

WELCOME EXHIBITOR

Show Name Supply Change Expo		Deadline Date October 18, 2023
Show Date November 1-2, 2023	Show Venue Westin Airport Calgary	Show Code SPE111223

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Supply Change Expo. We would like to assist in making your participation successful.

As the official contractor for the show, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately. To use online ordering the code for this event is SPE111223.

Please Note: The deadline to qualify for early bird prices is October 18, 2023. All orders processed after the deadline date would be considered a late order; regular prices will apply and are subject to a 35% late order surcharge. Goodkey Show Services requires payment in full at the time orders are placed. Canceled Orders: There is a 50% cancellation fee.

This kit is digitally fillable! Just open it in Adobe Acrobat or a similar program to complete.

SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move In	Tuesday	31/10/23	12:00 pm	6:00 pm
Show Hours	Wednesday	01/11/23	7:00 am	6:00 pm
Show Hours	Thursday	02/03/23	7:00 am	3:00 pm
Exhibitor Move Out	Thursday	02/03/23	3:00 pm	8:00 pm

IMPORTANT INFORMATION

Equipment and Services provided by show management (per exhibit booth):

3m x 3m white hard wall panels

grey carpet

1 - 0.5m x 1m x 1m counter

2 - bar stools

We realize exhibiting in a convention can be complicated. If you need assistance or to order anything not covered in the Exhibitors Kit (Stages, Extra Tall Drape etc.), please do not hesitate to contact us at any of the following:

By email: **info@goodkey.com** or **exhibitorservices@goodkey.com**

By telephone: **780.426.2211**

By fax: **780.426.5734**

Visit us at **www.goodkey.com** *We look forward to serving you!*



Head Office
5506 - 48 St NW
Edmonton, AB T6B 2Z1
tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

Vancouver Warehouse
Unit 10, 3751 North Fraser Way
Burnaby, BC V5J 5G4
tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com



HOW TO ORDER

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Go to www.goodkey.com

- Click **ORDER ONLINE** from the menu near the top of the page.
- Register your company if you have not done so at the Goodkey site before.
*Please note: Your Default User name will be your e-mail address, and the preselected password is **blue**. You can then go into your account and change your password.
- Put in your **SHOW CODE** (see above).
- You are now at the show info page. That will tell you the move-in and move-out information along with the furnishings and colors that are supplied by your show organizer.
- If you would like to order extra furnishings, material handling, labour, etc please click on **MAIN** on top of the page.
- Click on the sub category **PRODUCTS** or **SERVICES** of your choice.
- To add to your order, select the options beside the photo then **ADD ITEM TO CART**. Click **BACK TO ORDER ONLINE** by the **VIEW MY CART** to return to the main order directory.
- Once you are completely satisfied with your order(s) click on **CONFIRM MY CART** at the bottom of the page.
- Click the terms and conditions box - please note instructional pop up and click **OK**.
- Click **PAY ONLINE** and complete the required fields.
- Click **COMPLETE PAYMENT** and print your receipt.

DOCUMENTS

Visit the **ONLINE DOCUMENTS** section to download show related documents such as order forms, sample customs forms, product brochures, etc.

IMPORTANT!

All exhibitors must complete the **MATERIAL HANDLING AGREEMENT** before the specified show date(s).

Not required for POV's
(Personal vehicles or company owned vehicles)

The system will automatically send you the confirmation of your order through the email you have provided at the time of registration.

We're here for you

At Goodkey we know that exhibiting can be complicated, if it's your first show or if you're a seasoned pro. We're here to help! From walking you through a first-time online order to just providing some piece of mind. If you need anything just give us the word, and we'll take care of the rest.

We believe in building relations with our clients. We understand the importance and value of good quality customer service and that your time is valuable. When you call Goodkey you will always be greeted by a person, not a machine.

National Service Centre

Open: Monday - Friday 8:00 AM - 4:30 PM (MST)

Tel: **780.426.2211**

Fax: **780.426.5734**

Email: info@goodkey.com



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PAGE LIST

IMPORTANT! Please check the boxes of page(s) with filled orders. Thank you!





- 1 WELCOME / SHOW INFO
- 2 ONLINE ORDERING
- 3 PAGE LIST
- 4 CARPET
- 5 FURNITURE
- 6 OPTIMUM FURNITURE
- 7 DRAPE & TABLES
- 8 ACCESSORIES
- 9 DISPLAY ACCESSORIES
- 10 OCTANORM BOOTHS 10 X 10
- 11 OCTANORM BOOTHS 10 X 20
- 12 OCTANORM ACCESSORIES
- 13 SIGNAGE & DIGITAL PRINTING
- 14 PRINT READY GRAPHIC GUIDELINES
- 15 AUDIO VISUAL
- 16 EXHIBIT BOOTH VACUUMING & CLEANING
- 17 INSTALLATION & DISMANTLE LABOUR
- 18 MATERIAL HANDLING
- 19 MATERIAL HANDLING AGREEMENT
- 20 EXHIBITOR PAYMENT POLICY
- 21 TERMS & CONDITIONS
- 22 TERMS & CONDITIONS
- 23 METHOD OF PAYMENT
- 24 WIRE TRANSFER INFORMATION

CARPET

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10'		\$144.15	\$194.60	
10' x 20'		\$288.30	\$389.20	
10' x 30'		\$432.45	\$583.80	

CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @ \$2.75 per sq.ft		\$2.92/sq.ft	\$3.94/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				

CLASSIC CARPET COLOR CHOICE Please check one <input checked="" type="checkbox"/>				
				
<input type="checkbox"/> RED	<input type="checkbox"/> BLUE	<input type="checkbox"/> GREY	<input type="checkbox"/> BLACK	<input type="checkbox"/> FOREST GREEN

ADDITIONAL ITEMS				
Carpet Underlay		\$1.06/sq.ft	\$1.45/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Double Underlay		\$2.12/sq.ft	\$2.85/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Poly (Visqueen)		\$0.48/sq.ft	\$0.65/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				

IMPORTANT: A replacement cost of the carpet will be assessed if the rented carpet was intentionally damaged and/or deemed unusable after the event.

If you will need under carpet wire cuts, or any other cuts, please fill out the cost below.

UNDER CARPET WIRING CUT (does not include install)	
Booth Size: _____ ft x _____ ft = _____ sq/ft	\$3.50/sq.ft

SPECIAL INSTRUCTIONS



designer carpet line by

GOODKEY

SHOW SERVICES LTD.

