

# WELCOME EXHIBITOR

The Mane Event  
April 24-26, 2020  
Westerner Park

Dear Exhibitor,

Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at the **The Mane Event** on **April 24-26, 2020** at the **Westerner Park**. 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 **ME4242620**.

**Please Note:** Deadline order date to qualify for early bird prices is **April 9, 2020**. 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.***

## SCHEDULE

Event	Date	DD/MM/YY	Start Time	End Time
Exhibitor Move In ( Trailer & Bulk Only)	Wednesday	22/04/20	09:00 am	01:00 pm
Exhibitor Move In (General move in)	Wednesday	22/04/20	02:00 pm	07:00 pm
Exhibitor Move In (General move in)	Thursday	23/04/20	08:00 am	08:00 pm
Show Hours	Friday	24/04/20	09:00 am	08:00 pm
Show Hours	Saturday	25/04/20	09:00 am	08:00 pm
Show Hours	Sunday	26/04/20	09:00 am	05:00 pm
Exhibitor Move Out	Sunday	26/04/20	05:00 pm	Midnight
Exhibitor Move Out	Monday	27/04/20	09:00 am	12:00 pm

## IMPORTANT INFORMATION

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

*10' x 10' booth with the following:*

8'h backwall drape - Black | 3'h sidewall drape - Black  
(x1) 1500 Watt Outlet

**Note:** All power will be shut off after closing of event each day. If 24 hour power is required, please contact our office to arrange such service. If your fabric structure exceeds 2.3 square meters (25 square feet) Goodkey will require documentation of meeting CAN/ULC-S109-M Flame Tests of Flame Resistant Fabrics and Films. Additional requirements may be required depending on use and contents.

Queries may be directed to Red Deer Emergency Services at 403-346-5511.

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

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

***We look forward to serving you!***



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)

# STEP BY STEP INSTRUCTIONS FOR ORDERING ONLINE

Show Name: The Mane Event  
Show Code: ME4242620  
Show Date: April 24-26, 2020

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)





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Order Deadline:

**April 9, 2020**

Show Name:

**The Mane Event**

Show Date:

**April 24-26, 2020**

## 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:

MASTERCARD    VISA    PERSONAL    COMPANY

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Cardholder 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 onsite 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

Cardholder name: \_\_\_\_\_

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

Cardholders Billing Address

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

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

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_







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**April 24-26, 2020**

# CARPET FORM

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

Name of Company:	Contact Name & Email:	Booth Number:
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QTY	DESCRIPTION	EARLY BIRD	REGULAR PRICE	TOTAL
<b>CARPET FOR STANDARD SIZE BOOTHS</b>				
	10' x 10'	\$140.08	\$175.10	
	10' x 20'	\$280.16	\$350.20	
	10' x 30'	\$420.24	\$525.30	
<b>CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)</b>				
Other sizes laid @ \$2.83 per square foot		\$2.83/sq.ft	\$3.55/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				



designer carpet line by

**GOODKEY**  
SHOW SERVICES LTD.

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

**CLASSIC CARPET COLOR CHOICE** Please check one

Red
  Blue
  Grey
  Black
  Forest Green

CARPET UNDERLAY				
Size: _____ ft x _____ ft = _____ sq/ft	\$1.03/sq.ft	\$1.29/sq.ft		
DOUBLE UNDERLAY				
Size: _____ ft x _____ ft = _____ sq/ft	\$2.06/sq.ft	\$2.58/sq.ft		
POLY (VISQUEEN)				
Size: _____ ft x _____ ft = _____ sq/ft	\$0.46/sq.ft	\$0.58/sq.ft		

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

Booth Size: \_\_\_\_\_ ft x \_\_\_\_\_ ft = \_\_\_\_\_ sq/ft \$1.54/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**

Special Instructions area for customer input.

