

# WELCOME EXHIBITOR

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Show Name <b>Trader's Forum Edmonton Show</b>		Deadline Date <b>February 5, 2024</b>
Show Date <b>Feb 25 - 27, 2024</b>	Show Venue <b>Radisson Hotel &amp; Convention Centre Edmonton</b>	Show Code <b>TF02262724</b>

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Trader's Forum Edmonton Show. 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 TF02262724.

Please Note: The deadline to qualify for early bird prices is February 5, 2024. 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	Saturday	24/02/24	10:00 am	6:00 pm
Show Hours	Sunday	25/02/24	9:00 am	7:00 pm
Show Hours	Monday	26/02/24	9:00 am	7:00 pm
Show Hours	Tuesday	27/02/24	9:00 am	2:00 pm
Exhibitor Move Out	Tuesday	27/02/24	2:00 pm	7:00 pm

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**  
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



# HOW TO ORDER

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Show Name Trader's Forum Edmonton Show		Deadline Date <b>February 5, 2024</b>
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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 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](mailto:info@goodkey.com)



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# PAGE LIST

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

- |                          |    |                                  |
|--------------------------|----|----------------------------------|
| <input type="checkbox"/> | 1  | WELCOME / SHOW INFO              |
| <input type="checkbox"/> | 2  | ONLINE ORDERING                  |
| <input type="checkbox"/> | 3  | PAGE LIST                        |
| <input type="checkbox"/> | 4  | CARPET                           |
| <input type="checkbox"/> | 5  | DRAPE & TABLES                   |
| <input type="checkbox"/> | 6  | OCTANORM BOOTHS 10 X 10          |
| <input type="checkbox"/> | 7  | OCTANORM BOOTHS 10 X 20          |
| <input type="checkbox"/> | 8  | OCTANORM BOOTH RENTAL ORDER FORM |
| <input type="checkbox"/> | 9  | OCTANORM ACCESSORIES             |
| <input type="checkbox"/> | 10 | MATERIAL HANDLING                |
| <input type="checkbox"/> | 11 | EXHIBITOR PAYMENT POLICY         |
| <input type="checkbox"/> | 12 | TERMS & CONDITIONS               |
| <input type="checkbox"/> | 13 | TERMS & CONDITIONS               |
| <input type="checkbox"/> | 14 | METHOD OF PAYMENT                |
| <input type="checkbox"/> | 15 | WIRE TRANSFER INFORMATION        |

Show Name <b>Trader's Forum Edmonton Show</b>		Name of Company		Booth Number	
Show Date <b>Feb 25 - 27, 2024</b>		Deadline Date <b>February 5, 2024</b>			

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>CARPET FOR STANDARD SIZE BOOTHS</b>				
10' x 10'		\$129.00	\$174.00	
10' x 20'		\$259.00	\$350.00	
10' x 30'		\$387.00	\$522.00	
<b>CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)</b>				
Other sizes laid @ \$2.70 per sq.ft		\$2.70/sq.ft	\$3.40/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
<b>CLASSIC CARPET COLOR CHOICE</b> Please check one <input checked="" type="checkbox"/>				
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> RED</div> <div style="text-align: center;"> <input type="checkbox"/> BLUE</div> <div style="text-align: center;"> <input type="checkbox"/> GREY</div> <div style="text-align: center;"> <input type="checkbox"/> BLACK</div> <div style="text-align: center;"> <input type="checkbox"/> FOREST GREEN</div> </div>				
<b>ADDITIONAL ITEMS</b>				
Carpet Underlay		\$0.74/sq.ft	\$0.92/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Double Underlay		\$1.48/sq.ft	\$1.85/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Poly (Visqueen)		\$0.54/sq.ft	\$0.67/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
<b>IMPORTANT: A replacement cost of the carpet will be assessed if the rented carpet was intentionally damaged and/or deemed unusable after the event.</b> <b>If you will need under carpet wire cuts, or any other cuts, please fill out the cost below.</b>				
<b>UNDER CARPET WIRING CUT (does not include install)</b>				
Booth Size: _____ ft x _____ ft = _____ sq/ft		\$1.50/sq.ft		
<b>SPECIAL INSTRUCTIONS</b>				