- Guaranteed new high quality carpet available in a variety of new designer colors
- Price includes Visqueen covering, delivery, installation, carpet tape, and carpet removal
- No material handling charges when ordered from Goodkey

DESCRIPTION & QTY	REGULAR PRICE	TOTAL
DESIGNER CARPET		
100 - 700 sq.ft	\$3.50/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$3.75/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		


















DESIGNER CARPET COLOR CHOICE Please check one <input checked="" type="checkbox"/>			
SNOW WHITE <input type="checkbox"/>			<input type="checkbox"/> GRAPE PURPLE PMS 525
ALPINE GREEN <input type="checkbox"/>			<input type="checkbox"/> APPLE GREEN PMS 368
OCEAN BLUE <input type="checkbox"/>			<input type="checkbox"/> SPICY PINK PMS 226
LEMON YELLOW <input type="checkbox"/>			<input type="checkbox"/> TANGERINE ORANGE PMS 1375
SILKY BEIGE <input type="checkbox"/>			<input type="checkbox"/> CHOCOLATE PMS 469

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY		
<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
<input type="checkbox"/> 50% CANCELLATION FEE		
ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	







FURNITURE

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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					SEATING				
Chrome Cruiser Table 30" dia - 40" tall 		\$82.00	\$110.70		Folding Chair Green Plastic 		\$20.15	\$27.20	
Cruiser Table 30" dia - 40" tall 		\$66.50	\$89.80		Leather Side Chair Black Leather Seat 		\$33.90	\$45.80	
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN 		\$41.35	\$55.80		Stool with Backrest Black Fabric 		\$91.15	\$123.05	
Pedestal Table 30" dia - 29" tall 		\$62.55	\$84.45		Mini Bar Stool Black Faux Leather 25" tall 		\$27.55	\$37.20	
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN 		\$36.05	\$48.70		Bar Stool Black Faux Leather 30" tall 		\$33.90	\$45.80	
Wood Top Square Table Cruiser 40" tall 		\$62.55	\$84.45		DESCRIPTION REGULAR PRICE TOTAL				
Wood Top Square Table Pedestal 29" tall 		\$62.55	\$84.45		FURNITURE COMBOS				
Wood Top Round Table Cruiser 40" tall 		\$62.55	\$84.45		Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall) 			\$99.65	
Wood Top Round Table Pedestal 29" tall 		\$62.55	\$84.45		Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall) 			\$108.15	
Coffee Table 30" dia - 18" tall 		\$48.75	\$65.80		**PRICES INCLUDE DELIVERY AND INSTALLATION				
SPECIAL INSTRUCTIONS					SUBTOTAL				
					OFFICE USE ONLY				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					ADJUSTED SUBTOTAL				
					5% G.S.T.				
TOTAL AMOUNT DUE									
GST REGISTRATION#: 121717813 RT					PST REGISTRATION#: PST-1013-7620				

OPTIMUM FURNITURE

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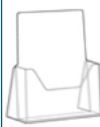

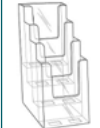

















DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
SEATING					TABLES				
Corbusier Chair <i>Black Leather</i>			\$376.00	\$507.60	Wood Top Chrome End Table 18" x 18"			\$72.05	\$97.30
Corbusier Chair <i>White Leather</i>			\$376.00	\$507.60	Wood Top Chrome Coffee Table 24" x 48"			\$96.45	\$130.20
Corbusier Loveseat <i>Black Leather</i>			\$453.60	\$612.40	Wood Top Chrome Coffee Table 36" x 36"			\$82.65	\$111.60
Corbusier Loveseat <i>White Leather</i>			\$453.60	\$612.40	DESCRIPTION REGULAR PRICE TOTAL				
Corbusier Sofa <i>Black Leather</i>			\$521.50	\$704.00	OPTIMUM FURNITURE COMBOS				
Corbusier Sofa <i>White Leather</i>			\$521.50	\$704.00	Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)			\$333.90	
Mini Chrome Flop Back White Leather Seat 33" tall			\$103.80	\$143.15	Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)			\$333.90	
Chrome Flop Back Black Leather Seat 45" tall			\$138.80	\$187.40	Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs			\$821.50	
Chrome Flop Back White Leather Seat 45" tall			\$138.80	\$187.40	**PRICES INCLUDE DELIVERY AND INSTALLATION				
JLO Bar Stool Black Leather Seat 36" tall			\$90.10	\$121.65	SUBTOTAL				
JLO Bar Stool White Leather Seat 36" tall			\$90.10	\$121.65	OFFICE USE ONLY				
SPECIAL INSTRUCTIONS					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					ADJUSTED SUBTOTAL				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

DRAPE & TABLES

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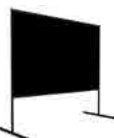









DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL		
TABLES					DRAPE PARTITIONING					
6'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$102.30	\$138.10		3' High Drape- per linear foot	\$4.90/LF	\$6.15/LF			
8'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$102.30	\$138.10		Size: _____ ft x _____ ft= _____					
Upgrade Decorated Table to 4 sides draped ADD		\$40.25	\$54.35		8' High Drape- per linear foot	\$7.60/LF	\$9.50/LF			
4'x2'x29"[h] <i>Decorated Table (4 sides draped)</i>		\$102.30	\$138.10		Size: _____ ft x _____ ft= _____					
COUNTERS					DRAPE COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>					
6'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$151.55	\$204.60		 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY			
8'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$151.55	\$204.60		 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY			
Upgrade Decorated Counter to 4 sides draped ADD		\$52.45	\$70.80		 <input type="checkbox"/> TEAL	 <input type="checkbox"/> GOLD	 <input type="checkbox"/> FOREST GREEN			
4'x2'x40"[h] <i>Decorated Table (4 sides draped)</i>		\$151.55	\$204.60		 <input type="checkbox"/> BURGUNDY					
SKIRT COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>					DESCRIPTION QTY EARLY BIRD REGULAR PRICE TOTAL					
 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY				HARDWARE ACCESSORIES (<i>Installation not included</i>)				
 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY				Labour to install			\$27.70	
 <input type="checkbox"/> TEAL						Baseplate		\$20.50	\$27.70	
UNDECORATED TABLES					4' - 7' Slider					
4'x2'x29"[h]		\$57.75	\$78.00		6' - 10' Slider					
6'x2'x29"[h]		\$57.75	\$78.00		7' - 12' Slider					
8'x2'x29"[h]		\$57.75	\$78.00		4' solid					
SPECIAL INSTRUCTIONS					3' high upright <i>(Baseplate not included)</i>					
					8' high upright <i>(Baseplate not included)</i>					
					12' high upright <i>(Baseplate not included)</i>					
					**PRICES INCLUDE DELIVERY AND INSTALLATION					
					SUBTOTAL					
					OFFICE USE ONLY					
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE					
					<input type="checkbox"/> 50% CANCELLATION FEE					
					ADJUSTED SUBTOTAL					
					5% G.S.T.					
					TOTAL AMOUNT DUE					
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620					

