

# WELCOME SELLERS

Rendez-vous Canada 2019

May 28-31, 2019

Metro Toronto Convention Centre

Dear Seller:

Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at the **Rendez-vous Canada 2019** on **May 28-31, 2019** at the **Metro Toronto Convention Centre South Building**. 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. For those exhibitors who want to utilize our online ordering the code for this event is **RVC52829303119**

**Please Note:** Deadline order date to qualify for early bird prices is **Tuesday May 7, 2019**. All orders processed after the deadline date would be considered late order and regular prices will apply. Goodkey Show Services requires payment in full at the time orders are placed.

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

## IMPORTANT DATES

| Event                               | Date               | Start Time | End Time |
|-------------------------------------|--------------------|------------|----------|
| Advanced Freight Receiving Starts   | Tuesday 30/04/19   | 09:00 am   | 04:00 pm |
| Pre-Order Pricing Ends              | Tuesday 07/05/19   | 08:00 am   | 04:30 pm |
| Advanced Freight Receiving Ends     | Friday 17/05/19    | 09:00 am   | 04:00 pm |
| Onsite Freight Receiving            | Saturday 25/05/19  | 09:00 am   | 05:00 pm |
| Seller Move-In (approved advanced*) | Monday 27/05/19    | 04:00 pm   | 09:00 pm |
| Show Hours - Day 1 (Seller Move-In) | Tuesday 28/05/19   | 08:00 am   | 05:00 pm |
| Show Hours - Day 2                  | Wednesday 29/05/19 | 08:00 am   | 05:00 pm |
| Show Hours - Day 3                  | Thursday 30/05/19  | 08:00 am   | 05:00 pm |
| Show Hours - Day 4                  | Friday 31/05/19    | 08:00 am   | 05:00 pm |
| Seller Move-Out                     | Friday 31/05/19    | 05:15 pm   | 11:59 pm |
| Forced Freight                      | Friday 31/05/19    | 09:00 pm   | 11:59 pm |

### Special Notes: ADVANCED SELLER MOVE-IN APPROVAL

\*Sellers with large or complex assembly requirements that CANNOT be assembled within the allotted specific MOVE-IN-DAY **Tuesday May 28, 2019** time frame MUST apply in writing to the RVC Project Office (jrosewarne@tiac-aitc.ca) for any special arrangements/permissions to gain early access prior to the prescribed **Tuesday May 28, 2019**.

The request must be made not later than **April 5, 2019**.

\*\* Goodkey Show Services is the exclusive provider of material handling services for this event.



Decorating | Graphic Design | Logistics | Customer Service

Head Office  
5506 - 48 St NW  
Edmonton, AB T6B 2Z1

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

toll free 1.877.726.2211 | fax 780.426.5734 | [goodkey.com](http://goodkey.com)



## **Important Message Regarding Installation and Dismantle of Booths**

Please be advised that due to availability and access to the Metro Toronto Convention Centre, Rendez-vous Canada will implement the following schedule for RVC 2019.

### **Move-in**

**Tuesday, May 28 - 8 am to 5 pm**

All selling organizations have access to the marketplace floor. No prior request required.

### **Advance Move-in**

**Monday, May 27 - 4 pm to 9 pm only**

**If you are a seller with a large or complex booth to install, in order to gain early access on Monday, May 27 - 4 pm to 9 pm for the set up of it, a written request must be submitted to the RVC Project Office no later than Friday, April 5th, to get permission. No access will be permitted without it until the official setup day Tuesday May 28th.**

**Please note:** Organizations that have contracted with Goodkey Show Services Ltd., the Official RVC Display Contractor, your booth/ display installation will be completed Monday, May 27 by 4pm.

No access will be granted before 4 pm.

Should you require addition time and need to work later than 9 pm, this can be arranged in advance by contacting the RVC Project Office no later than Friday, April 5th. Additional labour and security charges may apply.

### **Move Out**

**Friday, May 31 - 5:15 pm to 11:59 pm**

Dismantling of booth/ displays can commence after the last appointment at 4:57 on Friday, May 31.

Return of crates and boxes to individual booths will commence once delegates vacate the marketplace floor.

**Goodkey Show Services is the exclusive provider of material handling services for RVC 2019.**

RVC Project Office: Jamie Rosewarne  
Director, Events and Logistics  
613-238-9487  
jrosewarne@tiac-aitc.ca

**\*\* Please note that Goodkey Show Services is the exclusive provider of Material Handling services for this event.**

## SHIPPING, LABELING, AND MATERIAL HANDLING

For those sellers that will be shipping their goods directly to Goodkey Show Services Ltd. as advanced shipment or to the Metro Toronto Convention Centre as onsite shipment, please fill out our Material Handling form and return to us with the Method of Payment form. Please refer to the Material Handling form inclusion/exclusion of service

### ADVANCED WAREHOUSE RECEIVING

Between: April 30 - May 17 ONLY

Monday - Friday from 8:30 - 4:00 EST

### DIRECT SHIPPING RECEIVING

Not Accepted before: Friday May 6, 2019

Starting at 8am

To: Seller Company Name & Booth Number

Rendez-vous Canada 2019

c/o Goodkey Show Services

YRC Reimer 6130 Netherhart RD

Mississauga, ON L5T 1B7

Metro Toronto Convention Centre South Building

222 Bremner Blvd.

Toronto, ON M5V 3L9

c/o RVC 2019

GOODKEY SHOW SERVICES LTD.

From: Seller Company Name & Address

(NAME OF SELLER) - BOOTH# \_\_\_\_\_

Metro Toronto Convention Centre, Booth #

## BOOTH EQUIPMENT PROVIDED BY SHOW MANAGEMENT

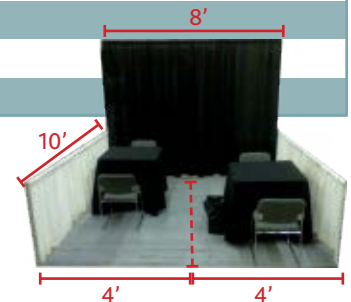
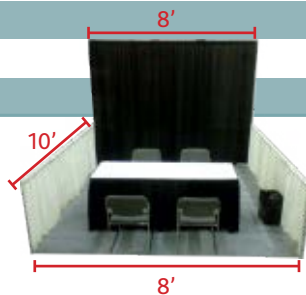
### RVC BOOTH DECOR MARKETPLACE SET-UP (Per 8' wide x 10' deep Booth Space)

#### Standard Booth set up - Provided Items

- 8'h Backwall Drape (Black)
- 3'h Sidewall Drape (White)
- (X1) 6' Skirted Table (Black Skirt, White Top)
- (X4) Chairs (Provided by the Show Organizers)
- (x1) Wastepaper Basket

#### PMO & Shared booth set-up - Provided Items

- 8'h Backwall Drape (Black)
- 3'h Sidewall Drape (White)
- (X1) 32" Square Table (2 per 8'x10' booth, Black table cloths)
- (X4) Chairs (Provided by the Show Organizers)
- (x1) Wastepaper Basket



We realize exhibiting in a convention can be complicated. If you need assistance or require additional information not covered in the Sellers Kit, please do not hesitate to contact us at any of the following:

By email: [info@goodkey.com](mailto:info@goodkey.com) or [exhibitorservices@goodkey.com](mailto:exhibitorservices@goodkey.com)

By telephone: **780.426.2211** or **877.726.2211** Toll Free North America Only

By fax: **780.426-5734** or **888-426-5734** Toll Free North America Only

OR

Visit us at our web site at [www.goodkey.com](http://www.goodkey.com)

**We look forward to serving you !**



Decorating | Graphic Design | Logistics | Customer Service

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Vancouver Warehouse  
Unit 10, 3751 North Fraser Way  
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toll free **1.877.726.2211** | fax **780.426.5734** | [goodkey.com](http://goodkey.com)

# Step by Step Instructions for ordering online

Show Name: Rendez-vous Canada 2019

Show Code: RVC52829303119

Show Date: May 28-31, 2019

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. \*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.
- 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 "**check mark**" on the terms and conditions - at this point please note the message that will pop up 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.