**GOODKEY**  
SHOW SERVICES LTD.

Decorating | Graphic Design | Logistics | Customer Service

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



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
<b>DESIGNER CARPET</b>		
100 - 700 sq.ft	\$4.00/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$3.75/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		

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

**\*\*PRICES INCLUDE DELIVERY AND INSTALLATION**


















SUBTOTAL		
<b>OFFICE USE ONLY</b>		
<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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Show Name <b>Trader's Forum Edmonton Show</b>				Name of Company				Booth Number	
Show Date <b>Feb 25 - 27, 2024</b>				Deadline Date <b>February 5, 2024</b>					

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL	
<b>TABLES</b>					<b>DRAPE PARTITIONING</b>				
6'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$48.80	\$66.00		3' High Drape- per linear foot	\$3.40/LF	\$4.59/LF		
8'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$48.80	\$66.00		Size: _____ ft x _____ ft= _____				
Upgrade Decorated Table to 4 sides draped ADD		\$25.40	\$34.29		8' High Drape- per linear foot	\$5.55/LF	\$7.49/LF		
4'x2'x29"[h] <i>Decorated Table (4 sides draped)</i>		\$48.80	\$66.00		Size: _____ ft x _____ ft= _____				
<b>COUNTERS</b>					<b>DRAPE COLOR CHOICE Please check one <input checked="" type="checkbox"/></b>				
6'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$59.40	\$80.00		 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY		
8'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$59.40	\$80.00		 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY		
Upgrade Decorated Counter to 4 sides draped ADD		\$29.70	\$41.00		 <input type="checkbox"/> TEAL	 <input type="checkbox"/> GOLD	 <input type="checkbox"/> FOREST GREEN		
4'x2'x40"[h] <i>Decorated Table (4 sides draped)</i>		\$59.40	\$80.00		 <input type="checkbox"/> BURGUNDY				
<b>SKIRT COLOR CHOICE Please check one <input checked="" type="checkbox"/></b>					<b>HARDWARE ACCESSORIES (Installation not included)</b>				
 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY	Labour to install						
 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY	Baseplate						\$20.50
 <input type="checkbox"/> TEAL			4' - 7' Slider						\$20.50
			6' - 10' Slider						\$20.50
			7' - 12' Slider						\$20.50
			4' solid						\$20.50
			3' high upright <i>(Baseplate not included)</i>						\$20.50
			8' high upright <i>(Baseplate not included)</i>						\$20.50
			12' high upright <i>(Baseplate not included)</i>						\$20.50
<b>SPECIAL INSTRUCTIONS</b>					<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
					SUBTOTAL				
					<b>OFFICE USE ONLY</b>				
					<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

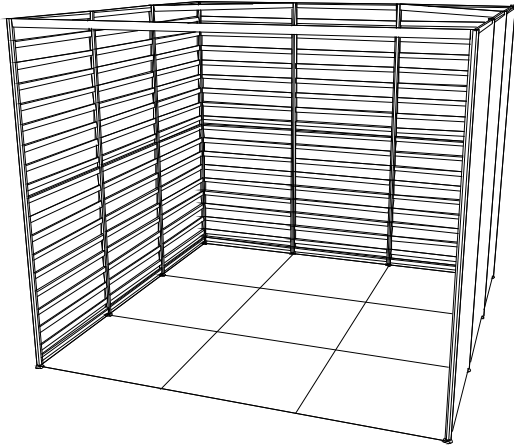


# OCTANORM BOOTHS 10 X 10

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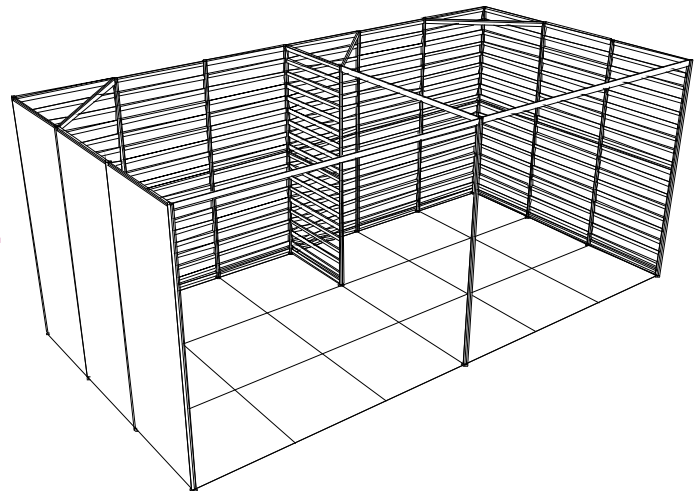
Show Name <b>Trader's Forum Edmonton Show</b>	Name of Company	Booth Number
Show Date <b>Feb 25 - 27, 2024</b>	Deadline Date <b>February 5, 2024</b>	

Please use OCTANORM BOOTH RENTAL FORM for ordering purposes.