ACCESSORIES

Show Name Supply Change Expo					Name of Company					Booth Number
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	
LITERATURE DISPLAYS					MISCELLANEOUS					
Chrome Literature Rack 8 wire slots Fits 8.5" x 11"			\$143.10	\$193.20	Draw Barrel 		\$59.35	\$80.10		
Single Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$37.10	\$50.10	Mini Fridge 		\$208.80	\$281.90		
3 to 4 Tier Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$64.65	\$87.30	Water Cooler Includes 1 jug of water + 250 cups	Water Cooler 		\$180.00	\$243.00	
					Additional Water Jug		\$30.75	\$41.50		
					Desk 		\$120.00	\$162.00		
BUSINESS CARD HOLDERS					Coat Tree 		\$36.05	\$48.70		
Single Business Card Fits standard card Clear Acrylic			\$37.10	\$50.10	Bag Holder 		\$63.60	\$85.90		
4 Tier Business Card Fits standard card Clear Acrylic			\$25.40	\$34.30	Garment Rack Chrome on casters 		\$41.35	\$55.80		
4 Double Tier Business Card Fits standard card Clear Acrylic			\$64.65	\$87.30	Chrome Sign Holder Holds 22" x 28" 		\$41.35	\$55.80		
LIVE PLANTS					Easel Free Standing 		\$20.15	\$27.20		
3' Potted Plant Live Tropical 			\$77.35	\$104.40	Eco-Friendly Garbage Pail 		\$34.95	\$47.20		
4' Potted Plant Live Tropical 			\$79.50	\$107.30	**PRICES INCLUDE DELIVERY AND INSTALLATION					
5' Potted Plant Live Tropical 			\$102.30	\$138.10	SUBTOTAL					
Small Floral Arrangement 			PRICE TBD	PRICE TBD	OFFICE USE ONLY					
Medium Floral Arrangement 			PRICE TBD	PRICE TBD	<input type="checkbox"/> 35% LATE ORDER SURCHARGE					
Large Floral Arrangement 			PRICE TBD	PRICE TBD	<input type="checkbox"/> 50% CANCELLATION FEE					
					ADJUSTED SUBTOTAL					
					5% G.S.T.					
					TOTAL AMOUNT DUE					
GST REGISTRATION#: 121717813 RT					PST REGISTRATION#: PST-1013-7620					

DISPLAY ACCESSORIES

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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	
OCTANORM COUNTERS AND RISERS					OCTANORM DISPLAY SYSTEMS					
Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]			\$163.25	\$220.40	Shelf Gondola White 3 Glass Shelves 9" x 38" 20" x 38" x 98"[h]			\$250.15	\$337.70	
COUNTER WITH FULL COLOR GRAPHIC ~Be noticed!			\$297.85	\$402.10	Slat Wall Gondola Brackets not included 20" x 38" x 98"[h]			\$250.15	\$337.70	
Doors & storage shelf 	<i>Display a company logo or branding!</i>				2" Slat Wall Hook 			\$00.58	\$00.80	
			• Full color digital printing • Image size: 962mm[w] x 912mm[h]							
			Send logo in .eps format along with directions to signsondemand@goodkey.com an email will be sent confirming receipt of logo and proof of signage.							
Show Case Two shelves 20"[d]x38"[w]x40"[h]			\$207.75	\$280.50	POSTER DISPLAY SYSTEMS					
Jewelry Case One shelf with lights 20"[d]x38"[w]x40"[h]			\$207.75	\$280.50	Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive			\$101.75	\$137.40	
Computer Counter 29"[d]x40"[w]x40"[h]			\$190.80	\$257.60	Hook Velcro 6 yards per box Self Adhesive			\$26.50	\$35.80	
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]			\$298.90	\$403.50	Loop Velcro 6 yards per box Self Adhesive			\$26.50	\$35.80	
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall			\$220.45	\$297.60	GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)					
Single Show Case 20"[d]x20"[w]x40"[h]			\$114.50	\$154.60	Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces			\$4.00 per pad	\$5.00 per pad	
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]			\$114.50	\$154.60	Removable Double-sided Foam Tape Roll 30ft roll x 1" wide			\$50.00 per roll	\$67.50 per roll	
**PRICES INCLUDE DELIVERY AND INSTALLATION										
SUBTOTAL										
OFFICE USE ONLY										
<input type="checkbox"/> 35% LATE ORDER SURCHARGE										
<input type="checkbox"/> 50% CANCELLATION FEE										
ADJUSTED SUBTOTAL										
5% G.S.T.										
TOTAL AMOUNT DUE										
GST REGISTRATION#: 121717813 RT						PST REGISTRATION#: PST-1013-7620				

OCTANORM BOOTHS 10 X 10

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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	PANEL & HARDWARE DISCLAIMER
Style 1 - 10' x 10' • 1 Header Sign (2942mm [w]x 302mm[h])		\$996.00	\$1345.00		If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.
With Graphic Upgrade Package		\$2666.75	\$3600.10		
Style 2 - 10' x 10' • 1 Header Sign (1952mm [w]x 302mm[h]) • Storage Area 3' x 9.6' w/ lockable door • Lockable counter 3.3' high		\$1353.00	\$1826.60		You will be charged \$60/panel for cleaning or repair.
With Graphic Upgrade Package		\$2500.00	\$3375.00		
Style 3 - 10' x 10' • 1 Curved Header Sign (1500mm [w]x 450mm[h]) • Corner storage area 3' x 3' • Lockable counter 3.3' high		\$3060.00	\$4131.00		Many other custom designs are available! For more information CALL 780.426.2211
With Graphic Upgrade Package		\$4502.00	\$6077.70		
Style 4 - 10' x 10' • 2 Header Signs (1952mm [w]x 302mm[h]) • Curved counter 3.3' high		\$1562.00	\$2108.70		**PRICES INCLUDE DELIVERY AND INSTALLATION
With Graphic Upgrade Package		\$3054.00	\$4122.90		
GRAPHIC UPGRADE CUSTOMIZATION					SUBTOTAL
Carpet Color Choice <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black					OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL
					5% G.S.T.
					TOTAL AMOUNT DUE
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620
Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic <input type="checkbox"/> Complimentary (Bold black font proportionally on white panel, capital letters unless specified)					
<input type="checkbox"/> Full color header upgrade (See SIGNAGE & DIGITAL PRINTING FORM to order graphics)					
Panel Color Choice		Complimentary	Burfab Upgrade Velcro Receptive		REGULAR PRICE
		<input type="checkbox"/> WHITE HARDWALL	<input type="checkbox"/> BLUE		\$125.00
		<input type="checkbox"/> BLACK HARDWALL	<input type="checkbox"/> BLACK		per panel
				TOTAL	