## 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)

## We're here for you

At Goodkey Show Services Ltd., We know that exhibiting at your first show or even if you are a seasoned pro it can be complicated so we are here to help. From walking you through a first time online order or just providing some piece of mind confirming that you will be taken care of, we are here to help! We are here to take care of you, 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 also 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

Toll Free - 1.877.726.2211 (North America only)

Fax - 780.426.5734

Email - [info@goodkey.com](mailto:info@goodkey.com)



## METHOD OF PAYMENT

**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 Number: |
| Address:                           | Telephone No: | Fax No:       |
| City, Province/State, Postal Code: | Email:        |               |

☐ **Cash / Money Order**

☐ **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: \_\_\_\_\_



## PAGE LIST

|    |   |
|----|---|
| 1  | WELCOME / SHOW INFO                                 |
| 2  | WELCOME P.2   |
| 3  | WELCOME P.3   |
| 4  | ONLINE ORDERING                                     |
| 5  | METHOD OF PAYMENT                                   |
| 6  | PAGE LIST   |
| 7  | CARPET FORM   |
| 8  | FURNITURE FORM                                      |
| 9  | OPTIMUM FURNITURE FORM                              |
| 10 | DRAPE & TABLES FORM                                 |
| 11 | ACCESSORIES FORM                                    |
| 12 | DISPLAY ACCESSORIES FORM                            |
| 13 | SIGNAGE & DIGITAL PRINTING FORM                     |
| 14 | AUDIO / VISUAL FORM                                 |
| 15 | EXHIBIT BOOTH VACUUMING & CLEANING FORM             |
| 16 | INSTALLATION & DISMANTLE LABOUR FORM                |
| 17 | MATERIAL HANDLING - AN EXCLUSIVE SERVICE TO GOODKEY |
| 18 | GROUND TRANSPORTATION QUOTE REQUEST FORM            |
| 19 | MATERIAL HANDLING AGREEMENT                         |
| 20 | CUSTOMS BROKERAGE                                   |
| 21 | CUSTOMS BROKERAGE LIMITS OF LIABILITY               |
| 22 | CANADA CUSTOMS INVOICE SAMPLE                       |
| 23 | CANADA CUSTOMS INVOICE FORM                         |
| 24 | USA CUSTOMS INVOICE SAMPLE                          |
| 25 | USA CUSTOMS INVOICE FORM                            |
|    |   |
|    |   |
|    |   |
|    |   |

# CARPET FORM

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

| QTY  | DESCRIPTION | EARLY BIRD   | REGULAR PRICE | TOTAL |
|--|-------------|--------------|---------------|-------|
| <b>CARPET FOR STANDARD SIZE BOOTHS</b>                       |             |              |               |       |
|  | 10' x 10'   | \$210.00     | \$262.50      |       |
|  | 10' x 20'   | \$420.25     | \$525.25      |       |
|  | 10' x 30'   | \$716.25     | \$895.50      |       |
| <b>CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)</b> |             |              |               |       |
| Other sizes laid @ \$2.95 per square foot                    |             | \$2.95/sq.ft | \$3.69/sq.ft  |       |
| Size: _____ ft x _____ ft= _____ sq/ft                       |             |              |               |       |



designer carpet line by

**GOODKEY**  
SHOW SERVICES LTD.

## CLASSIC CARPET COLOR CHOICE Please check one ☒



☐ Red



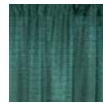
☐ Blue



☐ Grey



☐ Black



☐ Forest Green

### CARPET UNDERLAY

Size: \_\_\_\_\_ ft x \_\_\_\_\_ ft= \_\_\_\_\_ sq/ft

\$1.38/sq.ft

\$1.73/sq.ft

### DOUBLE UNDERLAY

Size: \_\_\_\_\_ ft x \_\_\_\_\_ ft= \_\_\_\_\_ sq/ft

\$2.75/sq.ft

\$3.44/sq.ft

### POLY (VISQUEEN)

Size: \_\_\_\_\_ ft x \_\_\_\_\_ ft= \_\_\_\_\_ sq/ft

\$1.14/sq.ft

\$1.43/sq.ft

## UNDER CARPET WIRING CUT (does not include install)

Booth Size: \_\_\_\_\_ ft x \_\_\_\_\_ ft= \_\_\_\_\_ sq/ft

\$3.74/sq.ft

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

## SPECIAL INSTRUCTIONS

GST/HST REGISTRATION#: 121717813 RT

To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% 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.

- 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

## DESIGNER CARPET COLOR CHOICE Please check one ☒

Snow White ☐



☐ Grape Purple  
PMS 525

Alpine Green ☐  
PMS 356



☐ Apple Green  
PMS 368

Ocean Blue ☐  
PMS 286



☐ Spicy Pink  
PMS 226

Lemon Yellow ☐  
PMS 115



☐ Tangerine Orange  
PMS 1375

Silky Beige ☐  
PMS 7530



☐ Chocolate  
PMS 469

### 100 - 700 SQ FT.

Booth Size: \_\_\_\_\_ ft x \_\_\_\_\_ ft= \_\_\_\_\_ sq/ft

\$4.53/sq.ft

### 700 - 1200 SQ FT.

Booth Size: \_\_\_\_\_ ft x \_\_\_\_\_ ft= \_\_\_\_\_ sq/ft

\$4.25/sq.ft

### SUBTOTAL

FOR OFFICE USE ONLY

☐ 25% LATE ORDER SURCHARGE

☐ 35% CANCELLATION FEE | ADJUSTED SUBTOTAL

13% H.S.T
























### TOTAL AMOUNT DUE



# FURNITURE FORM

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

| TABLES   |     |               |               |       | SEATING   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|--|-----|---------------|---------------|-------|---|-----|------------|---------------|-------|-------------|-----|---------------|-------|--|--|----------|--|--|--|----------|--|------------------|--|--|--|
| DESCRIPTION  | QTY | EARLY BIRD    | REGULAR PRICE | TOTAL | DESCRIPTION   | QTY | EARLY BIRD | REGULAR PRICE | TOTAL |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Chrome Cruiser Table<br>30" dia - 40" tall   |     | \$161.25      | \$201.50      |       |  Folding Chair<br>Green Plastic  |     | \$22.00    | \$27.75       |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Cruiser Table<br>30" dia - 40" tall  |     | \$149.25      | \$186.75      |       |  Secretarial Chair<br>Black Fabric   |     | \$73.50    | \$92.00       |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Lycra Cruiser Cover<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GREEN<br><input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE    |     | \$49.00       | \$61.00       |       |  Leather Side Chair<br>Black Leather Seat  |     | \$91.00    | \$113.50      |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Pedestal Table<br>30" dia - 29" tall  |     | \$81.50       | \$102.00      |       |  Stool with Backrest<br><input type="checkbox"/> Black Fabric   |     | \$116.50   | \$145.75      |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Lycra Pedestal Cover<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GREEN<br><input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE |     | \$44.50       | \$55.75       |       |  Bar Stool<br>Black Faux Leather   |     | \$108.50   | \$135.50      |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Square Table<br>Available in 2 heights<br><input type="checkbox"/> Cruiser 40" tall<br><input type="checkbox"/> Pedestal 29" tall   |     | \$81.50       | \$102.00      |       |  Mini Bar Stool<br>Black Faux Leather<br>25" tall  |     | \$78.25    | \$97.75       |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Round Table<br>Available in 2 heights<br><input type="checkbox"/> Cruiser 40" height<br><input type="checkbox"/> Pedestal 29" height   |     | \$81.50       | \$102.00      |       | <b>FURNITURE COMBOS</b><br><table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>QTY</th> <th>REGULAR PRICE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td> Barstool Combo<br/>Includes:<br/>- 2 regular height Bar Stools<br/>- 1 Cruiser Table (40" tall)</td> <td></td> <td>\$275.25</td> <td></td> </tr> <tr> <td> Mini Barstool Combo<br/>Includes:<br/>- 2 Mini Bar Stools<br/>- 1 Pedestal Table (29" tall)</td> <td></td> <td>\$163.25</td> <td></td> </tr> </tbody> </table> |     |            |               |       | DESCRIPTION | QTY | REGULAR PRICE | TOTAL |  Barstool Combo<br>Includes:<br>- 2 regular height Bar Stools<br>- 1 Cruiser Table (40" tall) |  | \$275.25 |  |  Mini Barstool Combo<br>Includes:<br>- 2 Mini Bar Stools<br>- 1 Pedestal Table (29" tall) |  | \$163.25 |  |                  |  |  |  |
| DESCRIPTION  | QTY | REGULAR PRICE | TOTAL         |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Barstool Combo<br>Includes:<br>- 2 regular height Bar Stools<br>- 1 Cruiser Table (40" tall)   |     | \$275.25      |               |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Mini Barstool Combo<br>Includes:<br>- 2 Mini Bar Stools<br>- 1 Pedestal Table (29" tall)   |     | \$163.25      |               |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Coffee Table<br>30" dia - 18" tall   |     | \$69.25       | \$86.75       |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Chrome Coffee Table<br>36" x 36"  |     | \$105.00      | \$131.25      |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Chrome Coffee Table<br>24" x 48"  |     | \$105.00      | \$131.25      |       | <table border="1"> <tr> <td colspan="2">SUBTOTAL</td> <td></td> <td></td> </tr> <tr> <td colspan="4">FOR OFFICE USE ONLY<br/><input type="checkbox"/> 25% LATE ORDER SURCHARGE<br/><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL</td> </tr> <tr> <td colspan="2">13% H.S.T</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL AMOUNT DUE</td> <td></td> <td></td> </tr> </table>   |     |            |               |       | SUBTOTAL    |     |               |       | FOR OFFICE USE ONLY<br><input type="checkbox"/> 25% LATE ORDER SURCHARGE<br><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL                                    |  |          |  | 13% H.S.T  |  |          |  | TOTAL AMOUNT DUE |  |  |  |
| SUBTOTAL   |     |               |               |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
| FOR OFFICE USE ONLY<br><input type="checkbox"/> 25% LATE ORDER SURCHARGE<br><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL  |     |               |               |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
| 13% H.S.T  |     |               |               |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
| TOTAL AMOUNT DUE   |     |               |               |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |
|  Chrome End Table<br>18" x 18"  |     | \$79.25       | \$99.00       |       |   |     |            |               |       |             |     |               |       |  |  |          |  |  |  |          |  |                  |  |  |  |

