Blue: 800sq.ft. and less designated booths on attached floor plan will be returned between 9:00pm - 10:00pm.
- o Red: 801sq.ft. and larger booths will be returned between 10:00pm and midnight.
- o Silver: Outdoor booths will be returned between 5:00pm - 8:00pm

**CANSEC Exhibitor Schedule 2019 (cont.)**

Thursday, May 30th, 2019

17:00 - 21:00

**Hand Carry Move Out Schedule****HAND CARRY POLICY**

The hand carry policy, which is outlined below, has been revised for 2019 and is designed to facilitate a smoother Exhibitor move in and minimize traffic congestion around the venue. Exhibitors will be allowed to make use of doors and routes as designated by CADSI/CANSEC only during the following times:

Move-In May 28, 2019: 07:00-21:00

Move-Out May 30, 2019: 17:00-21:00

Individuals moving items must be registered employees of an exhibiting company and must carry identification and a CANSEC badge at all times. Exhibitors moving items must use a privately-owned vehicle, car, pick-up truck or passenger van. All vehicles larger than a passenger van will be directed to Freeman - see Cart Service. Vehicles illegally parked will be subject to a fine and/or vehicle towing.

**Permitted items:**

- o Nothing larger than a two-wheeled baggage cart or dolly with plastic or rubber wheels to transport items
- o Pop-up or portable displays in two-wheeled case, up to a maximum 10' in length and able to be carried by hand by one person
- o Hard wall equipment cases on two wheels
- o Boxes or suitcases/luggage that can be easily carried by one person
- o Hanging garment racks with four wheels used only for transporting clothing

**Prohibited items:**

- o Any freight from a vehicle larger than a passenger van
- o Any freight moved on equipment larger than a two-wheeled baggage cart or dolly
- o Any freight that cannot be hand carried by one person
- o Any freight moved by a freight or moving company



## CANSEC Exhibitor Schedule 2019 (cont.)

Thursday, May 30th, 2019

18:00 - 22:00

### FREEMAN Cart Service Available

CART SERVICE is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

#### DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the next available loading dock for unloading at prevailing material handling rates.

FREEMAN Workers equipped with a flat cart will assist Exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service. Maximum of one cart load per vehicle of 8 pieces or less weighing 250 lbs. total.

#### RATES:

Cart Service Pre-Show (25-70-103 / 105)..... \$60.00

Cart Service Show-Site (25-70-104 / 106)..... \$75.00

#### DIRECTIONS:

- o To receive this service, proceed directly to the EY CENTRE and check in at the designated POV Check-In area. There will be signage posted to direct you.
- o Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- o The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

#### AVAILABILITY:

Cart Service will only be available on the following dates and times:

##### Move-In

Monday, May 27, 2019 9:00am - 5:00pm

Tuesday, May 28, 2019 7:00am - 9:00pm

##### Move-Out

Thursday, May 30, 2019 6:00pm - 10:00pm

See page 67 of the FREEMAN Service Guide for more information

**CANSEC Exhibitor Schedule 2019***Friday, May 31st, 2019*

08:00 - 17:00

**Dismantle for Indoor Exhibitors with 300 Sq Ft and over**

EXHIBITOR MOVE-OUT

Thursday, May 30, 2019 5:00pm - 11:00pm\*

Friday, May 31, 2019 8:00am - 5:00pm

\*Exhibitors 300sq ft or less must have their materials moved out by 11pm on May 30, 2019