**DESIGNER CARPET COLOR CHOICE** Please check one

<input type="checkbox"/> Snow White	<input type="checkbox"/> Grape Purple PMS 525
<input type="checkbox"/> Alpine Green PMS 356	<input type="checkbox"/> Apple Green PMS 368
<input type="checkbox"/> Ocean Blue PMS 286	<input type="checkbox"/> Spicy Pink PMS 226
<input type="checkbox"/> Lemon Yellow PMS 115	<input type="checkbox"/> Tangerine Orange PMS 1375
<input type="checkbox"/> Silky Beige PMS 7530	<input type="checkbox"/> Chocolate PMS 469

<b>100 - 700 SQ FT.</b>	Booth Size: _____ ft x _____ ft = _____ sq/ft	\$3.40/sq.ft
<b>700 - 1200 SQ FT.</b>	Booth Size: _____ ft x _____ ft = _____ sq/ft	\$3.66/sq.ft

<b>SUBTOTAL</b>		
<small>FOR OFFICE USE ONLY</small>		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE		
<input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL		
5% G.S.T		
<b>TOTAL AMOUNT DUE</b>		

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

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.



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# ELECTRICAL / POWER FORM

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

Name of Company:	Contact Name & Email:	Booth Number:
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QTY	DESCRIPTION	PRE-ORDER	LATE	TOTAL
<b>INDOOR ELECTRICAL - 120 Volt (Provided to back of booth)</b>				
	1500 watt Duplex Outlet	\$96.82	\$121.03	
	Under carpet wiring (1500 watt only, addition to power)	\$76.22	\$95.28	
	20 Amp / 125 Volt	\$140.08	\$175.10	
<b>INDOOR ELECTRICAL - Single Phase</b>				
	20 amp - 125/250 Volt	\$182.31	\$227.89	
	30 amp - 125/250 Volt	\$215.27	\$269.09	
	50 amp - 125/250 Volt	\$279.13	\$348.91	
	100 amp - Tie In	\$380.07	\$475.09	
<b>INDOOR ELECTRICAL - Three Phase</b>				
	100 amp - Tie In	\$416.12	\$520.15	
<b>OUTDOOR ELECTRICAL - 120 Volt (Provided to back of booth)</b>				
	1500 watt Duplex Outlet	\$194.67	\$243.34	
	Under carpet wiring (1500 watt only, addition to power)	\$150.38	\$187.97	
	20 Amp / 125 Volt	\$277.07	\$346.60	
<b>OUTDOOR ELECTRICAL - Single Phase</b>				
	20 amp - 125/250 Volt	\$364.62	\$455.78	
	30 amp - 125/250 Volt	\$430.54	\$538.18	
	50 amp - 125/250 Volt	\$558.26	\$697.83	
	100 amp - Tie In	\$761.17	\$951.46	
<b>ELECTRICAL MISCELLANEOUS REQUIREMENTS</b>				
	Power Bar	\$24.72	\$30.90	
	Extension cord	\$24.72	\$30.90	
	24 hour power	Add 50% each		
<b>LIGHTING (DOES NOT INCLUDE POWER)</b>				
	Floodlight Stand, 2-65 watt Flood Bulbs	\$59.74	\$74.67	
	Clamp on 1-50 watt Flood Bulbs	\$25.75	\$32.45	
	LED Light - 5000 K. 24watts LED light equivalent to halogen 200 watts	\$103.00	\$128.75	
	Ceiling mounted Par Can, includes outlet charge - WESTERNER PARK ONLY	\$194.67	\$243.59	
	Special Hookups & Specialty Lighting	Available on request		

**PLEASE NOTE THE FOLLOWING:**

- Power supplied only during show hours unless 24 hour power is ordered
- Additional labor charge may apply for special connections or wiring
- Not all power requests are available in certain buildings
- GFI not included in the prices

**SPECIAL INSTRUCTIONS**

SUBTOTAL		
<small>FOR OFFICE USE ONLY</small>		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE		
<input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL		
5% G.S.T		
TOTAL AMOUNT DUE		

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# SIGN AND BANNER HANGING FORM

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

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

QTY	HEIGHT (please specify in ft or in)	WIDTH (please specify in ft or in)	WEIGHT (lbs)

### OVERHEAD VIEW OF SIGN/BANNER LOCATION

BACK OF BOOTH Indicate adjacent booth or aisle # \_\_\_\_\_

Indicate adjacent booth or aisle # \_\_\_\_\_

Indicate adjacent booth or aisle # \_\_\_\_\_

FRONT OF BOOTH Indicate adjacent booth or aisle # \_\_\_\_\_

### PLEASE COMPLETE THE FOLLOWING SECTION

1. Banner:       Square Sign:

Triangle Sign:       Round Sign:       Other:

2. Height from floor to bottom of sign: \_\_\_\_\_

3. Material of sign/s: \_\_\_\_\_

4. Power required: \_\_\_\_\_ Amps/Volts: \_\_\_\_\_

5. Has this sign been hung before at this location: \_\_\_\_\_

6. If yes, which show: \_\_\_\_\_

### SPECIAL INSTRUCTIONS

## QUOTATION ESTIMATE

Please complete above steps and return by fax to 780-426-5734.  
This quotation will be based on the above information.