GST/HST REGISTRATION#: 121717813 RT









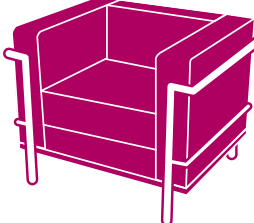
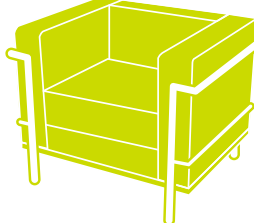

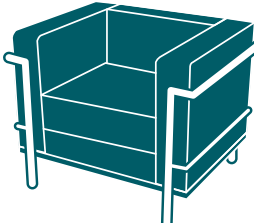
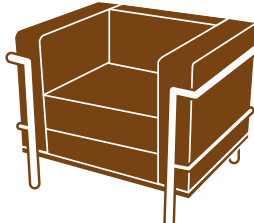




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# OPTIMUM FURNITURE FORM

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

| SEATING  |     |            |               |       | OPTIMUM FURNITURE COMBOS  |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|--|-----|------------|---------------|-------|---|-----|---------------|-------|----------|--|--|---------------------|--|--|---|--|--|---|--|--|-----------|--|--|------------------|--|--|
| DESCRIPTION  | QTY | EARLY BIRD | REGULAR PRICE | TOTAL | DESCRIPTION   | QTY | REGULAR PRICE | TOTAL |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Corbusier Sofa<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE                              |     | \$695.75   | \$869.75      |       |  Chrome Combo<br>Includes:<br>- 2 Chrome Flop Back Chairs (Black leather seat)<br>- 1 Chrome Cruiser Table (40" tall)  |     | \$366.00      |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Corbusier Loveseat<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE                          |     | \$628.00   | \$785.00      |       |  Wood Top Combo<br>Includes:<br>- 2 Chrome Flop Back Chairs (Black leather seat)<br>- 1 Wood Top Cruiser Table (40" tall)<br><input type="checkbox"/> ROUND <input type="checkbox"/> SQUARE  |     | \$287.00      |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Corbusier Chair<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE                             |     | \$404.00   | \$505.00      |       |  Boardroom Combo<br>Includes:<br>- 1 Wooden Table (85"[L] x 42"[W] x 30"[H])<br>- 6 leather chairs  |     | \$878.00      |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Mini Chrome Flop Back<br>Leather Seat/33" tall<br><input type="checkbox"/> WHITE                             |     | \$108.50   | \$135.50      |       | <b>SAVINGS OF 25%</b><br><b>*ONLY VALID PRIOR TO ORDER DEADLINE DATE*</b>   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  JLO Bar Stool<br>36" tall<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE                 |     | \$98.00    | \$122.50      |       |    |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Chrome Flop Back<br>Leather Seat/45" tall<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE |     | \$145.75   | \$182.25      |       |    |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Shania Bar Stool<br><input type="checkbox"/> BLACK <input type="checkbox"/> WHITE                          |     | \$97.75    | \$122.25      |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
| TABLES   |     |            |               |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
| DESCRIPTION  | QTY | EARLY BIRD | REGULAR PRICE | TOTAL |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Wood Top Chrome Coffee Table<br>36" x 36"  |     | \$155.00   | \$193.75      |       | <table border="1"> <tr> <td>SUBTOTAL</td> <td></td> <td></td> </tr> <tr> <td>FOR OFFICE USE ONLY</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 25% LATE ORDER SURCHARGE</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL</td> <td></td> <td></td> </tr> <tr> <td>13% H.S.T</td> <td></td> <td></td> </tr> <tr> <td>TOTAL AMOUNT DUE</td> <td></td> <td></td> </tr> </table> |     |               |       | SUBTOTAL |  |  | FOR OFFICE USE ONLY |  |  | <input type="checkbox"/> 25% LATE ORDER SURCHARGE |  |  | <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |  | 13% H.S.T |  |  | TOTAL AMOUNT DUE |  |  |
| SUBTOTAL   |     |            |               |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
| FOR OFFICE USE ONLY  |     |            |               |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
| <input type="checkbox"/> 25% LATE ORDER SURCHARGE  |     |            |               |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
| <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL  |     |            |               |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
| 13% H.S.T  |     |            |               |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
| TOTAL AMOUNT DUE   |     |            |               |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Wood Top Chrome Coffee Table<br>24" x 48"  |     | \$155.00   | \$193.75      |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |
|  Wood Top Chrome End Table<br>18" x 18"   |     | \$129.25   | \$161.50      |       |   |     |               |       |          |  |  |                     |  |  |   |  |  |   |  |  |           |  |  |                  |  |  |

GST/HST REGISTRATION#: 121717813 RT






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## DRAPE & TABLES FORM




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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

|   |                              |   |                |   |
|---|------------------------------|---|----------------|---|
|  | <b>TABLES &amp; COUNTERS</b> |  | <b>STAGING</b> |  |
|---|------------------------------|---|----------------|---|

| QTY | DESCRIPTION   | EARLY BIRD | REGULAR PRICE | TOTAL | QTY  | DESCRIPTION             | EARLY BIRD | REGULAR PRICE | TOTAL |
|-----|---|------------|---------------|-------|--|-------------------------|------------|---------------|-------|
|     | 8'x2'x29"[h] Decorated Table (3 sides)  | \$106.00   | \$132.50      |       |  | 4'x8'x24" high Sections | \$145.75   | \$182.25      |       |
|     | 6'x2'x29"[h] Decorated Table (3 sides)  | \$106.00   | \$132.50      |       |  | White Vinyl Top         |            |               |       |
|     | Upgrade Decorated Table (4 sides) ADD   | \$42.00    | \$52.50       |       | <b>STAGE SKIRT COLOR CHOICE Please check one</b> <input checked="" type="checkbox"/>   |                         |            |               |       |
|     | 4'x2'x29"[h] Decorated Table (4 sides)  | \$106.00   | \$132.50      |       |      |                         |            |               |       |
|     | 8'x2'x40"[h] Decorated Counter (3 sides)  | \$157.50   | \$197.00      |       | <input type="checkbox"/> WHITE <input type="checkbox"/> BLUE <input type="checkbox"/> GREY <input type="checkbox"/> BLACK <input type="checkbox"/> RED   |                         |            |               |       |
|     | 6'x2'x40"[h] Decorated Counter (3 sides)  | \$157.50   | \$197.00      |       |  |                         |            |               |       |
|     | Upgrade Decorated Counter (4 sides) ADD   | \$54.75    | \$68.50       |       |  |                         |            |               |       |
|     | 4'x2'x40"[h] Decorated Counter (4 sides)  | \$157.50   | \$197.00      |       |  |                         |            |               |       |
|     | Undecorated Table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' | \$59.50    | \$74.25       |       |  |                         |            |               |       |

**SKIRT COLOR CHOICE Please check one** ☒

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
| <input type="checkbox"/> WHITE  | <input type="checkbox"/> BLUE  | <input type="checkbox"/> GREY  | <input type="checkbox"/> TEAL  | <input type="checkbox"/> BLACK   | <input type="checkbox"/> RED   | <input type="checkbox"/> NAVY  |


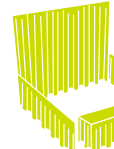
|   |                           |   |
|---|---------------------------|---|
|  | <b>DRAPE PARTITIONING</b> |  |
|---|---------------------------|---|

| QTY | DESCRIPTION               | EARLY BIRD | REGULAR PRICE | TOTAL |
|-----|---------------------------|------------|---------------|-------|
|     | 8' High - per linear foot | \$8.00     | \$10.00       |       |
|     | 3' High - per linear foot | \$5.15     | \$6.45        |       |

