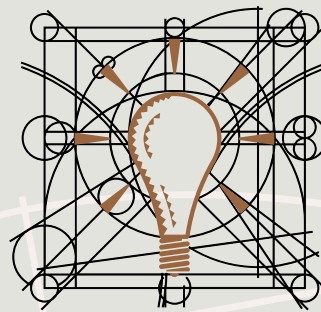


# GOODKEY

SHOW SERVICES LTD.



One Great idea after another!

**TRADER'S FORUM**  
trade show • trade magazine • virtual showrooms

AUGUST 15 - 17, 2010  
MAYFIELD TRADE CENTRE

## WELCOME EXHIBITOR

DEAR EXHIBITORS :

Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at the **Trader's Forum** on **August 15 - 17, 2010** at the **Mayfield Trade Centre**. 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.

**Please Note: DEADLINE ORDER DATE IS AUGUST 2, 2010. All orders processed after the deadline date would be considered a late order, late charges will apply. On-line ordering code: TF8151710**

## BOOTH EQUIPMENT PROVIDED BY SHOW MANAGEMENT

8' high backwall drape (blue, white, white, blue)  
8' high sidewall drape (blue, white, white, blue)

**Please note : Only item listed above are provided by Show Management for the above show.**

For those exhibitors that would like to ship their goods directly to Goodkey Show Services Ltd., please fill out our Material Handling Form return the form to us with the Method of Payment form and **GSS** will be receiving and delivering your freight right in your booth. Each item should be labeled as follows:

SHOW NAME  
COMPANY NAME Booth # \_\_\_\_\_  
c/o Goodkey Show Services  
9539 - 41 Avenue  
Edmonton, Alberta T6E 5X7

We realize exhibiting in a convention could be complicated. If you need assistance or require additional information not covered in the **Exhibitors Kit**, please do not hesitate to contact us at any of the following: E-mail address: [calvin@goodkey.com](mailto:calvin@goodkey.com) or [info@goodkey.com](mailto:info@goodkey.com) our telephone no: (877) 726-2211 on our fax line at (888) 426-5734 or you may visit us at our web site at [www.goodkey.com](http://www.goodkey.com).

**We look forward to serving you !**

GOODKEY SHOW SERVICES LTD.  
National Exhibitor Service Centre

Head Office

9 5 0 5

41 - Avenue

Edmonton

Alberta

T6E 5X7

Telephone

780.426.2211

Facsimile

780.426.5734

Toll Free

t - 1•877•726•2211

f - 1•888•426•5734

Website

[www.goodkey.com](http://www.goodkey.com)

Official Display Contractor  
to the:



One Great idea after another!



## Step by Step Instructions for ordering online

**Show Name: TRADER'S FORUM**

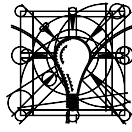
**Show Code: TF8151710**

▶ Go to [www.goodkey.com](http://www.goodkey.com)

- ▶ Click **“order online”** from the menu near the top of the page.
- ▶ Register your company if you have not registered at the Goodkey site before.
- ▶ 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.
- ▶ Pick from categories listed and click on the sub category **products** or **services** of your choice.
- ▶ To add to your order, click on **“back to main”** beside **“view my cart”** or click the drop down on **“select new order”** and proceed to add to your order (s).
- ▶ Once you are completely satisfied with your order(s) click on **“confirm my cart”** at the bottom of the page.
- ▶ Put a **“checkmark”** on the terms and conditions - at this point please note the message that will pop out and click ok.
- ▶ Click **“pay online”** and complete the required fields.
- ▶ Click **“complete payment”** and print your receipt.

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

**The help desk is open Monday to Friday from 8:00 am to 4:30 pm MST.  
Please call - 1-877-726-2211.**



One great idea after another!