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



TOTAL ESTIMATED CHARGE	
SUBTOTAL	
FOR OFFICE USE ONLY <input type="checkbox"/> 25% LATE ORDER SURCHARGE <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL	
5% G.S.T	
TOTAL AMOUNT DUE	

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# 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 30" dia - 40" tall		\$75.19	\$93.99		Folding Chair Green Plastic		\$19.57	\$24.46													
Cruiser Table 30" dia - 40" tall		\$64.89	\$81.11		Secretarial Chair Black Fabric		\$46.35	\$57.94													
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GREEN <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE		\$40.17	\$50.21		Leather Side Chair Black Leather Seat		\$32.96	\$41.20													
Pedestal Table 30" dia - 29" tall		\$60.77	\$75.96		Stool with Backrest <input type="checkbox"/> Black Fabric		\$88.58	\$110.73													
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> GREEN <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE		\$35.02	\$43.77		Bar Stool Black Faux Leather		\$32.96	\$41.20													
Square Table Available in 2 heights <input type="checkbox"/> Cruiser 40" tall <input type="checkbox"/> Pedestal 29" tall		\$60.77	\$75.96		Mini Bar Stool Black Faux Leather 25" tall		\$26.78	\$33.48													
Round Table Available in 2 heights <input type="checkbox"/> Cruiser 40" height <input type="checkbox"/> Pedestal 29" height		\$60.77	\$75.96		<b>FURNITURE COMBOS</b> <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 Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)</td> <td></td> <td>\$130.81</td> <td></td> </tr> <tr> <td>Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)</td> <td></td> <td>\$114.33</td> <td></td> </tr> </tbody> </table>					DESCRIPTION	QTY	REGULAR PRICE	TOTAL	Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)		\$130.81		Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)		\$114.33	
DESCRIPTION	QTY	REGULAR PRICE	TOTAL																		
Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)		\$130.81																			
Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)		\$114.33																			
Coffee Table 30" dia - 18" tall		\$47.38	\$59.23																		
 Chrome Coffee Table 36" x 36"		\$80.34	\$100.42																		
 Chrome Coffee Table 24" x 48"		\$93.73	\$117.16																		
Chrome End Table 18" x 18"		\$70.04	\$87.55																		
<b>SUBTOTAL</b>																					
<small>FOR OFFICE USE ONLY</small>																					
<input type="checkbox"/> 25% LATE ORDER SURCHARGE																					
<input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL																					
5% G.S.T																					
<b>TOTAL AMOUNT DUE</b>																					

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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				
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Corbusier Sofa <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$506.76	\$633.45	
Corbusier Loveseat <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$440.84	\$551.05	
Corbusier Chair <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$365.65	\$457.06	
JLO Bar Stool 36" tall <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$87.55	\$109.44	
Chrome Flop Back Leather Seat/45" tall <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$185.40	\$231.75	
Shania Bar Stool <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$73.13	\$91.41	

OPTIMUM FURNITURE COMBOS				
DESCRIPTION	QTY	REGULAR PRICE	TOTAL	
Chrome Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Chrome Cruiser Table (40" tall)		\$333.72		
Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Wood Top Cruiser Table (40" tall) <input type="checkbox"/> ROUND <input type="checkbox"/> SQUARE		\$324.45		
Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather chairs		\$798.25		