**DRAPE COLOR CHOICE Please check one** ☒

|  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
| <input type="checkbox"/> WHITE   | <input type="checkbox"/> BLUE   | <input type="checkbox"/> GREY   | <input type="checkbox"/> TEAL   | <input type="checkbox"/> BLACK  | <input type="checkbox"/> RED  | <input type="checkbox"/> NAVY   |
|  |  |  |  |   |   |   |
|  | <input type="checkbox"/> GOLD   | <input type="checkbox"/> FOREST GREEN   | <input type="checkbox"/> BURGUNDY   |   |   |   |

|  |   |         |         |  |
|--|---|---------|---------|--|
|  | 10' High Black "Velour" - per linear foot | \$19.80 | \$24.75 |  |
|  | 16' High Black - per linear foot          | \$15.20 | \$19.00 |  |

|   |   |
|---|---|
|  |  |
|---|---|

GST/HST REGISTRATION#: 121717813 RT

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# ACCESSORIES FORM

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

| LITERATURE & BUSINESS CARD DISPLAYS   |                           |            |               |       | MISC   |     |            |               |       |
|---|---------------------------|------------|---------------|-------|--|-----|------------|---------------|-------|
| DESCRIPTION   | QTY                       | EARLY BIRD | REGULAR PRICE | TOTAL | DESCRIPTION  | QTY | EARLY BIRD | REGULAR PRICE | TOTAL |
|  Chrome Lit Rack<br>8 wire slots<br>Fits 8.5" x 11"  |                           | \$153.00   | \$191.25      |       |  Draw Barrel  |     | \$87.55    | \$109.50      |       |
| <b>CLEAR ACRYLIC</b>  |                           |            |               |       |  Mini Fridge  |     | \$237.00   | \$296.00      |       |
| DESCRIPTION   | QTY                       | EARLY BIRD | REGULAR PRICE | TOTAL |  Water Cooler<br>Includes 1 jug of water + 250 cups |     | \$197.25   | \$246.50      |       |
|  Single Literature<br>Fits up to 9.25" x 10.75"      |                           | \$39.50    | \$49.50       |       |  Additional Water Cooler                          |     | \$31.50    | \$39.25       |       |
|  3 Tier Literature<br>Fits up to 9.25" x 10.75"     |                           | \$68.75    | \$86.00       |       |  Desk   |     | \$360.50   | \$450.50      |       |
|  Single Business Card<br>Fits standard card        |                           | \$15.25    | \$19.00       |       |  Coat Tree  |     | \$48.00    | \$59.75       |       |
|  4 Tier Business Card<br>Fits standard card        |                           | \$26.75    | \$33.50       |       |  Bag Holder                                       |     | \$89.75    | \$112.25      |       |
|  4 Double Tier Business Card<br>Fits standard card |                           | \$68.75    | \$86.00       |       |  Garment Rack<br>Chrome on casters                |     | \$62.75    | \$78.50       |       |
| <b>LIVE PLANTS</b>  |                           |            |               |       |  Chrome Sign Holder<br>Holds 22" x 28"            |     | \$71.00    | \$88.75       |       |
| QTY   | DESCRIPTION               | EARLY BIRD | REGULAR PRICE | TOTAL |  Easel<br>Free Standing                           |     | \$26.75    | \$33.50       |       |
|   | Plant - Live Tropical 3'  | \$80.25    | \$100.50      |       |  Eco-Friendly Garbage Pail                        |     | \$39.50    | \$49.50       |       |
|   | Plant - Live Tropical 4'  | \$83.00    | \$103.50      |       |  |     |            |               |       |
|   | Plant - Live Tropical 5'  | \$106.00   | \$132.50      |       |  |     |            |               |       |
|   | Small Floral Arrangement  | Price TBA  | Price TBA     |       |  |     |            |               |       |
|   | Medium Floral Arrangement | Price TBA  | Price TBA     |       |  |     |            |               |       |
|   | Large Floral Arrangement  | Price TBA  | Price TBA     |       |  |     |            |               |       |



SUBTOTAL

FOR OFFICE USE ONLY  
☐ 25% LATE ORDER SURCHARGE  
☐ 35% CANCELLATION FEE | ADJUSTED SUBTOTAL

13% H.S.T

TOTAL AMOUNT DUE

GST/HST REGISTRATION#: 121717813 RT









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## DISPLAY ACCESSORIES FORM

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|



### OCTANORM COUNTERS AND RISERS

| DESCRIPTION   | QTY | EARLY BIRD      | REGULAR PRICE   | TOTAL |
|---|-----|-----------------|-----------------|-------|
|  <p>Counter<br/>Door &amp; storage shelf<br/>20"[d]x40"[w]x40"[h]</p>  |     | \$214.75        | \$268.50        |       |
| <p><b>COUNTER WITH FULL COLOR GRAPHIC</b><br/>~Be noticed!</p>  |     | <b>\$316.25</b> | <b>\$395.25</b> |       |
|  <p>Door &amp; storage shelf<br/>20"[d]x40"[w]x40"[h]</p> <p>Display your company logo or branding</p> <ul style="list-style-type: none"> <li>• Full color digital printing</li> <li>• Image size: 962mm[w] x 912mm[h]</li> </ul> <p>Send logo in .eps format along with directions to <a href="mailto:signsondemand@goodkey.com">signsondemand@goodkey.com</a> an email will be sent confirming receipt of logo and proof of signage</p> |     |                 |                 |       |
|  <p>Show Case<br/>Two shelves<br/>20"[d]x38"[w]x49"[h]</p>   |     | \$323.00        | \$404.00        |       |
|  <p>Jewelry Case<br/>One shelf with lights<br/>20"[d]x38"[w]x49"[h]</p>  |     | \$286.25        | \$358.00        |       |
|  <p>Computer Counter<br/>29"[d]x40"[w]x40"[h]</p>  |     | \$261.25        | \$326.75        |       |
|  <p>Computer Counter w/ Graphic<br/>29"[d]x40"[w]x40"[h]<br/>Image size: 962mm[w] x 912mm[h]</p>   |     | \$354.50        | \$443.25        |       |
|  <p>Product Risers<br/>3 glass shelves 20"x20"<br/>15", 33", 38" tall</p>  |     | \$313.75        | \$392.25        |       |
|  <p>Ballot Box / Single Show Case<br/>20"[d]x20"[w]x40"[h]</p> <p><input type="checkbox"/> Closed Top <input type="checkbox"/> Slotted Top</p>   |     | \$157.50        | \$197.00        |       |

### MISC

| DESCRIPTION   | QTY | EARLY BIRD | REGULAR PRICE | TOTAL |
|---|-----|------------|---------------|-------|
|  <p>Poster Board (Black)<br/>Double Sided<br/>4'[h] x 8'[w]<br/>*Material is hook velcro receptive</p> |     | \$113.25   | \$141.50      |       |
|  <p>Peg Board (White)<br/>1/8" holes</p>   |     | \$113.25   | \$141.50      |       |
|  <p>Peg Board Hooks</p>  |     | \$00.69    | \$00.86       |       |
|  <p>Hook Velcro<br/>6 yards per box<br/>Self adhesive</p>  |     | \$28.25    | \$35.50       |       |
|  <p>Loop Velcro<br/>6 yards per box<br/>Self adhesive</p>   |     | \$28.25    | \$35.50       |       |

### GOODKEY APPROVED TAPE (does not damage hardware)

|   |  |         |         |  |
|---|--|---------|---------|--|
|  <p>Removable Double-sided Foam Tape<br/>10 pieces per pad<br/>2" x 1" pieces<br/>*price per pad</p> |  | \$30.00 | \$37.50 |  |
|  <p>Removable Double-sided Foam Tape Roll<br/>30ft roll x 1" wide<br/>*price per roll</p>            |  | \$60.00 | \$75.00 |  |



SUBTOTAL

FOR OFFICE USE ONLY  
☐ 25% LATE ORDER SURCHARGE  
☐ 35% CANCELLATION FEE | ADJUSTED SUBTOTAL

13% H.S.T

TOTAL AMOUNT DUE

GST/HST REGISTRATION#: 121717813 RT

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## SIGNAGE & DIGITAL PRINTING FORM

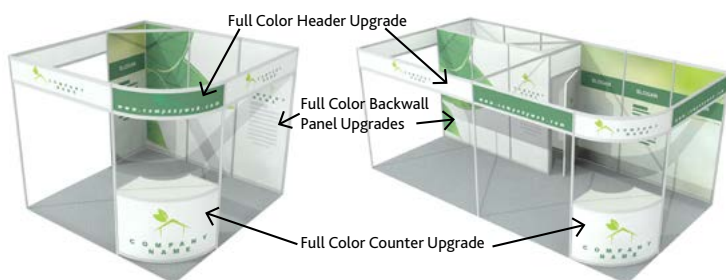
**IMPORTANT! This form must be accompanied with payment before processing will begin.**