Order Deadline Date:  
**AUGUST 2, 2010**

Show Name:  
**TRADER'S FORUM**

Show Date:  
**AUGUST 15 - 17, 2010**

**METHOD OF PAYMENT FORM**

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

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

CASH / MONEY ORDER

COMPANY CHEQUE  
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.**  
**9505 41 Avenue**  
**Edmonton, Alberta**  
**T6E 5X7**

**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:

AMERICAN EXPRESS

MASTERCARD

VISA

Account #:

Expiration Date:  CVD:

Personal Credit Card:       Company Credit Card:

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder's Billing Address:

Street: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**GST REGISTRATION#: 121717813 RT**

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:  CVD:

Personal Credit Card:       Company Credit Card:

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder's Billing Address:

Street: \_\_\_\_\_

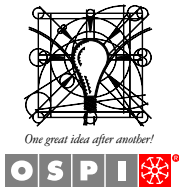
City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_



Order Deadline Date:  
**AUGUST 2, 2010**

Show Name:  
**TRADER'S FORUM**

Show Date:  
**AUGUST 15 - 17, 2010**

## MATERIAL HANDLING

**IMPORTANT! This form must be accompanied with payment before processing will begin.**

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

### ONSITE MATERIAL HANDLING

- 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 FROM SHOWSITE

\$83.00 / skid

Carrier Name: \_\_\_\_\_ # of skid \_\_\_\_\_

Bill of Lading # \_\_\_\_\_

### ADVANCED MATERIAL HANDLING

- 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 FROM SHOWSITE

\$124.00 / skid

Carrier Name: \_\_\_\_\_ # of skid \_\_\_\_\_

Bill of Lading # \_\_\_\_\_

### CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECTED TO A %25 LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 am - 3:30 pm, **DURING DISPLAY MOVE-IN DAY(S) ONLY**

\*RESHIPPING: Exhibitors must arrange for pick-up at show site, all items must be labelled and include completed bill of lading. Material not removed from exhibit area by specified time will be shipped collect by first available carrier

### CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECTED TO A %25 LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 am - 3:30 pm, MONDAY - FRIDAY
- **CUT-OFF DATE: AUGUST 11, 2010**
- LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE

\*RESHIPPING: Exhibitors must arrange for pick-up at show site, all items must be labelled and include completed bill of lading. Material not removed from exhibit area by specified time will be shipped collect by first available carrier

### LABELING

**NAME OF EXHIBITING COMPANY - BOOTH #**  
**SHOW NAME**  
**9797 JASPER AVENUE,**  
**EDMONTON ALBERTA, T5J 1N9**

### LABELING

**NAME OF EXHIBITING COMPANY - BOOTH #**  
**SHOW NAME**  
**9539 41 Ave,**  
**EDMONTON ALBERTA, T6E-5X7**

### POST SHOW MATERIAL HANDLING

- RECEIVE & STORE SHIPMENT UP TO 1 DAY FROM SHOWSITE TO ADVANCE WAREHOUSE AFTER THE SHOW CLOSED
- RELOADING OF SHIPMENT TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$124.00 / skid

Carrier Name: \_\_\_\_\_ # of skid \_\_\_\_\_

Bill of Lading # \_\_\_\_\_

\*RESHIPPING: Exhibitors must arrange for pick-up at advance warehouse, all items must be labelled and include completed bill of lading. Shipment must be pick-up before the end of a day storage as stated above.

### POST SHOW MATERIAL HANDLING

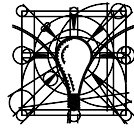
To qualify for Pre Show Prices orders must be received 14 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#121717813 RT

SUBTOTAL		
<small>For Office Use Only</small>		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
<small>Adjusted Subtotal</small>		
5% G.S.T.		
<b>TOTAL AMOUNT DUE</b>		

### 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 stoppage, or any other cause unavoidable or beyond their control. 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 \_\_\_\_\_



One great idea after another!



Order Deadline Date:

**AUGUST 2, 2010**

Show Name:

**TRADER'S FORUM**

Show Date:

**AUGUST 15 - 17, 2010**

## DISPLAY RENTAL ORDER FORM

**IMPORTANT! This form must be accompanied with payment in full before processing will begin.**

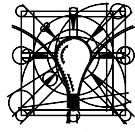
Name of Company:	Contact:	Booth No:
Address:	Telephone No: ( )	Fax: No: ( )
City, Province, State:	Email	Postal Code:

Qty.	DESCRIPTION	PRE-SHOW	LATE ORDER	TOTAL
<b>CARPET</b>				
	10' x 10'	112.00	140.00	
	10' x 20'	224.00	280.00	
	Red( ) Blue( ) Grey( ) Teal( ) Black( ) Forest Green( ) Navy( )			
	Other Sizes Laid @ \$1.40 per Square Foot			
	Size: ___ Ft. x ___ Ft. = ___ Sq. Ft			
<b>CARPET UNDERLAY</b>				
	Size: ___ Ft. x ___ Ft. = ___ Sq. Ft	.66/sq.ft.	0.83/sq.ft.	
<b>FURNITURE</b>				
	Folding Chair (plastic)	12.00	15.00	
	Armchair	17.00	21.25	
	Secretarial Chair	33.00	41.25	
	Grey Padded Side Chair	37.00	46.25	
	Stool with Backrest	70.00	87.50	
	Coffee Table (18" High)	29.00	36.25	
	Pedestal Table (29" High)	33.00	41.25	
	Lycra Cover (Spandex) for Pedestal Table	25.00	31.25	
	Cruiser Table (40" High)	58.00	72.50	
	Lycra Cover (Spandex) for Cruiser Table	29.00	36.25	
	Desk	83.00	103.75	
	Waste Paper Basket	13.00	16.25	
	Chrome Stanchion	21.00	26.25	
	Garment Rack	21.00	26.25	
	Chrome Sign Holders (22"x28")	21.00	26.25	
	Easel (Free Standing)	13.00	16.25	
<b>TABLES &amp; COUNTERS</b>				
	8' x 2' x 29"H. Decorated Table (3 sides)	42.00	52.50	
	6' x 2' x 29"H. Decorated Table (3 sides)	42.00	52.50	
	Upgrade Decorated table (4 sides) ADD	21.00	26.25	
	4' x 2' x 29"H. Decorated Table (4 sides)	42.00	52.50	
	8' x 2' x 40"H. Decorated Counter (3 sides)	50.00	62.50	
	6' x 2' x 40"H. Decorated Counter (3 sides)	50.00	62.50	
	Upgrade Decorated Counter (4 sides) ADD	25.00	31.25	
	4' x 2' x 40"H. Decorated Counter (4 sides)	50.00	62.50	
	White( ) Blue( ) Black( ) Grey( ) Red( ) Teal( ) Purple( ) Navy( )			
	Undecorated Tables 8'( ) 6'( ) 4'( )	21.00	26.25	

Qty.	DESCRIPTION	PRE-SHOW	LATE ORDER	TOTAL
<b>DRAPE PARTITIONING</b>				
	8' High per Linear Foot	5.00	6.25	
	3' High per Linear Foot	3.00	3.75	
	White( ) Blue( ) Black( ) Grey( ) Rose( ) Teal( ) Purple( )			
<b>PLANTS</b>				
	Plant - Live Tropical 3'	37.00	46.25	
	Plant - Live Tropical 4'	42.00	52.50	
	Plant - Live Tropical 5'	46.00	57.50	
	Floral Arrangements Available Upon Request			
<b>SPECIAL REQUESTS / INSTRUCTIONS / MISCELLANEOUS</b> <small>(Must be Received 14 Days Prior to Show)</small>				
Please Call our Office to discuss you special requirements <b>780-426-2211</b>				

**To qualify for Pre Show Prices orders must be received 14 days prior to event date..** A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. **G.S.T. reg.#12171 7813 RT\***

SUBTOTAL		
<small>For Office Use Only</small>		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
<small>Adjusted Subtotal</small>		
	5% G.S.T.	
<b>TOTAL AMOUNT DUE</b>		



One great idea after another!



Order Deadline Date:

**AUGUST 2, 2010**

Show Name:

**TRADER'S FORUM**

Show Date:

**AUGUST 15 - 17, 2010**


## CUSTOM ACCESSORIES RENTAL ORDER FORM

**IMPORTANT! This form must be accompanied with payment in full before processing will begin.**

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

**Counter** \$103.00

- white top and sides
- 1 door and storage shelf




.5m x 1m x 1m tall  
20" x 40" x 40" tall

Total Qty:

**Shelf Gondola** \$124.00

- white
- 3 glass shelves (9" x 38")




.5m x 1m x 2.5m tall  
20" x 38" x 98" tall

Total Qty:

**Pop-up Display** \$371.00

- black
- velcro compatible
- 2 lights incl.
- 8' x 10'



Total Qty:

**Bag Holder** \$37.00

- Anodized Aluminum
- Free Standing
- 4 holding points



1000mm tall  
40" tall

Total Qty:

**Literature Rack (Shelves)** \$156.00

- 8 veneered birch shelves
- adjustable level unit up to 57" high



Total Qty:

**Jewellery Case** \$136.00

- one shelf




20" x 38" x 49 1/2" tall

Total Qty:

**Slat Wall Gondola** \$124.00

- 1 white or 11 black
- Brackets not included



5m x 1m x 2.5m tall  
20" x 38" x 98" tall

Total Qty:


**Brass Drum Barrel** \$42.00



Total Qty:

**Coat Rack** \$75.00

- Anodized Aluminum
- Free Standing
- 4 coat pegs



1800mm tall  
71" tall

Total Qty:

**Ballot Box** \$75.00

- one shelves



.5m x .5m x 1m tall  
20" x 20" x 40" tall

Total Qty:

**Show Case** \$136.00

- two shelves



.5m x 1m x 1m tall  
20" x 40" x 40" tall

Total Qty:

**Product Risers** \$144.00

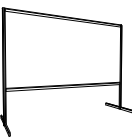
- 3 glass shelves 500mm x 500mm 20" x 20"
- 1-390mm (15") tall
- 1-820mm (32") tall
- 1-1000mm (38") tall



Total Qty:

**Poster / Pin Board** \$54.00

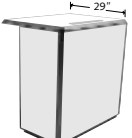
- black
- velcro compatible
- double sided
- useable area 1210mm x 2440mm 48" x 96"



Total Qty:

**Computer Station** \$124.00

- 29"
- melamine top and white panels

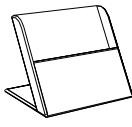


.5m x 1m x 1m tall  
20" x 38" x 40" tall

Total Qty:

**Brochure Holder** \$21.00

- clear plexi
- counter top
- wall mount



Total Qty:

**Card Riser** \$29.00

- white
- table top riser



24" x 16" x 16" tall  
w/ 8" deep shelves

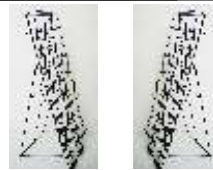
Total Qty:

**Bar Fridge** \$140.00



Total Qty:

**Wire Brochure Holder** \$44.00 ea.

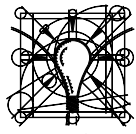


Total Qty:

**Special Instructions:**

To qualify for Pre Show Prices orders must be received 14 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#12171 7813 RT\*

SUBTOTAL		
For Office Use Only		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
5% G.S.T.		
<b>TOTAL AMOUNT DUE</b>		



One great idea after another!



Order Deadline Date:  
**AUGUST 2, 2010**

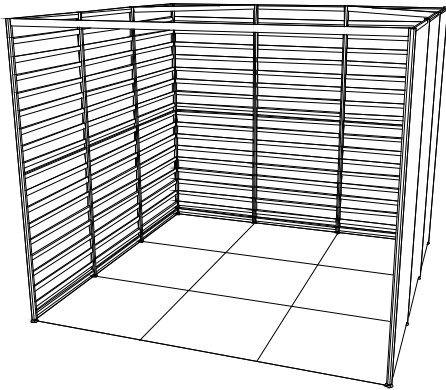
Show Name:  
**TRADER'S FORUM**

Show Date:  
**AUGUST 15 - 17, 2010**

**OCTANORM SHOW SPECIAL**

**IMPORTANT! This form must be accompanied with payment in full before processing will begin.**

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

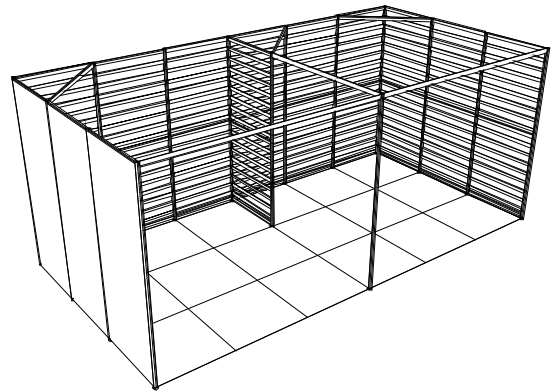


**STYLE - A**  
**Octanorm 10x10 slotwall booth Only \$560.00**

- Professional & attractive, hardwall displays
- All white slotwalls
- Includes installation and dismantle.

**STYLE - B**  
**Octanorm 10x20 slotwall booth Only \$920.00**

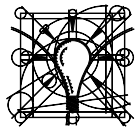
- Professional & attractive, hardwall displays
- All white slotwalls
- Includes installation and dismantle.