OCTANORM BOOTHS 10 X 20

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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	PANEL & HARDWARE DISCLAIMER	
Style 5 - 10' x 20' • 2 Header Signs (2942mm [w] x 302mm [h])		\$2030.00	\$2740.50		If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.	
With Graphic Upgrade Package		\$4402.00	\$5942.70			
Style 6 - 10' x 20' • Storage area 3' x 6' w/ lockable door • Custom reception counter		\$2800.00	\$3780.00		You will be charged \$60/panel for cleaning or repair.	
With Graphic Upgrade Package		\$6661.00	\$8992.35			
Style 7 - 10' x 20' • 1 Curved Header Sign (1500mm [w] x 450mm [h]) • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		\$3181.00	\$4294.35		Many other custom designs are available! For more information CALL 780.426.2211	
With Graphic Upgrade Package		\$5062.00	\$6833.70			
Style 8 - 10' x 20' • 3 Header Signs 1@(2942mm [w] x 302mm [h]) + 2@(1952mm [w] x 302mm [h]) • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		\$2628.00	\$3547.80		**PRICES INCLUDE DELIVERY AND INSTALLATION	
With Graphic Upgrade Package		\$5136.00	\$6933.60			
					SUBTOTAL	
					OFFICE USE ONLY	
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE	
					<input type="checkbox"/> 50% CANCELLATION FEE	
					ADJUSTED SUBTOTAL	
					5% G.S.T.	
					TOTAL AMOUNT DUE	

GRAPHIC UPGRADE CUSTOMIZATION GST REGISTRATION#: 121717813 RT | PST REGISTRATION#: PST-1013-7620

Carpet Color Choice

Red Blue Grey Black

Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic

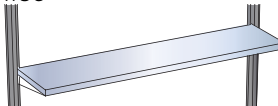
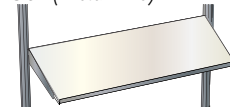
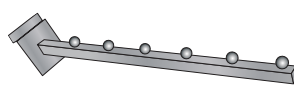


Complimentary (Bold black font proportionally on white panel, capital letters unless specified)
Please clearly print name as you would like it to appear _____

Full color header upgrade (See **SIGNAGE & DIGITAL PRINTING FORM** to order graphics)

Panel Color Choice	Complimentary	Burfab Upgrade Velcro Receptive	REGULAR PRICE	TOTAL
<input type="checkbox"/> WHITE HARDWALL	<input type="checkbox"/>	<input type="checkbox"/> BLUE	\$125.00 per panel	
<input type="checkbox"/> BLACK HARDWALL	<input type="checkbox"/>	<input type="checkbox"/> BLACK		

OCTANORM ACCESSORIES

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM DISPLAY SYSTEMS					OCTANORM ACCESSORIES				
Full Height Slat Wall Panel <i>1m x 2.5m</i> <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall		\$159.00	\$214.65		Glass Shelf 9" x 38" 		\$25.45	\$34.40	
					Angled Literature Shelf 12" x 38" (melamine) 		\$32.85	\$44.35	
					Waterfall Rack <i>*must be used with slat wall</i> 		\$30.75	\$41.50	
Half Slat Wall Panel <i>1m x 1.25m</i> <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall <input type="checkbox"/> Top Slat Wall <input type="checkbox"/> Bottom Slat Wall		\$91.15	\$123.05		Gooseneck Light <i>*does not include power</i> 		\$61.45	\$83.00	
					2" Slat Wall Hook 		\$0.58	\$0.80	

IMPORTANT Please include a diagram of the ordered booth indicating placement of all ordered accessories.











**Many other custom designs are available!
For more information CALL 780.426.2211**

****PRICES INCLUDE DELIVERY AND INSTALLATION**

SUBTOTAL		
OFFICE USE ONLY		
<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
<input type="checkbox"/> 50% CANCELLATION FEE		
ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

SIGNAGE & DIGITAL PRINTING

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES				
Full Color Header Upgrade - Single Sided 2942mm (w) x 302mm (h) <i>(Octanorm booth rental required)</i>			\$100.70	\$136.00
Full Color Backwall Panel Upgrade - Single Sided 965mm (w) x 2392mm (h) <i>(Octanorm booth rental required)</i>			\$318.00	\$429.30
Full Color Counter Upgrade - Single Sided 962mm (w) x 912mm (h) <i>(Counter rental required)</i>			\$95.40	\$128.80
Freestanding Flush Backwall - Single Sided 2930mm (w) x 2480mm (h) <i>(Wall rental and graphics included)</i>			\$1,297.80	\$1752.00
FABRIC SIGNAGE				
Hanging Fabric Halo - Many Custom Designs available 10' (w) x 3' (h) generic size <i>(Does not include hanging fee, allow 3 weeks min. for order)</i>	   		Call for quote	
STAND ALONE SIGNAGE				
Vinyl Banner - Single Sided 119" (w) x 36" (h) hanging off backwall with S hooks <i>(Cost includes banner, installation hardware and labour to install)</i>			\$350.00	\$472.50
Rigid Sintra Sign - Single Sided 96" (w) x 24" (h) hanging off backwall with S hooks <i>(Cost includes sign, installation hardware and labour to install)</i>			\$240.00	\$324.00
DESIGN WORK & STORAGE				
If artwork is not supplied as print ready, a minimum of \$50 will be charged to modify art files			\$50.00/per hour	
Have the Goodkey in house design team create the artwork & vectorize logos			\$75.00/per hour	
SIGNAGE STORAGE Indicate if you will be needing the signage again, if not it will be recycled after the event			Call for quote	
Contact us for a consultation about custom sizes, items, and printing options. Subject availability of supplies and time-lines.	**PRICES INCLUDE DELIVERY AND INSTALLATION			
ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE	SUBTOTAL			
SPECIAL INSTRUCTIONS	<input type="checkbox"/> OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL			
	5% G.S.T.			
	TOTAL AMOUNT DUE			
	GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

PRINT READY GRAPHIC GUIDELINES

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	

INLINE EXAMPLE



DESIGN with 0.25" bleeds and cropmarks

SCALE artwork to full size

Metal Posts



EMBED all links

RESOLUTION for images: min 100dpi

TEXT must be at least 2" away from edge

CONVERT all text to outlines

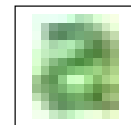
*Inline panel example



To check if a file is **vectored**, zoom in as much as you can to the art. Match what it looks like below.