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

| OCTANORM BOOTH/COUNTER SIGNAGE   | QTY | EARLY BIRD     | REGULAR PRICE | TOTAL |
|--|-----|----------------|---------------|-------|
| Full Color Header Upgrade - 2942mm x 302mm <i>(Octanorm booth rental required)</i>   |     | \$95.00        | \$118.75      |       |
| Full Color Backwall Panel Upgrade - 962mm x 2392mm <i>(Octanorm booth rental required)</i>   |     | \$300.00       | \$375.00      |       |
| Full Color Counter Upgrade - 962mm x 912mm <i>(Counter rental required)</i>  |     | \$90.00        | \$112.50      |       |
| STAND ALONE SIGNAGE  |     |                |               |       |
| Medium Retractable Pop Up Banner - 850mm x 2000mm visible <i>(comes with hardware, print, and canvas bag)</i>                      |     | \$150.00       | \$187.50      |       |
| Large Retractable Pop Up Banner - 1000mm x 2000mm visible <i>(comes with hardware, print, and canvas bag)</i>                      |     | \$230.00       | \$287.50      |       |
| Vinyl Banner - 119" x 36" <i>(Cost includes banner, installation hardware and labour to install)</i>                               |     | \$350.00       | \$437.50      |       |
| Sintra Sign - 96" x 24" hanging off backwall with S hooks <i>(Cost includes sign, installation hardware and labour to install)</i> |     | \$240.00       | \$300.00      |       |
| <b>CUSTOM SIGNAGE - please call for options and quote</b>  |     | CALL FOR QUOTE |               |       |
| If artwork is not supplied as print ready, a minimum of \$50 will be charged to modify art files                                   |     |                | \$50.00       |       |

**Contact us for a consultation about custom sizes, items, and printing options.  
Subject availability of supplies and time-lines.**

### EXAMPLES



\*booth only shown as placement example



### PRINT READY GUIDELINES

- DESIGN at full size without bleeds; flush wall panels supplied as one continuous file
- CONVERT all text to outlines or curves
- SAVE as single page, high quality print .pdf or .jpg - Make sure you save WITHOUT printers marks (cropmarks, color bars...etc)
- INCLUDE a layout legend if there are multiple panels
- Please direct all graphic, signage, and print inquiries to: [signsondemand@goodkey.com](mailto:signsondemand@goodkey.com) or 780-426-2211

**ALL ARTWORK IS DUE BY  
THE ORDER DEADLINE  
DATE**

GST/HST REGISTRATION#: 121717813 RT

|   |  |  |
|---|--|--|
| SUBTOTAL  |  |  |
| FOR OFFICE USE ONLY<br><input type="checkbox"/> 25% LATE ORDER SURCHARGE<br><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |  |
| 13% H.S.T   |  |  |
| TOTAL AMOUNT DUE  |  |  |

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## AUDIO / VISUAL FORM

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

### ACCESSORIES (the items below do not include monitor rentals)

| DESCRIPTION   | QTY | EARLY BIRD | REGULAR PRICE | TOTAL |
|---|-----|------------|---------------|-------|
| Counter with graphic - 962mm x 912mm (see illustration below)                     |     | \$316.25   | \$395.25      |       |
| Freestanding Octanorm Stand with graphic - 782mm x 302mm (see illustration below) |     | \$362.75   | \$453.50      |       |
| Freestanding Gondola with graphic (see illustration below)                        |     | \$256.00   | \$320.00      |       |
| Wall-mount Bracket (Monitor not included, requires hardwall rental to mount to)   |     | \$61.75    | \$77.25       |       |



### SPECIAL INSTRUCTIONS

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|                                     |   |  |
|-------------------------------------|---|--|
|                                     | SUBTOTAL  |  |
|                                     | FOR OFFICE USE ONLY<br><input type="checkbox"/> 25% LATE ORDER SURCHARGE<br><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |
|                                     | 13% H.S.T   |  |
|                                     |   |  |
| GST/HST REGISTRATION#: 121717813 RT | TOTAL AMOUNT DUE  |  |

To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% 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.



## EXHIBIT BOOTH VACUUMING & CLEANING FORM

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

Name of Company:

Contact Name & Email:

Booth Number:



### 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 \$0.56 = \_\_\_\_\_  
(min 100 Sq.Ft.)

#### LATE-ORDERS

Booth Width \_\_\_\_\_ x Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ x Number of Days \_\_\_\_\_ x \$0.70 = \_\_\_\_\_  
(min 100 Sq.Ft.)

#### SPECIAL INSTRUCTIONS

|   |  |  |
|---|--|--|
| SUBTOTAL  |  |  |
| FOR OFFICE USE ONLY   |  |  |
| <input type="checkbox"/> 25% LATE ORDER SURCHARGE                 |  |  |
| <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |  |
| 13% H.S.T   |  |  |
| TOTAL AMOUNT DUE  |  |  |

GST/HST REGISTRATION#: 121717813 RT

To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% 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.



# INSTALLATION & DISMANTLE LABOUR FORM

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

## INSTALLATION & DISMANTLE RATES

|                           |   |              |
|---------------------------|---|--------------|
| <b>Regular Time (RT):</b> | 8:00 am - 4:00 pm Monday to Friday  | \$72.00/hr.  |
| <b>Overtime (OT):</b>     | 4:00 pm - 6:00 pm Monday to Friday<br>8:00 am - 4:00 pm Saturday and Sunday | \$108.00/hr. |
| <b>Double Time (DT):</b>  | All other hours including Sundays and statutory holidays                    | \$144.00/hr. |

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

|                |             |                   |    |
|----------------|-------------|-------------------|----|
| labourers      | hours       | \$72.00/hr. (RT)  | \$ |
| labourers      | hours       | \$108.00/hr. (OT) | \$ |
| labourers      | hours       | \$144.00/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       | \$144.00/hr. (DT) | \$ |
| Date Required: | Start Time: | Finish:           |    |

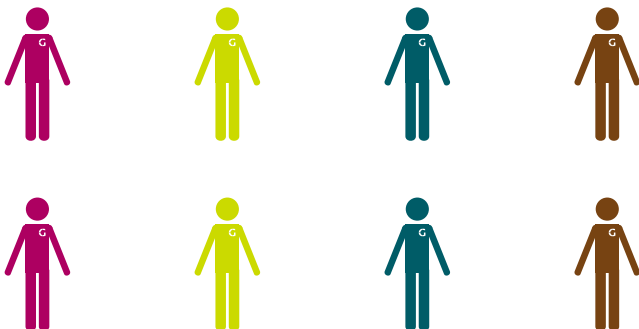
Client Supervised? ☐ Yes ☐ No If yes, Supervisors name: \_\_\_\_\_

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  |  |
| FOR OFFICE USE ONLY<br><input type="checkbox"/> 25% LATE ORDER SURCHARGE<br><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |
| 13% H.S.T   |  |
| TOTAL AMOUNT DUE  |  |

GST/HST REGISTRATION#: 121717813 RT

To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% 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.



Head Office  
5506 - 48 St NW  
Edmonton, AB T6B 2Z1

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

toll free 1.877.726.2211 | fax 780.426.5734 | goodkey.com

Order Deadline:

**May 7, 2019**

Show Name:

**Rendez-vous Canada 2019**

Show Date:

**May 28-31, 2019**

## MATERIAL HANDLING - AN EXCLUSIVE SERVICE TO GOODKEY

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

|                  |                       |               |
|------------------|-----------------------|---------------|
| Name of Company: | Contact Name & Email: | Booth Number: |
|------------------|-----------------------|---------------|

### ONSITE MATERIAL HANDLING

**Date: MAY 25, 2019**

**Date: MAY 26, 2019**

**TIME: 9:00AM - 5:00 PM**

**TIME: 4:00PM - 9:00 PM**

- 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

\$82.00 per hundred pounds (lbs.) (\$210.00 minimum charge)

Weight \_\_\_\_\_ @ \$00.82/cwt \_\_\_\_\_

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

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

|   |  |  |
|---|--|--|
| SUBTOTAL  |  |  |
| FOR OFFICE USE ONLY   |  |  |
| <input type="checkbox"/> 25% LATE ORDER SURCHARGE                 |  |  |
| <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |  |
| 13% H.S.T   |  |  |
|   |  |  |
| TOTAL AMOUNT DUE  |  |  |

GST/HST REGISTRATION#: 121717813 RT

To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% 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.*

### CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECT TO A 25% LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:00 AM - 4:00 PM

\*RESHIPPING: 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.