HEADER / FASCIA SIGN IDENTIFICATION ( Black Serif Font, Goudy Bold on White Header)  *Please print the name that is to appear on the booth header.	SUBTOTAL	
	For Office Use Only <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal	
	5% G.S.T.	
	<b>TOTAL AMOUNT DUE</b>	

To qualify for Pre Show Prices orders must be received 14 days prior to event date.. A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.# 899235972RT

**MANY OTHER CUSTOM DESIGNS ARE AVAILABLE: FOR MORE INFORMATION CALL 780-426-2211**



One great idea after another!



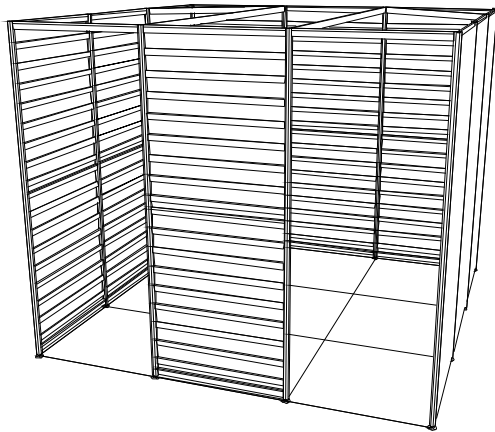
Order Deadline Date:  
**AUGUST 2, 2010**

Show Name:  
**TRADER'S FORUM**  
Show Date:  
**AUGUST 15 - 17, 2010**

**OCTANORM SHOW SPECIAL**

**IMPORTANT! This form must be accompanied with payment in full before processing will begin.**

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

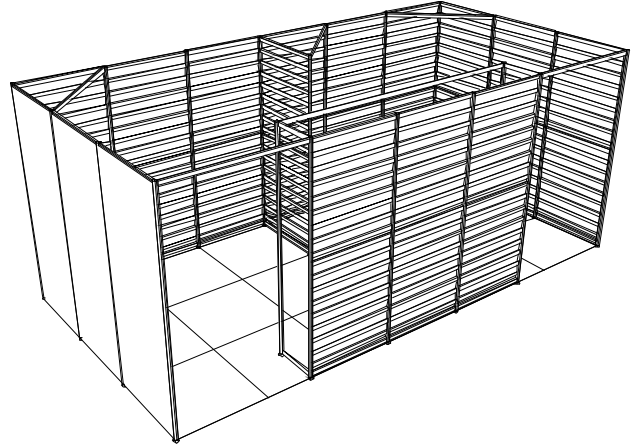


**STYLE - C**  
**Octanorm 10x10 slotwall booth Only \$640.00**

- Professional & attractive, hardwall displays
- All white slotwalls
- Includes installation and dismantle.

**STYLE - D**  
**Octanorm 10x20 slotwall booth Only \$1120.00**

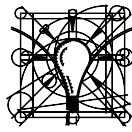
- Professional & attractive, hardwall displays
- All white slotwalls
- Includes installation and dismantle.



HEADER / FASCIA SIGN IDENTIFICATION ( Black Serif Font, Goudy Bold on White Header)  *Please print the name that is to appear on the booth header.	SUBTOTAL	
	For Office Use Only <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal	
	5% G.S.T.	
	<b>TOTAL AMOUNT DUE</b>	

To qualify for Pre Show Prices orders must be received 14 days prior to event date.. A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.# 899235972RT

**MANY OTHER CUSTOM DESIGNS ARE AVAILABLE: FOR MORE INFORMATION CALL 780-426-2211**



One great idea after another!