Vector art
Ex. ai, eps, pdf

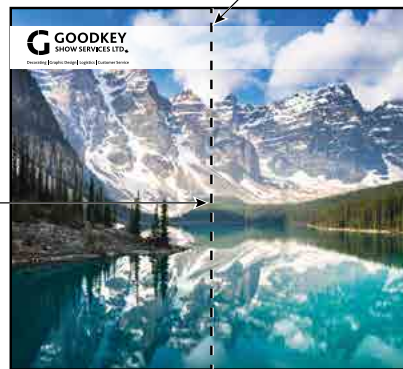


Raster art
Ex. jpg, tiff, png

FLUSH EXAMPLE



REPRESENTS panel break and will not print
DO NOT INCLUDE LINES



AVOID text going through the panel break

SEND as one file with 0.25" bleed, full size or 10% scale we will split the panels for production

*FLUSH graphic example

LABEL files appropriately when saving (showname_companyname_panel) - ex. ABC18_Company_counter1

LEGEND include a layout legend if there are multiple panels

COLOR space has to be CMYK

FONTS if live, should be sent with the art

FILE types for print ready art: high res .pdf | 150dpi + .jpg | .eps

SEND files by email | wetransfer.com | dropbox.com

SEND ALL ARTWORK FILES TO
signsondemand@goodkey.com
Subject Line: **Show Name - Company Name - Booth Number**

AUDIO VISUAL

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	






DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL			
MONITORS					ACCESSORIES (the items below do not include monitor rentals)							
 <p>Included with each monitor:</p> <ul style="list-style-type: none"> HDMI cord Remote control Your choice of wall-mount or monitor base <p>No other cords are available for rent.</p>					 <p>Counter with graphic Graphic: 962mm x 912mm</p>					\$297.85	\$402.10	
42" LCD Monitor Wall-mounted bracket <i>(Requires octanorm hardwall rental to mount to)</i>		\$382.40	\$516.25		Freestanding Octanorm Stand with graphic Graphic: 782mm x 302mm		\$295.75	\$399.30				
42" LCD Monitor Monitor base to sit on counter <i>(Counter/table not included, please order separately)</i>		\$382.40	\$516.25		Freestanding Gondola with graphic Above TV: 962mm x 835mm Below TV: 962mm x 1400mm		\$360.50	\$486.70				
50" LCD Monitor Wall-mounted bracket <i>(Requires octanorm hardwall rental to mount to)</i>		\$590.45	\$797.10		Blu-ray Media Player <i>(USB or Blu-ray disc compatible)</i>		\$225.75	\$304.80				
50" LCD Monitor Monitor base to sit on counter <i>(Counter/table not included, please order separately)</i>		\$590.45	\$797.10									
AUDIO / VISUAL NOTES												
<ul style="list-style-type: none"> The listed rental prices are for the duration of a single event (multi-day if applicable). Rental price includes delivery to your booth space. Items listed are subject to availability. Our monitor rentals are "smart", however we recommend using in conjunction with a DVD player or laptop as there are limited video options (such as looping). If you are bringing your own video source, please ensure it is HDMI compatible. Orders must be processed and graphic/logo submitted prior to the order deadline date. 					 <p>Wall-mount Bracket <i>(Monitor not included, requires hardwall rental to mount to)</i></p>					\$54.05	\$73.00	
SPECIAL INSTRUCTIONS					**PRICES INCLUDE DELIVERY AND INSTALLATION							
					SUBTOTAL							
					OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL							
					5% G.S.T.							
					TOTAL AMOUNT DUE							
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620							

EXHIBIT BOOTH VACUUMING & CLEANING

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	

- SERVICE INCLUDES:**
- EXHIBIT VACUUMING
 - EMPTYING OF WASTEBASKETS

PRE-ORDERS *(must be received prior to above order deadline date)*

Booth Width _____ x Booth Depth _____ + Square Feet _____ x Number of Days _____ x \$0.40 = _____
(min 100 Sq.Ft.)

LATE-ORDERS

Booth Width _____ x Booth Depth _____ + Square Feet _____ x Number of Days _____ x \$0.53 = _____
(min 100 Sq.Ft.)

SPECIAL INSTRUCTIONS

	**PRICES INCLUDE DELIVERY AND INSTALLATION	
	SUBTOTAL	
	OFFICE USE ONLY	
	<input type="checkbox"/> 35% LATE ORDER SURCHARGE	
	<input type="checkbox"/> 50% CANCELLATION FEE	
	ADJUSTED SUBTOTAL	
	5% G.S.T.	
	TOTAL AMOUNT DUE	
	GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620



Head Office
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Edmonton, AB T6B 2Z1
tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

Vancouver Warehouse
Unit 10, 3751 North Fraser Way
Burnaby, BC V5J 5G4

INSTALLATION & DISMANTLE LABOUR

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	

INSTALLATION & DISMANTLE RATES

Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday	\$72.00/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday	\$108.00/hr.
Double Time (DT):	All other hours including Sundays and statutory holidays	\$216.00/hr.

INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS

Labourers	Hours	\$72.00/hr. (RT)	\$
Labourers	Hours	\$108.00/hr. (OT)	\$
Labourers	Hours	\$216.00/hr. (DT)	\$

Date Required: _____ Start Time: _____ Finish: _____

DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS

Labourers	Hours	\$72.00/hr. (RT)	\$
Labourers	Hours	\$108.00/hr. (OT)	\$
Labourers	Hours	\$216.00/hr. (DT)	\$

Date Required: _____ Start Time: _____ Finish: _____

Client Supervised? YES NO If yes, Supervisors name: _____

Supervised by Goodkey Show Services Ltd.? YES NO If yes, add 25% to total estimated charges

The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)

Ladders Required: _____

SPECIAL INSTRUCTIONS	TOTAL ESTIMATED CHARGE	
	25% SUPERVISION FEE	
	SUBTOTAL	
	OFFICE USE ONLY	
	<input type="checkbox"/> 35% LATE ORDER SURCHARGE	
	<input type="checkbox"/> 50% CANCELLATION FEE	
	ADJUSTED SUBTOTAL	
	5% G.S.T.	
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	



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MATERIAL HANDLING

Show Name Supply Change Expo	Name of Company	Booth Number
Show Date November 1-2, 2023	Deadline Date October 18, 2023	

ONSITE MATERIAL HANDLING <i>Date: DURING MOVE IN DAYS(S) ONLY</i>	ADVANCED MATERIAL HANDLING <i>Starting: October 4, 2023</i> <i>Deadline: October 18, 2023</i>
-----------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

<ul style="list-style-type: none"> RECEIVE & STORE SHIPMENT UP TO 1 DAY PRIOR TO SHOW OPENING DELIVERY OF SHIPMENT FROM SHIPPING AREA TO BOOTH REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER <p>\$56.00 per hundred pounds (lbs.) (\$112.00 minimum charge)</p> <p>Weight _____ @ \$00.56/cwt _____</p> <p>Carrier Name: _____ # of pcs. _____</p> <p>Bill of Lading # _____</p>	<ul style="list-style-type: none"> RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE FIRST PRIORITY UNLOADING STATUS REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER <p>\$70.00 per hundred pounds (lbs.) (\$140.00 minimum charge)</p> <p>Weight _____ @ \$00.70/cwt _____</p> <p>Carrier Name: _____ # of pcs. _____</p> <p>Bill of Lading # _____</p>
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SUBTOTAL	SUBTOTAL
OFFICE USE ONLY	OFFICE USE ONLY
<input type="checkbox"/> 35% LATE ORDER SURCHARGE	<input type="checkbox"/> 35% LATE ORDER SURCHARGE
<input type="checkbox"/> 50% CANCELLATION FEE	<input type="checkbox"/> 50% CANCELLATION FEE
ADJUSTED SUBTOTAL	ADJUSTED SUBTOTAL
5% G.S.T.	5% G.S.T.
TOTAL AMOUNT DUE	TOTAL AMOUNT DUE

GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620

<p>CONDITIONS</p> <ul style="list-style-type: none"> ALL ORDERS MUST BE PREPAID ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECT TO A 35% LATE FEE PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:00 AM - 4:00 PM <p><small>*RESHIPING: Exhibitors must arrange for pickup at show site, all items must be labeled and include completed bill of lading. Material not removed from exhibit area by specified time will be shipped collected by first available carrier.</small></p>	<p>CONDITIONS</p> <ul style="list-style-type: none"> ALL ORDERS MUST BE PREPAID ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECT TO A 35% LATE FEE PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 AM - 3:30 PM, MONDAY - FRIDAY LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE <p><small>*RESHIPING: Exhibitors must arrange for pickup at show site, all items must be labeled and include completed bill of lading. Material not removed from exhibit area by specified time will be shipped collected by first available carrier.</small></p>
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<p>ONSITE LABELING</p> <p>Supply Change Expo NAME OF EXHIBITING COMPANY - BOOTH # c/o GOODKEY SHOW SERVICES LTD. Westin Airport Calgary 671 Aero Drive NE & Aero Cres NE Calgary, AB T2E 7Y5</p>	<p>ADVANCED WAREHOUSE LABELING</p> <p>Supply Change Expo NAME OF EXHIBITING COMPANY - BOOTH # c/o GOODKEY SHOW SERVICES LTD. 75 Dufferin Pl SE Calgary, AB T2C 4W2</p>
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LIMITS AND LIABILITIES

Goodkey Show Services Ltd. will not be held responsible for concealed damage, or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Goodkey Show Services Ltd. The condition, count and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitors bill of lading to reflect actual condition, count and contents found. Goodkey Show Services Ltd. will not be responsible for damages incurred while handling loose exhibit materials or those inadequately packed. Goodkey Show Services Ltd. will not be responsible for failure or delay in performing services when delay is caused by strike, labour storage, or any other cause unavoidable or beyond their control. Shipments should be insured by the exhibitor for coverage when out of the care, custody, and control of Goodkey Show Services Ltd. The liability of Goodkey Show Services Ltd. is hereby limited to \$0.30 per pound per article and values exceeding this limitation should be insured by the shipper. All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment arriving uncrated will be charged an additional 50% handling charge. Goodkey Show Services Ltd. will receive goods only if this form is returned signed and freight is PREPAID.

Signature _____ Date _____



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MATERIAL HANDLING AGREEMENT



5506 - 48 ST NW TEL - 1.780.426.2211
Edmonton, AB T6B 2Z1 FAX - 1.888.426.5734

PLACE PRO NUMBER HERE

SHIPPER'S NUMBER

DATE/TIME RECEIVED:
_____ AM
_____ PM

INSTRUCTIONS: COMPLETE ALL SHADED AREAS, RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

DATE: _____ BOOTH NUMBER: _____

FROM: TO:

Westin Airport Calgary
671 Aero Drive NE & Aero Cres NE
Calgary, AB
T2E 7Y5

SHIPPED FROM: EVENT/FACILITY/CITY
Supply Change Expo

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:
CHECK ONE
1) RE-ROUTE VIA GOODKEY LOGISTICS
2) DELIVER BACK TO THE WAREHOUSE AT EXHIBITOR'S EXPENSE

SPECIAL INSTRUCTIONS:

CARRIER:
PICK UP NUMBER:

RE-ROUTE VIA _____ BY _____
DATE _____ TIME _____ AM/PM

AIR FREIGHT WILL BE BILLED ON ACTUAL OR DIMENSIONAL WEIGHT, WHICHEVER IS GREATER
DECLARED VALUE FOR AIR SHIPMENTS ONLY \$ _____ .00 (OPTIONAL)

CHECK NUMBER OF SEPARATE SHIPMENTS IN BOOTH: 1 2 3 4 OR SPECIFY:

GOODKEY LOGISTICS
 STANDARD GROUND UNCRATED AIR FREIGHT NEXT DAY SECOND DAY DEFERRED

OTHER CARRIERS
 COMMON CARRIER VAN LINE AIR FREIGHT NEXT DAY SECOND DAY DEFERRED

FREIGHT INFORMATION

CHECKER	NO. PIECES	DESCRIPTION OF ARTICLES	* HAZ MAT	WEIGHT (LB) SUBJECT TO CORR.	* EMERGENCY RESPONSE NUMBER IF HAZARDOUS MATERIAL COLUMN USED
		CRATES EXHIBITION MATERIAL, K.D. (WOODEN)			
		CARTONS (CARDBOARD)			
		TRUNKS/ CASES (FIBER) (COLOR)			
		SKIDS/ PALLETS			
		CARPETS (COLOR)			
		CARPET PADDING			

EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF THE EXHIBITOR'S AGENT) BELOW DENOTES ACCEPTANCES OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THE FORM. EXHIBITOR OR ITS AGENT CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS, OR IF FREIGHT CONTAINS SUCH MATERIALS, THAT THE EXHIBITOR IS REGISTERED IN CONFORMANCE WITH SUBPART G OF PART 107 CFR TITLE 49, IF APPLICABLE, AND THAT THE HAZARDOUS MATERIALS HAVE BEEN PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED, AND ARE IN PROPER CONDITION FOR SHIPMENT AS REQUIRED, PERMITTED AND/OR AUTHORIZED UNDER APPLICATION LOCAL, PROVINCIAL/STATE AND FEDERAL STATUTES AND REGULATIONS.

IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT: COLLECT PREPAID

BILL FREIGHT CHARGES TO:

CHECKER SIGNATURE	DATE LOADED	CARRIER
TRAILER NO.	START TIME	
EXHIBITOR	FINISH TIME	
SIGNATURE	DRIVER	DATE
PRINT NAME	PIECES RECEIVED	

EXHIBITOR PAYMENT POLICY

1. All orders for services from Goodkey Show Services must be accompanied by (1) a completed Credit Card Authorization form.

2. ELIGIBILITY FOR DISCOUNT PRICING

To qualify for the discount pricing offered, payment in full must accompany your order and be received in our offices no later than 4:00 PM, Mountain time on the date shown on the top right corner of each order form. Purchase orders do not qualify for discount pricing.

3. SHOW SITE ORDERS

Charges for orders placed at show site by the cardholder and/or his or her representative will be added to the credit card number on file.