### ONSITE LABELING

**Rendez-vous Canada 2019**

**NAME OF SELLER - BOOTH #**

**c/o GOODKEY SHOW SERVICES LTD.**

**Metro Toronto Convention Centre South Building**

**222 Bremner Blvd.**

**Toronto, Ontario M5V 3L9**

### LIMITS AND LIABILITIES

### ADVANCED MATERIAL HANDLING

**Starting: APRIL 30, 2019**

**Deadline: MAY 17, 2019**

- 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

\$119.00 per hundred pounds (lbs.) (\$255.00 minimum charge)

Weight \_\_\_\_\_ @ \$01.19/cwt \_\_\_\_\_

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

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

|   |  |  |
|---|--|--|
| SUBTOTAL  |  |  |
| FOR OFFICE USE ONLY   |  |  |
| <input type="checkbox"/> 25% LATE ORDER SURCHARGE                 |  |  |
| <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |  |
| 13% H.S.T   |  |  |
|   |  |  |
| TOTAL AMOUNT DUE  |  |  |

GST/HST REGISTRATION#: 121717813 RT

### CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECT TO A 25% 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

\*RESHIPPING: 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

**Rendez-vous Canada 2019**

**NAME OF EXHIBITING COMPANY - BOOTH #**

**c/o GOODKEY SHOW SERVICES LTD.**

**YRC Reimer**

**6130 Netherhart RD**

**Mississauga, Ontario L5T 1B7**

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 \_\_\_\_\_



Head Office  
5506 - 48 St NW  
Edmonton, AB T6B 2Z1

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

toll free 1.877.726.2211 | fax 780.426.5734 | goodkey.com

Order Deadline:

**May 7, 2019**

Show Name:

**Rendez-vous Canada 2019**

Show Date:

**May 28-31, 2019**

# GROUND TRANSPORTATION QUOTE REQUEST FORM

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

## SHIPPER INFORMATION

|                        |  |               |         |   |                |
|------------------------|--|---------------|---------|---|----------------|
| Name of Company:       |  | Contact:      |         | Email:  |                |
| Address:               |  | Telephone no. |         | Pick-up Date:                                   | Pick-up Hours: |
| City, Province, State: |  | Postal Code:  | Fax no. | Pick-up Location (Loading dock, office, etc...) |                |

Customs Papers Attached: ☐ Yes ☐ No If yes, Broker name: \_\_\_\_\_ Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

I will be shipping to the Advance Warehouse: ☐ Yes ☐ No

## DESTINATION

**Rendez-vous Canada 2019**  
**NAME OF SELLER - BOOTH #**  
**c/o GOODKEY SHOW SERVICES LTD.**  
**YRC Reimer**  
**6130 Netherhart RD, Mississauga, ON L5T 1B7**

|                  |                |
|------------------|----------------|
| Company Name:    | Delivery Date: |
| On-Site Contact: | Delivery Time: |
| Booth Number:    |                |

**SERVICE** Competitive ground transportation pricing, priority move-in/out at show site ☐ ONE WAY ☐ ROUND TRIP

## ITEM DESCRIPTION

**SERVICE WILL BE CHARGED ON ACTUAL WEIGHTS AND DIMENSIONS**

| TOTAL NUMBER OF PIECES |                                     | DIMENSIONS                  | ESTIMATED WEIGHT |
|------------------------|-------------------------------------|-----------------------------|------------------|
|                        | CARTONS (CARDBOARD)                 | H _____ x W _____ x L _____ |                  |
|                        | TRUNKS/ CASES (FIBER) (COLOR) _____ | H _____ x W _____ x L _____ |                  |
|                        | CRATES (WOODEN)                     | H _____ x W _____ x L _____ |                  |
|                        | SKIDS/ PALLETS                      | H _____ x W _____ x L _____ |                  |
|                        | CARPETS (COLOR) _____               | H _____ x W _____ x L _____ |                  |
|                        | OTHER _____                         | H _____ x W _____ x L _____ |                  |
|                        | _____                               |                             |                  |
|                        | _____                               |                             |                  |
|                        | <b>TOTAL PIECES</b>                 | <b>TOTAL WEIGHT</b>         |                  |

RELEASE SIGNATURE \_\_\_\_\_ DECLARED VALUE \_\_\_\_\_  
TO AUTHORIZE DELIVERY WITHOUT OBTAINING SIGNATURE

## TERMS AND CONDITIONS

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.

By signing this order form, shipper agrees to be bound by it's term and conditions

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_



5506 - 48 ST NW  
Edmonton, AB T6B 2Z1

TEL - 1.877.726.2211  
FAX - 1.888.426.5734

PLACE PRO NUMBER HERE

SHIPPER'S NUMBER

DATE/TIME  
RECEIVED:

AM  
PM

## MATERIAL HANDLING AGREEMENT

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

DATE:

BOOTH NUMBER:

**FROM:**

**TO:**

Metro Toronto Convention Centre South Building

222 Bremner Blvd.

Toronto, ON

M5V 3L9

SHIPPED FROM: EVENT/FACILITY/CITY

Rendez-vous Canada 2019

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

SIGNATURE

RE-ROUTE VIA \_\_\_\_\_ BY \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

SPECIAL INSTRUCTIONS:

CARRIER:

PICK UP  
NUMBER:

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)<br>SUBJECT TO CORR. | * EMERGENCY RESPONSE<br>NUMBER IF HAZARDOUS<br>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

TRAILER NO.

START TIME

FINISH TIME

EXHIBITOR

CARRIER

SIGNATURE

DRIVER

PRINT NAME

DATE

PIECES RECEIVED



Head Office  
5506 - 48 St NW  
Edmonton, AB T6B 2Z1

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

toll free 1.877.726.2211 | fax 780.426.5734 | goodkey.com

Order Deadline:

**May 7, 2019**

Show Name:

**Rendez-vous Canada 2019**

Show Date:

**May 28-31, 2019**

## CUSTOMS BROKERAGE

|   |         |                                       |                           |
|---|---------|---------------------------------------|---------------------------|
| Name of Company:  |         | Contact:                              | Booth Number:             |
| Telephone no.   | Fax no. | Email:                                |                           |
| Method of Payment <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX |         | Expiration Date: <input type="text"/> | CVC: <input type="text"/> |
| <input type="text"/>  |         | Cardholder name: <input type="text"/> |                           |

| Value of the Shipment                            | Please check all that apply <input checked="" type="checkbox"/> | IMPORT    | EXPORT                             |
|--|---|-----------|------------------------------------|
| Shipment value from \$0.00 - \$1,500.00          | <input type="checkbox"/>  | \$180.00  | <input type="checkbox"/> \$180.00  |
| Shipment value from \$1,501.00 - \$3,000.00      | <input type="checkbox"/>  | \$242.00  | <input type="checkbox"/> \$242.00  |
| Shipment value from \$3,000.00 - \$5,000.00      | <input type="checkbox"/>  | \$560.00  | <input type="checkbox"/> \$560.00  |
| Shipment value from \$5,000.00 - \$7,500.00      | <input type="checkbox"/>  | \$795.00  | <input type="checkbox"/> \$795.00  |
| Shipment value from \$7,500.00 - \$10,000.00     | <input type="checkbox"/>  | \$878.00  | <input type="checkbox"/> \$878.00  |
| Shipment value from \$10,000.00 and up           | <input type="checkbox"/>  | \$1354.00 | <input type="checkbox"/> \$1354.00 |
| Please note that all duties and taxes are extra. |   |           |                                    |

| Other Charges                                    | Please check all that apply <input checked="" type="checkbox"/> | EXPORT ONLY     |
|--|---|-----------------|
| Preparation of Export Documents                  | <input type="checkbox"/>  | \$31.00         |
| U.S. Customs Clearance at border                 | <input type="checkbox"/>  | \$98.00         |
| Single Trip Bond (private vehicle when required) | <input type="checkbox"/>  | \$92.00         |
| Carnet Handling                                  | <input type="checkbox"/>  | \$92.00         |
| Re-Manifesting when required                     | <input type="checkbox"/>  | \$62.00         |
| ACE Manifest / SCAC for Private Vehicles         | <input type="checkbox"/>  | \$216.00        |
| Terminal Fees / Handling fees                    | <input type="checkbox"/>  | Equal to Payout |



### For exhibitors ordering return shipments to the USA, please include the following information:

|  |              |                  |
|--|--------------|------------------|
| Full address freight to deliver to in the USA:   |              |                  |
| IRS # for the address that the freight is delivering to (ie. if the exhibitor is Company A in Denver, but the freight is delivering to Company B in Chicago, we require the Chicago companies IRS #) |              |                  |
| Total # of pieces  | Total weight | Outbound Carrier |

☐ Authorize Goodkey Customs power of attorney to clear our shipment  
I have read and understood the limits of liability found on the next page of this document

Signature \_\_\_\_\_ Date \_\_\_\_\_

|   |  |  |
|---|--|--|
| SUBTOTAL  |  |  |
| FOR OFFICE USE ONLY<br><input type="checkbox"/> 25% LATE ORDER SURCHARGE<br><input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL |  |  |
| 13% H.S.T   |  |  |
| TOTAL AMOUNT DUE  |  |  |

GST/HST REGISTRATION#: 121717813 RT

To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% 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.