Order Deadline Date:  
**AUGUST 2, 2010**

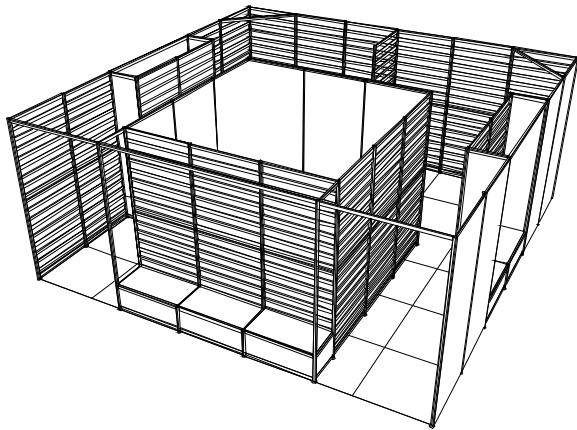
Show Name:  
**TRADER'S FORUM**

Show Date:  
**AUGUST 15 - 17, 2010**

**OCTANORM SHOW SPECIAL**

**IMPORTANT! This form must be accompanied with payment in full before processing will begin.**

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

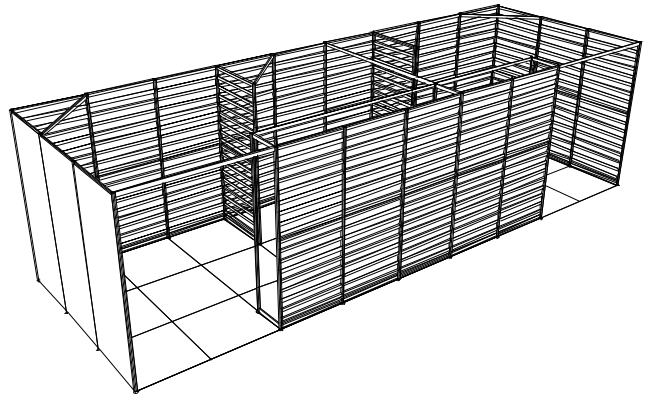


**STYLE - E**  
**Octanorm 20x20 slatwall booth Only \$3600.00**

- Professional & attractive, hardwall displays
- All white slatwalls
- Includes installation and dismantle.

**STYLE - F**  
**Octanorm 10x30 slatwall booth Only \$1560.00**

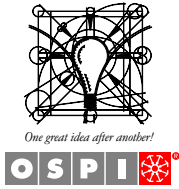
- Professional & attractive, hardwall displays
- All white slatwalls
- Includes installation and dismantle.



HEADER / FASCIA SIGN IDENTIFICATION ( Black Serif Font, Goudy Bold on White Header)  *Please print the name that is to appear on the booth header.	SUBTOTAL	
	For Office Use Only <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal	
	5% G.S.T.	
	<b>TOTAL AMOUNT DUE</b>	

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**MANY OTHER CUSTOM DESIGNS ARE AVAILABLE: FOR MORE INFORMATION CALL 780-426-2211**



Order Deadline Date:  
**AUGUST 2, 2010**

Show Name:  
**TRADER'S FORUM**

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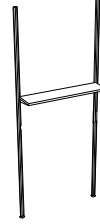
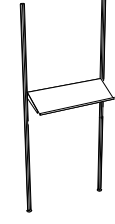
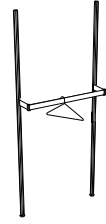


Show Date:  
**AUGUST 15 - 17, 2010**

## OCTANORM ACCESSORY RENTAL ORDER FORM

**IMPORTANT! This form must be accompanied with payment before processing will begin.**

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

**OCTANORM ACCESSORIES**

					
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>Slatwall</b>	<b>Glass Shelves</b>	<b>Angled Shelves</b>	<b>Garment Rail</b>	<b>Brochure Holder</b>	

\*The above items are only available when an Octanorm exhibit booth is also rented from Goodkey Show Services Ltd.

QTY	ITEM	DESCRIPTION	PRE-ORDER	LATE	TOTAL
	<b>A</b>	Full Height Slatwall Panel (1M x 2.5M) Panel Color: White   Black	\$100.00 ea.	\$125.00 ea.	
		Half Slatwall Panel (1M x 1.25M) Top   Bottom   Panel Color: White   Black	\$56.00 ea.	\$70.00 ea.	
	<b>B</b>	Glass Shelves - 9" x 38"	\$15.00 ea.	\$18.75 ea.	
	<b>C</b>	Angled literature Shelf - 12" x 38"	\$20.00 ea.	\$25.00 ea.	
	<b>D</b>	Garment Rail 38" wide	\$24.00 ea.	\$30.00 ea.	
	<b>E</b>	Clear Plexi glass Brochure Holder - 8.5" x 11"	\$20.00 ea.	\$25.00 ea.	
	<b>F</b>				

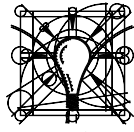
\*All Accessories are subject to availability

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

**SPECIAL INSTRUCTIONS:**

SUBTOTAL		
<i>For Office Use Only</i>		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
5% G.S.T.		
<b>TOTAL AMOUNT DUE</b>		

**To qualify for Pre Show Prices orders must be received 14 days prior to event date.. A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#121717813 RT**



One great idea after another!