**SAVINGS OF 25%**  
**\*ONLY VALID PRIOR TO ORDER DEADLINE DATE\***



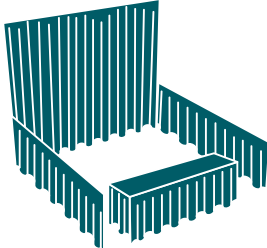
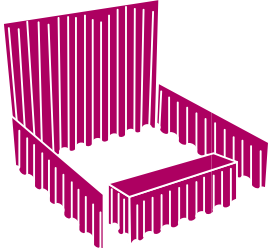
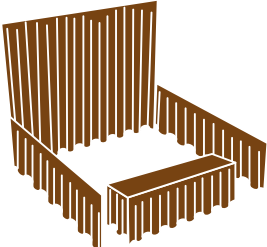
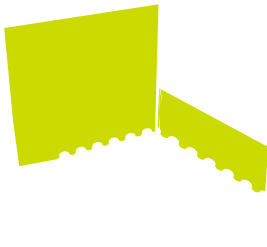
TABLES				
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Wood Top Chrome Coffee Table 36" x 36"		\$131.84	\$164.80	
Wood Top Chrome Coffee Table 24" x 48"		\$145.23	\$181.54	
Wood Top Chrome End Table 18" x 18"		\$121.54	\$151.93	

SUBTOTAL		
FOR OFFICE USE ONLY <input type="checkbox"/> 25% LATE ORDER SURCHARGE <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL		
5% G.S.T		
TOTAL AMOUNT DUE		

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# DRAPE & TABLES FORM

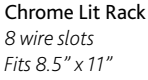
TABLES & COUNTERS				DRAPE PARTITIONING					
QTY	DESCRIPTION	EARLY BIRD PRICE	REGULAR PRICE	TOTAL	QTY	DESCRIPTION	EARLY BIRD PRICE	REGULAR PRICE	TOTAL
	8'x2'x29"[h] Decorated Table (3 sides)	\$80.34	\$100.42			8' High - per linear foot	\$5.41	\$6.76	
	6'x2'x29"[h] Decorated Table (3 sides)	\$80.34	\$100.42			3' High - per linear foot	\$4.38	\$5.47	
	Upgrade Decorated Table (4 sides) ADD	\$24.72	\$30.90		<b>DRAPE COLOR CHOICE</b> <i>Please check one</i> <input checked="" type="checkbox"/>				
	4'x2'x29"[h] Decorated Table (4 sides)	\$80.34	\$100.42		WHITE    BLUE    GREY    TEAL    BLACK    RED    NAVY  GOLD    FOREST GREEN    BURGUNDY				
	8'x2'x40"[h] Decorated Counter (3 sides)	\$104.03	\$130.04			10' High Black "Velour" - per linear foot	\$16.33	\$20.40	
	6'x2'x40"[h] Decorated Counter (3 sides)	\$104.03	\$130.04			16' High Black - per linear foot	\$10.92	\$13.65	
	Upgrade Decorated Counter (4 sides) ADD	\$29.87	\$37.34		<b>SKIRT COLOR CHOICE</b> <i>Please check one</i> <input checked="" type="checkbox"/>				
	4'x2'x40"[h] Decorated Counter (4 sides)	\$104.03	\$130.04		WHITE    BLUE    GREY    TEAL    BLACK    RED    NAVY				
	29" Undecorated Table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'	\$41.20	\$51.50		 				
	40" Undecorated Table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'	\$45.32	\$56.65						
STAGING				 					
QTY	DESCRIPTION	EARLY BIRD PRICE	REGULAR PRICE						
	4'x8'x24" high Sections White Vinyl Top	\$121.54	\$151.93		<b>STAGE SKIRT COLOR CHOICE</b> <i>Please check one</i> <input checked="" type="checkbox"/>				
					WHITE    BLUE    GREY    BLACK    RED				

# ACCESSORIES FORM





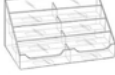
**IMPORTANT! This form must be accompanied with payment before processing will begin.**

Name of Company:	Contact Name & Email:	Booth Number:
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## LITERATURE & BUSINESS CARD DISPLAYS

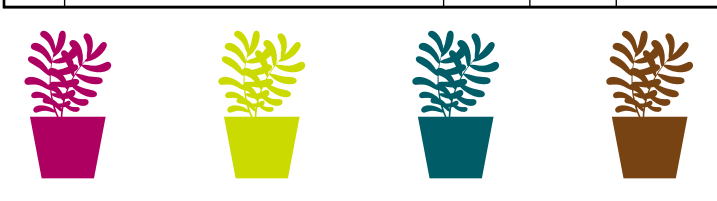
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 Chrome Lit Rack 8 wire slots Fits 8.5" x 11"		\$139.05	\$173.81	