# Customs Brokerage Limits of Liability

## I APPLICATION

The following provisions shall apply to all transportation of goods by for-hire highway carriers licensed under the Motor Vehicle Transport Act (Canada, R.S.C., 1970, M-14) or under provincial statutes with the exception of the transportation of:

- a) used household goods,
- b) livestock,
- c) bus parcel express shipments,
- d) the personal luggage of bus passengers,
- e) such other specific commodities as may be specified by provincial law.

## II BILL OF LADING

1. A Bill of Lading shall be completed as provided herein for each shipment.
2. On each article covered by the Bill of Lading, there shall be plainly marked thereon by the consignor, the name of the consignee and the destination thereof. This requirement does not apply in cases where the shipment is from one consignor to one consignee and constitutes a truckload shipment.
3. The Bill of Lading shall be signed in full (not initialed), by the consignor and by the carrier as an acceptance of all terms and conditions contained therein.
4. At the option of the carrier a way-bill may be prepared by the carrier and the way-bill shall bear the same number of other positive means of identification as the original Bill of Lading. Under no circumstances shall the way bill replace the original Bill of Lading.

## III CONDITIONS OF CARRIAGE

1. **Liability of Carrier**  
The carrier of the goods herein described is liable for any loss or damage to goods accepted by him or his agent except as hereinafter provided.
2. **Liability of Originating and Delivering Carriers**  
Where a shipment is accepted for carriage by more than one carrier, the carrier issuing the Bill of Lading (hereinafter called the originating carrier) and the carrier who assumes responsibility for delivery to the consignee, (hereinafter called the delivering carrier), in addition to any other liability hereunder, are liable for any loss of or damage to the goods while they are in custody of any other carrier to whom the goods are or have been delivered and from which liability the other carrier is not relieved.
3. **Recovery from Connecting Carrier**  
The originating carrier or the delivering carrier, as the case may be, is entitled to recover from any other carrier to whom the goods are or have been delivered the amount of the loss or damage that the originating carrier or delivering carrier, as the case may be, may be required to pay hereunder resulting from loss of or damage to the goods while they were in the custody of such other carrier.  
When shipments are interlined between carriers, settlement of concealed damage claims shall be prorated on the basis of revenues received.

### 4. **Remedy by consignor or Consignee**

Nothing in articles 2 or 3 deprives a consignor or consignee of any rights he may have against any carrier.

### 5. **Exception from Liability**

The carrier shall not be liable for loss, damage or delay to any of the goods described in the Bill of Lading caused by an Act of God, the Queen's or public enemies, riots, strikes, a defect or inherent vice in the goods, the act or default of the consignor, owner or consignee, authority of law, quarantine or differences in weights of grain, seed, or other commodities caused by natural shrinkage.

### 6. **Delay**

No carrier is bound to transport the goods by any particular vehicle or in time for any particular market or otherwise than with due dispatch, unless by agreement specifically endorsed on the Bill of Lading and signed by the parties thereto.

### 7. **Routing by Carrier**

In case of physical necessity where the carrier forwards the goods by a conveyance that is not a licensed for-hire vehicle, the liability of the carrier is the same as though the entire carriage were by licensed for-hire vehicle.

### 8. **Stoppage in Transit**

Where goods are stopped and held in transit at the request of the party entitled to so request, the goods are held at the risk of that party.

### 9. **Valuation**

Subject to article 10, the amount of any loss or damage for which the carrier is liable, whether or not the loss or damage results from negligence, shall be computed on the basis of:

- a) the value of the goods at the place and time of shipment including the freight and other charges if paid; or
- b) where a value lower than that referred to in paragraph (a) has been represented in writing by the consignor or has been agreed upon, such lower value shall be the maximum liability.

### 10. **Maximum Liability**

The amount of any loss or damage computed under paragraph (a) or (b) of article 9 shall not exceed \$2.00 per pound (computed on the total weight of the shipment) unless a higher value is declared on the face of the Bill of Lading by the consignor.

### 11. **Consignor's Risk**

Where it is agreed that the goods are carried at the risk of the consignor of the goods, such agreement covers only such risks as are necessarily incidental to transportation and the agreement shall not relieve the carrier from liability for any loss or damage or delay which may result from any negligent act or omission of the carrier, his agents or employees and the burden of proving absence

from negligence shall be on the carrier.

### 12. **Notice of Claim**

- a) No carrier is liable for loss, damage or delay to any goods carried under the Bill of Lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage or delay is given in writing to the originating carrier or the delivering carrier within sixty (60) days after the delivery of the goods, or, in the case of failure to make delivery, within nine (9) months from the date of shipment.
- b) The final statement of the claim must be filed within nine (9) months from the date of shipment together with a copy of the paid freight bill.

### 13. **Articles of Extraordinary Value**

No carrier is bound to carry any documents, specie or any articles of extraordinary value unless by a special agreement to do so. If such goods are carried without a special agreement and the nature of the goods is not disclosed hereon, the carrier shall not be liable for any loss or damage in excess of the maximum liability stipulated in article 10 above.

### 14. **Freight Charges**

- a) If required by the carrier the freight and all other lawful charges accruing on the goods shall be paid before delivery and if upon inspection it is ascertained that the goods shipped are not those described in the Bill of Lading the freight charges must be paid upon the goods actually shipped, with any additional charges lawfully payable thereon.
- b) Should a consignor fail to indicate that a shipment is to move prepaid, or fail to indicate how the shipment is to move, it will automatically move on a collect basis.

### 15. **Dangerous Goods**

Every person, whether as principal or agent, shipping explosives or dangerous goods without previous full disclosure to the carrier as required by law, shall indemnify the carrier against all loss, damage or delay caused thereby and such goods may be warehoused at the consignor's risk and expense.

### 16. **Undelivered Goods**

- a) Where, through no fault of the carrier, the goods cannot be delivered, the carrier shall immediately give notice to the consignor and consignee that delivery has not been made, and shall request disposal instructions.
- b) Pending receipt of such disposal instructions,
  - i) The goods may be stored in the warehouse of the carrier,

subject to a reasonable charge for storage; or

- ii) Provided that the carrier has notified the consignor of his intention, the goods may be removed to, and stored in, a public or licensed warehouse, at the expense of the consignor, without liability on the part of the carrier, and subject to a lien for all freight and other lawful charges, including a reasonable charge for storage.

### 17. **Return of Goods**

Where notice has been given by the carrier pursuant to article 16a, and no disposal instructions have been received within 10 days from the date of such notice, the carrier may return to the consignor, at the consignor's expense, all undelivered shipments for which such notice has been given.

### 18. **Alterations**

Subject to article 19, any limitation on the carrier's liability on the Bill of Lading, and any alteration, or addition or erasure in the Bill of Lading shall be signed or initialed by the consignor or his agent and the originating carrier or his agent and unless so acknowledged shall be without effect.

### 19. **Weights**

It shall be the responsibility of the consignor to show correct shipping weights of the shipment on the Bill of Lading. Where the actual weight of the shipment does not agree with the weight shown on the Bill of Lading, the weight shown thereon is subject to correction by the carrier.

### 20. **C.O.D. Shipments**

- a) A carrier shall not deliver a C.O.D. shipment unless payment is received in full.
- b) The charge for collecting and remitting  
The amount of C.O.D. bills for C.O.D. shipments, must be collected from the consignee unless the consignor has otherwise so indicated and instructed on the Bill of Lading.
- c) A carrier shall remit all C.O.D. monies to the consignor or person designated by him within 15 days after collection.
- d) A carrier shall keep all C.O.D. monies separate from the other revenues and funds of his business in a separate trust fund or account.
- e) A carrier shall include as a separate item in his schedule of rates the charges for collecting and remitting money paid by consignees.