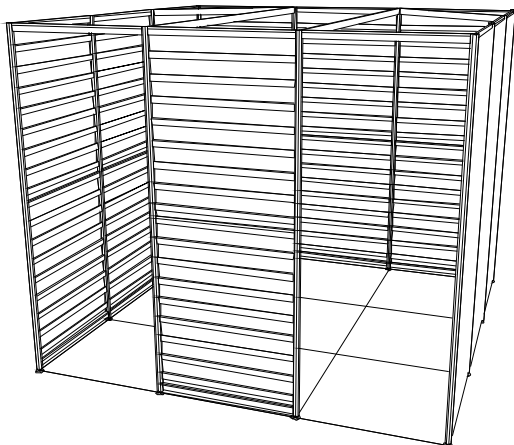
## Style A - Only **\$649.00** *Octanorm 10' x 10' slatwall booth*

- Professional and attractive hardwall display
- All white slatwalls
- Includes installation and dismantle



## Style B - Only **\$1066.00** *Octanorm 10' x 20' slatwall booth*

- Professional and attractive hardwall display
- All white slatwalls
- Includes installation and dismantle



## Style C - Only **\$741.50** *Octanorm 10' x 10' slatwall booth*

- Professional and attractive hardwall display
- All white slatwalls
- Includes installation and dismantle

Want a more custom look? We can custom design to your specifications!  
CALL 780.426.2211

# OCTANORM BOOTHS 10 X 20

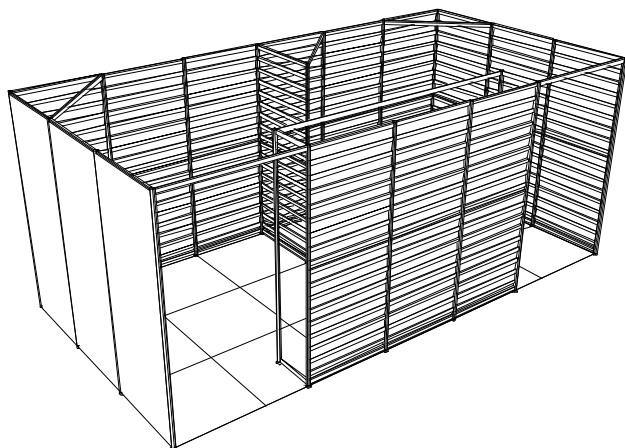
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Show Name <b>Trader's Forum Edmonton Show</b>	Name of Company	Booth Number
Show Date <b>Feb 25 - 27, 2024</b>	Deadline Date <b>February 5, 2024</b>	

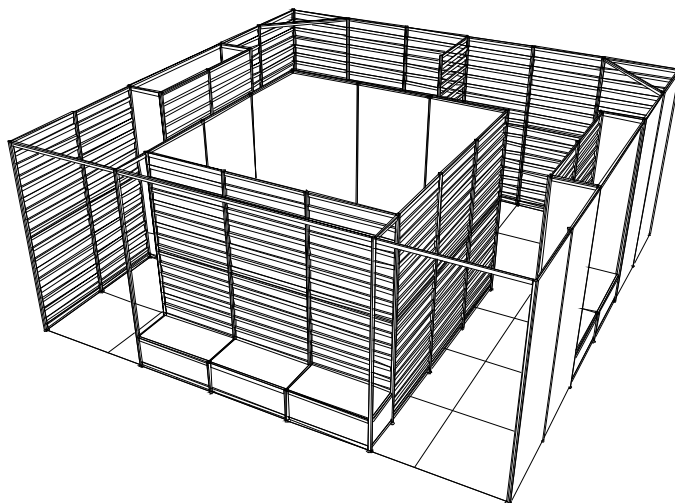
Please use OCTANORM BOOTH RENTAL FORM for ordering purposes.