## CLEAR ACRYLIC

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 Single Literature Fits up to 9.25" x 10.75"		\$36.05	\$45.06	
 3 Tier Literature Fits up to 9.25" x 10.75"		\$62.83	\$78.54	
 Single Business Card Fits standard card		\$14.42	\$18.03	
 4 Tier Business Card Fits standard card		\$24.72	\$30.90	
 4 Double Tier Business Card Fits standard card		\$62.83	\$78.54	

## LIVE PLANTS

QTY	DESCRIPTION	EARLY BIRD	REGULAR PRICE	TOTAL
	Plant - Live Tropical 3'	\$70.04	\$87.55	
	Plant - Live Tropical 4'	N/A	N/A	
	Plant - Live Tropical 5'	N/A	N/A	
	Small Floral Arrangement	Price TBA	Price TBA	
	Medium Floral Arrangement	Price TBA	Price TBA	
	Large Floral Arrangement	Price TBA	Price TBA	



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

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## MISC

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Draw Barrel		\$57.68	\$72.10	
Mini Fridge		\$202.91	\$253.64	
Water Cooler Includes 1 jug of water + 250 cups		Water Cooler \$175.10	\$218.88	
		Additional Water Cooler \$29.87	\$37.34	
Desk		\$123.60	\$154.50	
Coat Tree		\$35.02	\$43.77	
Bag Holder		\$61.80	\$77.25	
Garment Rack Chrome on casters		\$40.17	\$50.21	
Chrome Sign Holder Holds 22" x 28"		\$40.17	\$50.21	
Easel Free Standing		\$19.57	\$24.46	
Eco-Friendly Garbage Pail		\$33.99	\$42.49	

<b>SUBTOTAL</b>		
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FOR OFFICE USE ONLY		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE		
<input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL		




5% G.S.T		
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<b>TOTAL AMOUNT DUE</b>		
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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:
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OCTANORM COUNTERS AND RISERS					OCTANORM DISPLAY SYSTEMS				
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Counter Door & storage shelf 20"[d]x40"[w]x40"[h]		\$158.62	\$198.28		 Shelf Gondola - White 3 Glass Shelves 9" x 38" 20" x 38" x 98"[h]		\$243.08 each	\$303.85 each	
<b>COUNTER WITH FULL COLOR GRAPHIC</b> ~Be noticed!		<b>\$289.43</b>	\$361.79		 Slat Wall Gondola Brackets not included 20" x 38" x 98"[h] <input type="checkbox"/> Black <input type="checkbox"/> White		\$243.08 each	\$303.85 each	
Door & storage shelf 20"[d]x40"[w]x40"[h]					 2" Slat Wall Hook		\$0.57 each	\$0.71 each	
<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>					MISC				
					DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
					Poster Board (Black) Double Sided 4'[h] x 8'[w] <small>*Material is hook velcro receptive</small>		\$98.88	\$123.60	
					Hook Velcro 6 yards per box Self Adhesive		\$25.75	\$32.19	
					Loop Velcro 6 yards per box Self Adhesive		\$25.75	\$32.19	
					Peg Board (White) 1/8" holes		\$98.88	\$123.60	
					Peg Board Hooks		\$0.57	\$0.71	
					GOODKEY APPROVED TAPE (does not damage hardware)				
					Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces		\$30.90 Per Pad	\$38.63 Per Pad	
					Removable Double-sided Foam Tape Roll 30ft roll x 1" wide		\$61.80 Per Roll	\$77.25 Per Roll	
					<b>SUBTOTAL</b>				
					<small>FOR OFFICE USE ONLY</small> <input type="checkbox"/> 25% LATE ORDER SURCHARGE <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL				
					5% G.S.T				
					<b>TOTAL AMOUNT DUE</b>				

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

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## 10 x 10 OCTANORM BOOTHS

Please use **OCTANORM BOOTH RENTAL FORM** for ordering purposes.