Order Deadline Date:  
**AUGUST 2, 2010**

Show Name:  
**TRADER'S FORUM**

Show Date:  
**AUGUST 15 - 17, 2010**

**INSTALLATION & DISMANTLE LABOUR ORDER FORM**

**IMPORTANT! This form must be accompanied with payment before processing will begin.**

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

INSTALLATION & DISMANTLE RATES		
Regular Time (RT):	8:00 a.m. - 4:00 p.m. Monday to Friday	\$50.00/hr.
Overtime (OT):	4:00 p.m. - 6:00 p.m. Monday to Friday	\$75.00/hr.
	8:00 a.m. - 4:00 p.m. Saturday & Sunday	
Double Time (DT):	All Other Hours Including Sundays and Statutory Holidays	\$100.00/hr.

**INSTALLATION:** (estimated requirements) **MINIMUM OF 2 HOURS**

_____ labourers	_____ hours	\$50.00/hr. (RT)	\$ _____
_____ labourers	_____ hours	\$75.00/hr. (OT)	\$ _____
_____ labourers	_____ hours	\$100.00/hr. (DT)	\$ _____

Date Required: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish: \_\_\_\_\_

**DISMANTLE:** (estimated requirements) **MINIMUM OF 2 HOURS**

_____ labourers	_____ hours	\$50.00/hr. (RT)	\$ _____
_____ labourers	_____ hours	\$75.00/hr. (OT)	\$ _____
_____ labourers	_____ hours	\$100.00/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)

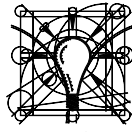
Ladders required, Qty \_\_\_\_\_

<b>Total estimated Charge</b>	
<b>25% supervision fee</b>	

SUBTOTAL		
<i>For Office Use Only</i> <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
5% G.S.T.		
<b>TOTAL AMOUNT DUE</b>		

**SPECIAL INSTRUCTIONS:**

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Order Deadline Date:  
**AUGUST 2, 2010**

Show Name:  
**TRADER'S FORUM**

Show Date:  
**AUGUST 15 - 17, 2010**

**EXHIBIT BOOTH VACUUMING & CLEANING ORDER FORM**

**IMPORTANT! This form must be accompanied with payment before processing will begin.**

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

**SERVICE INCLUDES**

- Exhibit Vacuuming
- Emptying of Wastebaskets

**PRE-ORDERS**

(Must be received prior to above Deadline Date)

Booth Width \_\_\_\_\_ X Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$0.20 = \_\_\_\_\_  
(min. 100 Sq. Ft.)

**LATE ORDERS**

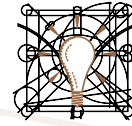
(Received after above Deadline Date)

Booth Width \_\_\_\_\_ X Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ X Number of Days \_\_\_\_\_ X \$0.25 = \_\_\_\_\_  
(min. 100 Sq. Ft.)

**SPECIAL INSTRUCTIONS**

To qualify for Pre Show Prices orders must be received 21 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.# 12171 7813 RT\*

SUBTOTAL		
For Office Use Only		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
5% G.S.T.		
<b>TOTAL AMOUNT DUE</b>		



## TO ALL EXHIBITORS

### OUTBOUND FREIGHT - TRADER'S FORUM

We remind you that it is always the responsibility of the exhibitor to make all necessary arrangements for the return shipment of any exhibit materials at the end of this event.

Please contact your carrier to arrange the pick-up location of your shipment with the date, place and time, then CONFIRM TO US at Goodkey Show Services Desk the name of the carrier who will be picking up your return shipment.

**Please remember that your shipment must be removed from the facility after the event closing.**

Please also be sure that your return freight/s is/are correctly labeled and that a completed bill of lading is left with it.

**ALL FREIGHT MUST BE PICKED UP BY YOUR CARRIER ON AUGUST 17, 2010 BY 11:00PM. ALL FREIGHT THAT HASN'T BEEN PICKED UP BY 11:00PM WILL BE STORED ON OUR WAREHOUSE AND A STORAGE FEE OF \$50.00 / DAY WILL BE APPLIED.**

COMPANY NAME: \_\_\_\_\_

CARRIER: \_\_\_\_\_

PIECE COUNT: \_\_\_\_\_

EST. WEIGHT: \_\_\_\_\_