## Style D - Only \$1298.00

### Octanorm 10' x 20' slatwall booth

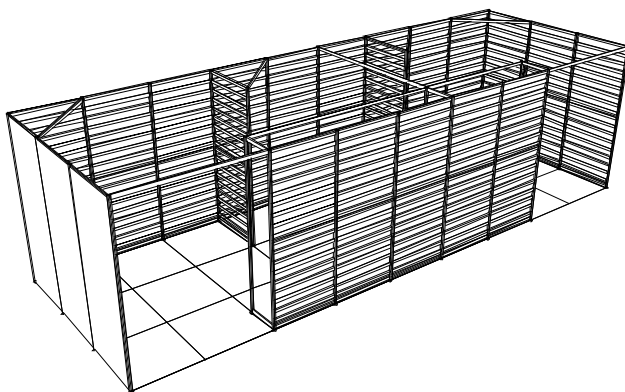
- Professional and attractive hardwall display
- All white slatwalls
- Includes installation and dismantle



## Style E - Only \$4171.50

### Octanorm 20' x 20' slatwall booth

- Professional and attractive hardwall display
- All white slatwalls
- Includes installation and dismantle



## Style F - Only \$1807.50

### Octanorm 10' x 30' slatwall booth

- Professional and attractive hardwall display
- All white slatwalls
- Includes installation and dismantle

Want a more custom look? We can custom design to your specifications!  
CALL 780.426.2211

# OCTANORM BOOTH RENTAL ORDER FORM

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Show Name <b>Trader's Forum Edmonton Show</b>	Name of Company	Booth Number
Show Date <b>Feb 25 - 27, 2024</b>	Deadline Date <b>February 5, 2024</b>	

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

## 1. OCTANORM EXHIBIT BOOTH OPTIONS

QTY	DESCRIPTION	EARLY BIRD	REGULAR PRICE	TOTAL
	Style A - 10' x 10'	\$649.00	\$876.00	
	Style B - 10' x 20'	\$1066.00	\$1439.00	
	Style C - 10' x 10'	\$741.50	\$1001.00	
	Style D - 10' x 20'	\$1298.00	\$1752.00	
	Style E - 20' x 20'	\$4171.50	\$5631.50	
	Style F - 10' x 30'	\$1807.50	\$2440.50	

## 2. PANEL COLOR CHOICE

White Slatwall Only

## 3. HEADER / FASCIA SIGN **or** FULL COLOR HEADER UPGRADE *Please check one* ☒

*\* All Headers / Fascia signs are white unless upgraded to a full color graphic*

	Black Text Only	\$50.00/ each	\$67.50	
--	-----------------	---------------	---------	--

☐ Black Text Only - (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 \$95/ each  
See GRAPHICS & DIGITAL PRINTING FORM to order graphics  
Email [signsondemand@goodkey.com](mailto:signsondemand@goodkey.com) with any questions

10'X10' EXAMPLE



10'X20' EXAMPLE



## PANEL & HARDWARE DISCLAIMER

If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.  
You will be charged **\$60/panel** for cleaning or repair.

## SPECIAL INSTRUCTIONS

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

**\*\*PRICES INCLUDE DELIVERY AND INSTALLATION**


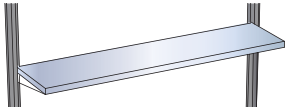

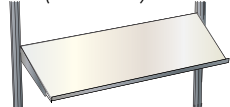
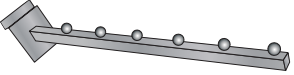
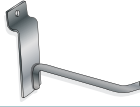
SUBTOTAL		
OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT   PST REGISTRATION#: PST-1013-7620		