## IV OTHER SPECIFICATIONS

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

Page of/de

|  |  |  |  |  |
|--|--|--|--|--|
| 1 Vendor (Name and Address) / Vendeur (Nom et Adresse)<br><br><div style="text-align: center; color: red; font-style: italic;">Name and Address of Shipper</div>   |  | 2 Date of Direct Shipment to Canada<br>Date d'expédition directe vers le Canada<br><br><div style="text-align: center; color: red; font-style: italic;">Date Shipped Must Be Shown</div> 3 Other References (Include Purchaser's Order No.)<br>Autres références (inclure le no de commande de l'acheteur)<br><br><div style="text-align: center; color: red; font-weight: bold;">Federal Tax ID</div> |  |  |
| 4 Consignee (Name and Address) / Destinataire (Nom et Adresse)<br><br><div style="color: red; font-weight: bold;">EVENT<br/>C/O - GOODKEY SHOW SERVICES<br/>ADDRESS</div><br><br><div style="color: red; font-weight: bold;">Company Name:<br/>Booth Number:</div>                     |  | 5 Purchaser's Name and Address (if other than Consignee)<br>Nom et Adresse de l'acheteur (s'il diffère du destinataire)<br><br><div style="color: blue; font-weight: bold;">No Sale Involved</div> <div style="color: red; font-weight: bold;">No sale (Display purpose only)</div>  |  |  |
| VII.1 Is this a related company transaction?<br>Est-ce que les compagnies sont liées entre elles?<br><br><div style="display: flex; justify-content: space-around;"> <span>YES <input type="checkbox"/> OUI</span> <span>NO <input checked="" type="checkbox"/> NON</span> </div>      |  | 6 Country of Transshipment / Pays de transbordement<br><br><div style="color: blue; font-style: italic;">N/A Country</div>   |  |  |
|  |  | 7 Country of Origin of Goods<br>Pays d'origine des marchandises<br><br><div style="color: red; font-style: italic;">Country</div> <div style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12.<br/>Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</div>                                |  |  |
| 8 Transportation: Give Mode and Place of Direct Shipment to Canada<br>Transport: Préciser mode et lieu d'expédition directe vers le Canada<br><br><div style="color: red; font-style: italic;">Name of Carrier (Please Use "Canada Customs Bonded Carrier")<br/>Place of Loading</div> |  | 9 Condition of Sales and Terms of Payment<br>(i.e. Sale, Consignment Shipment, Leased Goods, etc.)<br>Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignment, location de marchandises, etc.)<br><br><div style="color: blue; font-weight: bold;">No Sale Involved</div> <div style="color: red; font-weight: bold;">No sale involved</div>                             |  |  |
| 10 Currency of Settlement / Devises du paiement<br><br><div style="color: red; font-style: italic;">Currency</div>   |  |  |  |  |

| 11 No. of Pkgs. Nmbre. De Coilis   | 12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numeros, description générale et caractéristiques. P. Ex. Classe, qualité) | 13 Quantity (State Unit) Quantité (Préciser l'unité) | 14 Unit Price Prix Unitaire | 15 Total |
|------------------------------------|--|--|-----------------------------|----------|
| 2 pcs                              | #1, #2 Wooden Crates Containing Display Booth K.D., (Backwalls, Lights, Carpet, Graphics) and/or Description of Product for Display  | 1  | 5,000.00                    | 5,000.00 |
| 2 pcs                              | Cartons of Technical / Promotional Literature  | 5,000  | .15                         | 750.00   |
| 1 pc                               | Cartons of Letter Openers  | 50   | .50                         | 25.00    |
| 1 pc                               | Carton of Bottle Openers   | 50   | 1.00                        | 50.00    |
| Notify: Goodkey Show Services Ltd. |  |  |                             |          |

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|--|--|--|--|
| XI.1 Total Number of Pieces / Nombre total de pièces   |  |  |  |
| XI.1 If any fields of 1 to 17 are included on an attached commercial invoice, check this box<br>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case<br><br>Commercial Invoice No./ No. De la facture commerciale <input type="checkbox"/> |  | 16 Total Weight / Poids total<br><br><div style="display: flex; justify-content: space-between;"> <div>Net <div style="color: blue; font-weight: bold;">N/A</div></div> <div>Gross / Brut <div style="color: red; font-weight: bold;">412 Kilos</div></div> </div> |  |
|  |  | Invoice Total<br>15 Total de la facture<br><br><div style="color: red; font-weight: bold;">Total Value Must Be Shown</div>   |  |

|  |  |
|--|--|
| 19 Exporter's Name and Address (if other than Vendor)<br>Nom et adresse de l'exportateur (s'il diffère du vendeur)<br><br><div style="text-align: right;">Name:</div> <div style="color: red; font-style: italic; font-size: small;">Complete this box when the shipper is OTHER than the owner of these Goods (Contact Name, Company Name, Address, Telephone Number, Etc.)</div> <div style="text-align: right;">Tel:</div> <div style="text-align: right;">Fax:</div> | 20 Originator (Name and Address)<br>Expéditeur d'origine (Nom et adresse)<br><br><div style="text-align: right;">Name:</div> <div style="color: red; font-style: italic; font-size: small;">Same as Shipper Indicate Telephone Number and Contact Name (Person who has knowledge of this shipment)</div> <div style="text-align: right;">Tel:</div> <div style="text-align: right;">Fax:</div> |
| 21 Departmental Ruling (if applicable)<br>Décision ministérielle (s'il y a lieu)<br><br><div style="color: blue; font-style: italic;">N/A</div>  | 22 If fields of 23 to 25 are not applicable, check this box<br>Si les zones 23 à 25 sont sans objet, cocher cette case<br><br><div style="text-align: right;"><input checked="" type="checkbox"/></div>  |

|    |    |    |
|----|----|----|
| 23 | 24 | 25 |
|----|----|----|



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

Page      of/de

|  |                                   |   |   |
|--|-----------------------------------|---|---|
| 1 Vendor (Name and Address) / Vendeur (Nom et Adresse)   |                                   | 2 Date of Direct Shipment to Canada<br>Date d'expédition directe vers le Canada<br><br>3 Other References (Include Purchaser's Order No.)<br>Autres références (inclure le no de commande de l'acheteur)<br><br><b>Federal Tax ID</b>   |   |
| 4 Consignee (Name and Address) / Destinataire (Nom et Adresse)   |                                   | 5 Purchaser's Name and Address (if other than Consignee)<br>Nom et Adresse de l'acheteur (s'il diffère du destinataire)<br><br><b>No Sale Involved      No sale (Display purpose only)</b>  |   |
| <b>Company Name:</b><br><b>Booth Number:</b>   |                                   | 6 Country of Transshipment / Pays de transbordement<br><br><b>N/A</b>   |   |
| VII.1 Is this a related company transaction?<br>Est-ce que les compagnies sont liées entre elles?<br><br>YES <input type="checkbox"/> OUI      NO <input checked="" type="checkbox"/> NON  |                                   | 7 Country of Origin of Goods<br>Pays d'origine des marchandises<br><br>If shipment includes goods of different origins, enter origins against items in field 12.<br>Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.            |   |
| 8 Transportation: Give Mode and Place of Direct Shipment to Canada<br>Transport: Préciser mode et lieu d'expédition directe vers le Canada   |                                   | 9 Condition of Sales and Terms of Payment<br>(i.e. Sale, Consignment Shipment, Leased Goods, etc.)<br>Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignment, location de marchandises, etc.)<br><br><b>No Sale Involved      No sale involved</b> |   |
| 10 Currency of Settlement / Devises du paiement  |                                   |   |   |
| 11   | No. of Pkgs.<br>Nmbre. De Coillis | 12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality)<br>Designation des articles (Nature des colis, marques et numeros, description générale et caractéristiques. P. Ex. Classe, qualité)             | 13 Quantity (State Unit)<br>Quantité (Préciser l'unité) |
|  |                                   |   | 14 Unit Price<br>Prix Unitaire                          |
|  |                                   |   | 15 Total  |
|  |                                   |   |   |
| XI.1 Total Number of Pieces / Nombre total de pièces   |                                   |   |   |
| XI.1 If any fields of 1 to 17 are included on an attached commercial invoice, check this box<br>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case<br><br>Commercial Invoice No./ No. De la facture commerciale _____ <input type="checkbox"/> |                                   | 16 Total Weight / Poids total<br><br>Net <b>N/A</b> Gross / Brut  |   |
| 19 Exporter's Name and Address (if other than Vendor)<br>Nom et adresse de l'exportateur (s'il diffère du vendeur)<br><br>Name:<br><br>Tel:<br><br>Fax:  |                                   | 20 Originator (Name and Address)<br>Expéditeur d'origine (Nom et adresse)<br><br>Name:<br><br>Tel:<br><br>Fax:  |   |
| 21 Departmental Ruling (if applicable)<br>Décision ministérielle (s'il y a lieu) <b>N/A</b>  |                                   | 22 If fields of 23 to 25 are not applicable, check this box<br>Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>  |   |
| 23   | 24                                | 25  |   |