4. METHODS OF PAYMENT

Goodkey Show Services accepts American Express, MasterCard, Visa, Debit Card, Cheque, Bank Wire Transfer and e transfer. Please send e transfer payments to accounting@goodkey.com Purchase Orders are not considered payment. Any cheque returned to us and / or any unapproved credit card transaction, for any reason, will incur a service charge of \$100.00.

5. BANK WIRE TRANSFER INFORMATION

To properly credit your account, please complete the Wire Transfer form included in this service manual and follow the instructions on the form. Please note that there is a minimum \$30.00 service charge applicable for CAD wire transfers and \$ 50.00 for all international wire transfers. Fees vary depending on the bank processing the transfer.

6. MATERIALS HANDLING

If you are shipping any material to this event, you must complete both the Materials Handling order, the Material Handling Agreement form and the Credit Card Authorization Form. All freight must be shipped to the correct address as instructed in this service manual.

PLEASE REFER TO SHIPMENTS DIRECT TO SHOW SITE ON THE MATERIAL HANDLING FORM.

Please ensure that all shipments are sent "Prepaid" including all applicable taxes, duties, surcharges, etc. Any charges billed to Goodkey Show Services by your carrier following the event will be charged to the Credit Card number provided along with a \$150.00 service charge.

The greater of actual weight or dimensional weight will be charged on all incoming shipments in excess of 5,000 cubic inches. Dimensional weight is calculated as follows: L x W x H / 139.

Shipment arriving prior to receiving your completed materials handling order forms and / or not properly labeled with Goodkey Show Services shipping labels will incur a 10% surcharge.

7. POST EVENT STORAGE

All freight returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Post Show Freight Service charges. Storage charges, at standard industry rates, will be incurred on all freight remaining in our warehouse 3 days beyond the close of show. Storage rates begin at \$450.00 minimum, plus applicable service charge.

8. LABOR PROVIDED UNDER GOODKEY SHOW SERVICES SUPERVISION

Goodkey Show Services shall be responsible for the performance of labor provided under this option. Goodkey Show Services will not be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day.

9. LABOR PROVIDED UNDER EXHIBITOR SUPERVISION

Exhibitor shall be responsible for the performance of labor provided under this option. The exhibitor shall supervise labor secured through Goodkey Show Services in a reasonable manner to prevent bodily injury and/or property damage. It is the exhibitors' responsibility to check in with the Goodkey Show Services Service Desk to collect labor, and to return to Service Desk to release labor when the work is completed.

10. CANCELLATIONS

All requests to cancel orders and for refunds must be made in writing no less than 7 full business days prior to Goodkey Show Services scheduled move-in. All cancellations are subject to a minimum 50% cancellation fee. Any cancellations made within 7 full business days of Goodkey Show Services scheduled move-in will be subject to a 100% cancellation fee.

11. ADJUSTMENTS / CLAIM(S) FOR LOSS

Exhibitor agrees that all claims for loss must be submitted to Goodkey Show Services, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected and no adjustments will be made after the close of the show.

12. All materials and equipment are supplied on a rental basis for the duration of the event and remain the property of Goodkey Show Services.

13. It is understood and agreed that the exhibitor is responsible for the care, custody and control of all materials and equipment supplied by Goodkey Show Services and accepts full responsibility for any loss or damage to the equipment until it is returned to Goodkey Show Services.

14. Goodkey Show Services "Terms and Conditions", "Payment Policy" and "Electrical Terms & Conditions" are subject to change at the sole discretion of Goodkey Show Services and without notice to any parties.

I confirm I have read and agree to the Terms and Conditions and Exhibitor Payment Policy by Goodkey Show Services. The Terms and Conditions will be binding as of the date that the Exhibitor is signed and accepted below.

Show Name	Show Code	Show Date	Booth Number
Show Venue	Email	Contact Name	Name Of Company
Signature			

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH MAY LIMIT YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Goodkey Show Services and you, the EXHIBITOR, who accepts the terms and conditions of this contract once any of the following are met.

The Credit Card Authorization form is signed; OR the Materials Handling Agreement is signed; OR the Exhibitor materials are delivered by a carrier to either the Goodkey Show Services (GSS) warehouse, an advanced storage warehouse OR a show site where Goodkey Show Services is the official show contractor; OR an order for labor and / or rental equipment is placed with Goodkey Show Services.

DEFINITIONS

For purposes of this contract, Goodkey Show Services means Goodkey Show Services (GSS), and their employees, agents, officers, and related entities including but not limited to any subcontractors that GSS may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (EAC). Furthermore, it is understood and agreed that the "Exhibitor" is in fact the "SHIPPER" for all purposes, and circumstances notwithstanding anything contained in this contract to the contrary.

PAYMENT FOR SERVICES

Customer shall be liable for all unpaid charges for services performed by GSS or Agents. Customer authorizes GSS to charge their credit card directly for services rendered on its behalf acknowledges and agrees that all calculations provided by Customer are estimates only and are subject to verification and correction as deemed appropriate by GSS.

CREDIT TERMS

All charges are due prior to service being performed. GSS has the right to require prepayment at the time of request for services. A failure to pay timely will result in Exhibitor having to pay in cash in advance for future services. GSS is authorized to charge Exhibitor credit card for any unpaid charges for services provided to Exhibitor including charges for return shipping. Any charges not paid within 30 days of delivery

of service will be subject to interest at a rate of 2% per month until paid in full.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with standard industry practices, there may be a lapse of time between the delivery of shipments to the booth and the arrival of the EXHIBITOR. During such time, the materials will be left unattended. GSS will not be held responsible or liable for any loss, damage, theft or disappearance of materials after some have been delivered to EXHIBITORS booth.

GSS will make every effort to deliver freight to your booth. However, physical limitations of freight elevators, load in doors, etc. may prevent us from doing so and, in these cases, all freight will be placed as close as possible to your booth.

Consistent with standard industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto outbound carrier. During such time, the materials will be left unattended. GSS will not be held responsible or liable for any loss, damage, theft, or disappearance of materials before same have been picked up for reloading at the conclusion of the event.

All post show freight returned to the advanced storage warehouse will incur both Post Show Freight services charges and storage charges at standard industry prices. \$450.00 Minimum.

Inbound freight shipped to the incorrect advance storage warehouse will incur additional charges consistent with Post Show Freight rates, terms and conditions.

PACKAGING & CRATES

GSS shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink wrapped, materials, glass breakage, concealed damage, carpets in bags or poly or materials improperly packed. In addition, GSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means.

DESIGNATED CARRIERS

In order to expedite removal of materials from show site, GSS shall have the authority to change designated carriers

if the carrier designated by EXHIBITOR does not pick up shipment(s) within 4 hours following close of exhibits. Where no disposition is made by EXHIBITOR., materials will be taken to GSS warehouse to await EXHIBITOR shipping instructions and EXHIBITOR agrees to be responsible for post show freight charges related to re-routing and handling. **IN NO EVENT SHALL GSS BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING.** EXHIBITOR hereby agrees and understands that the carrier's terms and conditions apply to their shipment and material once it has been accepted by said carrier. **GSS WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.**

DISPOSAL OF GOODS

GSS retains the right to dispose of goods left in our warehouse more than sixty (60) days following the event without liability.