**What's Included?** • Choice of - Carpet Color -Wall Panel Color • Header Sign for Name of Company

### Style #1 - 10' x 10'



- 1 Header Sign (2942mm [w]x 302mm[h])

### Style #2 - 10' x 10'



- 1 Header Sign (1952mm [w]x 302mm[h])
- Storage Area 3' x 9.6' w/ lockable door
- Lockable counter 3.3' high

### Style #3 - 10' x 10'



- 1 Curved Header Sign (1500mm [w]x 450mm[h])
- Corner storage area 3' x 3'
- Lockable counter 3.3' high

### Style #4 - 10' x 10'



- 2 Header Signs (1952mm [w]x 302mm[h])
- Curved counter 3.3' high

*\*Full color upgrades shown as inspiration, not included in price.*

Want a more custom look? We can custom design to your specifications! CALL 1.877.726.2211

Order Deadline: <b>April 9, 2020</b>
Show Name: <b>The Mane Event</b>
Show Date: <b>April 24-26, 2020</b>

# 10 x 20 OCTANORM BOOTHS

Please use **OCTANORM BOOTH RENTAL FORM** for ordering purposes.

**What's Included?** • Choice of - Carpet Color -Wall Panel Color • Header Sign for Name of Company

## Style #5 - 10' x 20'

- 2 Header Signs (2942mm [w]x 302mm[h])



## Style #6 - 10' x 20'

- Storage area 3' x 6' w/ lockable door
- Custom reception counter



## Style #7 - 10' x 20'

- 1 Curved Header Sign (1500mm [w]x 450mm[h])
- Storage area 3' x 9.6' w/ lockable door
- Curved counter 3.3' high



## Style #8 - 10' x 20'

- 3 Header Signs  
1@(2942mm [w]x 302mm[h])  
2@(1952mm [w]x 302mm[h])
- Storage area 3' x 9.6' w/ lockable door
- Curved counter 3.3' high



\*Full color upgrades shown as inspiration, not included in price.

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toll free 1.877.726.2211 | fax 780.426.5734 | goodkey.com

Order Deadline:  
**April 9, 2020**

Show Name:  
**The Mane Event**

Show Date:  
**April 24-26, 2020**

# OCTANORM BOOTH RENTAL ORDER FORM

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

Name of Company:	Contact Name & Email:	Booth Number:
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## 1. OCTANORM EXHIBIT BOOTH OPTIONS

QTY	DESCRIPTION	EARLY BIRD	REGULAR PRICE	TOTAL
	Style 1 - 10' x 10'	\$1,215.40	\$1,519.25	
	Style 2 - 10' x 10'	\$1,709.80	\$2,137.25	
	Style 3 - 10' x 10'	\$1,802.50	\$2,253.13	
	Style 4 - 10' x 10'	\$1,545.00	\$1,931.25	
	Style 5 - 10' x 20'	\$2,216.56	\$2,613.63	
	Style 6 - 10' x 20'	\$3,090.00	\$3,862.50	
	Style 7 - 10' x 20'	\$2,935.50	\$3,669.38	
	Style 8 - 10' x 20'	\$2,729.50	\$3,411.88	



### 2. CARPET COLOR CHOICE *Please check one*

Red   
  Blue   
  Grey   
  Black

### 3. PANEL COLOR CHOICE *Please check one*

Complimentary *Choose your panel color below*

White Hardwall  
 Black Hardwall

Blue     Black

Burfab Upgrade *Velcro receptive panels \$128.75 for 10'x10' booth space*

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

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

Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)

PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR

Full color header upgrade \$97.85/ each   
 10'X10' EXAMPLE   
 10'X20' EXAMPLE

See GRAPHICS & DIGITAL PRINTING FORM to order graphics  
 Email [signsondemand@goodkey.com](mailto:signsondemand@goodkey.com) with any questions

### SPECIAL INSTRUCTIONS

**PANEL & HARDWARE DISCLAIMER**  
 If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.  
 You will be charged \$61.80/panel for cleaning or repair.