# OCTANORM ACCESSORIES

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Show Name <b>Trader's Forum Edmonton Show</b>	Name of Company	Booth Number
Show Date <b>Feb 25 - 27, 2024</b>	Deadline Date <b>February 5, 2024</b>	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>OCTANORM DISPLAY SYSTEMS</b>					<b>OCTANORM ACCESSORIES</b>				
Full Height Slat Wall Panel 1m x 2.5m  <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall			\$116.50	\$157.50	Glass Shelf 9" x 38" 		\$22.00	\$30.00	
Half Slat Wall Panel 1m x 1.25m  <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall  <input type="checkbox"/> Top Slat Wall <input type="checkbox"/> Bottom Slat Wall			\$65.50	\$88.50	Angled Literature Shelf 12" x 38" (melamine) 		\$24.50	\$33.50	
					Waterfall Rack *must be used with slat wall 		\$36.50	\$49.00	
					2" Slat Wall Hook 		\$0.64	\$0.86	
<b>IMPORTANT</b> Please include a diagram of the ordered booth indicating placement of all ordered accessories.					<b>Many other custom designs are available!</b> <b>For more information CALL 780.426.2211</b>				
					<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
					<b>SUBTOTAL</b>				
					<b>OFFICE USE ONLY</b> <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE <b>ADJUSTED SUBTOTAL</b>				
					<b>5% G.S.T.</b>				
					<b>TOTAL AMOUNT DUE</b>				
					<b>GST REGISTRATION#: 121717813 RT    PST REGISTRATION#: PST-1013-7620</b>				

# MATERIAL HANDLING

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Show Name <b>Trader's Forum Edmonton Show</b>	Name of Company	Booth Number
Show Date <b>Feb 25 - 27, 2024</b>	Deadline Date <b>February 5, 2024</b>	

**ONSITE MATERIAL HANDLING**  
*Date: DURING MOVE IN DAYS(S) ONLY*

**ADVANCED MATERIAL HANDLING**  
*Starting: February 5, 2024*  
*Deadline: February 24, 2024*

- 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

**\$75.00** per skid

Carrier Name: \_\_\_\_\_ # of pcs. \_\_\_\_\_

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

SUBTOTAL

**OFFICE USE ONLY**

☐ 35% LATE ORDER SURCHARGE

☐ 50% CANCELLATION FEE

ADJUSTED SUBTOTAL

5% G.S.T.

TOTAL AMOUNT DUE

GST REGISTRATION#: 121717813 RT

PST REGISTRATION#: PST-1013-7620

## CONDITIONS

- 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

\*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.

## ADVANCED WAREHOUSE LABELING

**Trader's Forum Edmonton Show 2024**  
**NAME OF EXHIBITING COMPANY - BOOTH #**  
**c/o GOODKEY SHOW SERVICES LTD.**  
**5506 48 St NW**  
**Edmonton, AB**  
**T6B 2Z1**

## 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 \_\_\_\_\_

## 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 deadline date on top 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](mailto: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:  $L \times W \times H / 139$ .

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

☐ 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.

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).

- EXHIBITOR'S 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 for 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.

☐ 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 \_\_\_\_\_



# METHOD OF PAYMENT

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**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:	

<input type="checkbox"/> <b>Cash / Wire Transfer / E-Transfer</b>  Please send all e-transfers to <b>accounting@goodkey.com</b>	<input type="checkbox"/> <b>Third Party Authorization</b> 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:  <input type="checkbox"/> ALL SERVICES <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> I & D LABOUR <input type="checkbox"/> MATERIAL HANDLING / IN & OUT <input type="checkbox"/> RENTAL FURNITURE & CARPET <input type="checkbox"/> SIGNS <input type="checkbox"/> OCTANORM <input type="checkbox"/> OTHER (please specify) _____  Third Party Agent: Account #: _____  Expiration Date: _____ CVC: _____  <input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> COMPANY CREDIT CARD  Cardholders name: _____  Signature: _____  Cardholders Billing Address Street: _____  City/Province: _____  Postal Code: _____  Phone Number: _____ Fax Number: _____  Email: _____
<input type="checkbox"/> <b>Company Cheque</b> (REQUIRE A CREDIT CARD BACKUP) Please make cheque payable to: <b>Goodkey Show Services Ltd.</b> <b>Note: No cheques will be accepted after the order deadline date.</b> <b>Address: Goodkey Show Services Ltd.</b> <b>5506 - 48 ST NW</b> <b>Edmonton, Alberta</b> <b>T6B 2Z1</b>	
<input type="checkbox"/> <b>Credit Card</b> 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:  <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> PERSONAL <input type="checkbox"/> 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: _____	

If you are utilizing Wire Transfer Payment to Goodkey Show Services please complete the following and return to [accounting@goodkey.com](mailto: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 Avenue SW  
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.