EMPTY CONTAINERS

Empty container labels will be available from the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels should be removed or obliterated. GSS assumes no responsibility for.

Error in above procedures removal of containers with old empty labels, removal of containers without GSS empty labels, improper information on empty labels. GSS assumes no liability for loss or damage to goods or crates, or the contents therein, while containers are in storage.

EXHIBITOR RESPONSIBILITIES

It is agreed and understood that the Exhibitor is responsible for the care and control of all materials and equipment provided by GSS and accepts full responsibility for any loss or damage to the materials and equipment until it is returned to GSS. All materials and equipment are supplied on a rental basis for the duration of the show and remain the property of GSS. All rentals include delivery, installation and removal from your booth.

GSS' RESPONSIBILITIES

GSS shall be responsible only for those services which it directly provides. GSS assumes no responsibility for any persons, parties or other contracting firms

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not under GSS' direct supervision and control. GSS shall not be responsible for any loss or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosions or any other circumstance over which it has no control.

GSS shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GSS shall not be liable for ordinary wear and tear in handling of goods or damage of any kind to shrink wrapped goods. All goods should be able to withstand handling by heavy equipment including, but not limited to, forklifts, pallet jacks and dollies. It is the sole responsibility of the Exhibitor to ensure that all goods are packaged correctly prior to shipment or movement on or off the exhibit floor.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, forever hold harmless and defend GSS and their employees, officers and agents from and against all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damages to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through GSS, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invites and/or any Exhibitor Appointed Contractor (EAC).
- EXHIBITORS negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of GSS' equipment.

- EXHIBITOR'S violation of federal, provincial, or local ordinance.

- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by facility and/or Show Management.

INSURANCE

It is understood that GSS is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide GSS with a release and waiver of subrogation to the extent of any insurance settlement received.

CLAIM(S) FOR LOSS

EXHIBITOR understand and agrees that all claims for loss or damage must be submitted, in writing, to GSS immediately at show site, and in any case, no later than the conclusion of the show. For purposes of claim reporting the "conclusion" of the show shall be construed as the time show EXHIBITOR'S materials are delivered to the carrier for transportation from show site. EXHIBITOR agrees and understands that all claims after this time shall be rejected.

MAXIMUM RECOVERY

If found liable for any loss, GSS' sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement of like kind and quality, subject to a dollar amount limit equal to the amount paid by EXHIBITOR to GSS for material handling services during the show or exposition under this contract.

MISCELLANEOUS

EXHIBITOR, as a material part of the consideration to GSS for material handling services, waives and releases all claims against GSS, its' employees, agents, and officers with respect to all matters for which GSS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or

she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify or impair the validity and enforceability of all other provisions herein.

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY

GSS' liability shall be limited to any loss or damage which results solely from GSS' negligence in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of damage or loss. In no event shall GSS be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to, subsequent to or are alleged as a result of tortious conduct, failure of the equipment or services of GSS or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or notice of the possibility of such damages, or far any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or business interruption, or other consequential or indirect economic loss(es).

JURISDICTION

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF ALBERTA, BRITISH COLUMBIA, MANITOBA, NEW BRUNSWICK, NEWFOUNDLAND AND LABRADOR, NORTHWEST TERRITORIES, NOVA SCOTIA, NUNAVUT, ONTARIO, PRINCE EDWARD ISLAND, QUEBEC SASKATCHEWAN, AND YUKON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES.

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Show Venue	Email	Contact Name	Name Of Company
Signature			

METHOD OF PAYMENT

IMPORTANT! If you are planning to utilize any of the services provided by **Goodkey Show Services**, please carefully complete and return this form with all your display requirements.

Name of Company:	Contact:	Booth Number:
Address:	Telephone No:	Fax No:
City, Province/State, Postal Code:	Email:	

Cash / Wire Transfer / E-Transfer

Please send all e-transfers to **accounting@goodkey.com**

Company Cheque (REQUIRE A CREDIT CARD BACKUP)
Please make cheque payable to: **Goodkey Show Services Ltd.**
Note: No cheques will be accepted after the order deadline date.
Address: Goodkey Show Services Ltd.
5506 - 48 ST NW
Edmonton, Alberta
T6B 2Z1

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 labour. Please complete the information requested below:

MASTER CARD VISA PERSONAL COMPANY

Expiration Date: _____ CVC: _____

Cardholders name: _____

Signature: _____

Cardholders Billing Address

Street: _____

City/Province: _____

Postal Code: _____

*Please note: Adjustments will not be made after the closure of the show. Please visit our on-site service desk for any questions or concerns regarding your order with Goodkey. We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

Exhibitor Signature: _____

Print Name: _____

Date: _____

Third Party Authorization
FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:
We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. 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 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:

- ALL SERVICES
- BOOTH CLEANING
- I & D LABOUR
- MATERIAL HANDLING / IN & OUT
- RENTAL FURNITURE & CARPET
- SIGNS
- OCTANORM
- OTHER (please specify) _____

Third Party Agent: _____

Account #: _____

Expiration Date: _____ CVC: _____

PERSONAL CREDIT CARD COMPANY CREDIT CARD

Cardholders name: _____

Signature: _____

Cardholders Billing Address

Street: _____

City/Province: _____

Postal Code: _____

Phone Number: _____ Fax Number: _____

Email: _____

If you are utilizing Wire Transfer Payment to Goodkey Show Services please complete the following and return to accounting@goodkey.com along with your bank confirmation documents.

Event Name: _____ Booth #: _____

Company Name: _____ Sender's name: _____

Email address: _____ Tel. No. _____

Amount transferred: _____ Date of transfer: _____

Please note: Orders placed remains unconfirmed until the funds are received by Goodkey.

Receiver Name: Goodkey Show Services Ltd

Receiver Address: 5506 – 48 St. NW
Edmonton, Alberta T6B 2Z1

Country: Canada

Bank Name: CIBC – Canadian Imperial Bank of Commerce

Bank Address: 10102 – Jasper Ave
Edmonton, Alberta, Canada T5J 1W5

Account No. 11-27918

Transit #: 00059

Bank #: 010

Swift Code: CIBCCATT

Routing #: CC001000059

Note: Please add \$ 50.00 bank fee for all international wire transfers and \$ 30.00 for all Canadian wire transfers.

Additional info: We have recently noticed a spike in phishing scheme trying to gain access to confidential information from companies. We ask that if you receive a requests from Goodkey to update our payment information, or notice any irregularities, to please contact our office at 780-426-2211 and speak to Rodella or Calvin Goodkey to confirm the authenticity of the request.