<p><b>Many other custom designs are available! For more information CALL 1.877.726.2211</b></p>	SUBTOTAL	
	FOR OFFICE USE ONLY	
	<input type="checkbox"/> 25% LATE ORDER SURCHARGE	
	<input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL	
	5% G.S.T	
TOTAL AMOUNT DUE		

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

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48 St NW  
Edmonton, AB T6B 2Z1  
1.877.726.2211 | fax 780.426.5734 | goodkey.com

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

Order Deadline:

**April 9, 2020**

Show Name:

**The Mane Event**

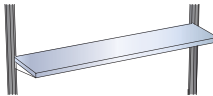

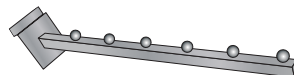


Show Date:

**April 24-26, 2020**

# OCTANORM ACCESSORY RENTAL FORM

## Y SYSTEMS

## OCTANORM ACCESSORIES

QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
	\$154.50 each	\$193.13 each		Glass Shelves 9" x 38" 		\$24.72 each	\$30.90 each	
				Angled Literature Shelf 12" x 38" (melamine) 		\$31.93 each	\$39.91 each	
				Waterfall Rack <i>*must be used with slat wall</i> 		\$29.87 each	\$37.34 each	
	\$88.58 each	\$110.73 each		Gooseneck Light <i>*does not include power</i> 		\$59.74 each	\$74.67 each	
				2" Slat Wall Hook 		\$0.57 each	\$0.71 each	

\*T only available when an Octanorm exhibit booth is also rented from Goodkey Show Services LTD.



**GOODKEY**  
SHOW

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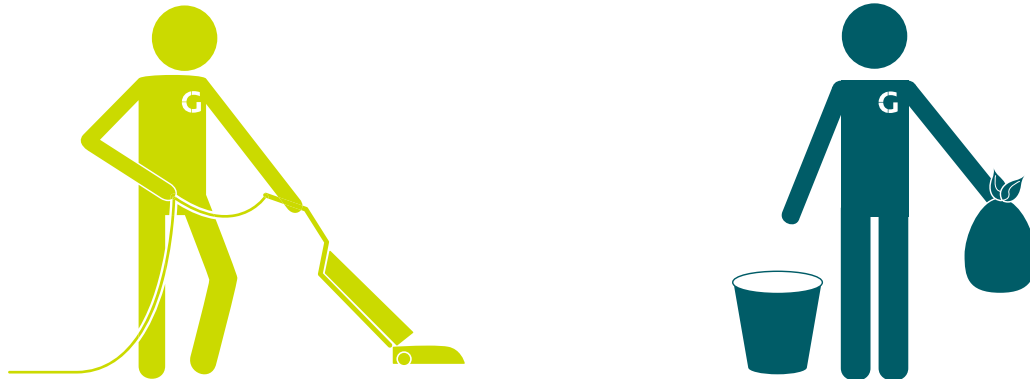
# SIGNAGE & DIGITAL PRINTING FORM

Order Deadline: <b>April 9, 2020</b>
Show Name: <b>The Mane Event</b>
Show Date: <b>April 24-26, 2020</b>

# 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:
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- 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 \$0.31 = \_\_\_\_\_  
(min 100 Sq.Ft.)

## LATE-ORDERS

Booth Width \_\_\_\_\_ x Booth Depth \_\_\_\_\_ = Square Feet \_\_\_\_\_ x Number of Days \_\_\_\_\_ x \$0.38 = \_\_\_\_\_  
(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		
5% G.S.T		
TOTAL AMOUNT DUE		

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# INSTALLATION & DISMANTLE LABOUR FORM

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

Name of Company:	Contact Name & Email:	Booth Number:
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## INSTALLATION & DISMANTLE RATES

<b>Regular Time (RT):</b>	8:00 am - 4:00 pm Monday to Friday	\$70.04/hr.
<b>Overtime (OT):</b>	4:00 pm - 6:00 pm Monday to Friday 8:00 am - 4:00 pm Saturday and Sunday	\$105.06/hr.
<b>Double Time (DT):</b>	All other hours including Sundays and statutory holidays	\$140.08/hr.

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

labourers	hours	\$70.04/hr. (RT)	\$ _____
labourers	hours	\$105.06/hr. (OT)	\$ _____
labourers	hours	\$140.08/hr. (DT)	\$ _____
Date Required: _____ Start Time: _____		Finish: _____	

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

labourers	hours	\$70.04/hr. (RT)	\$ _____
labourers	hours	\$105.06/hr. (OT)	\$ _____
labourers	hours	\$140.08/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		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL		
5% G.S.T		
TOTAL AMOUNT DUE		

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

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Show Date:  
**April 24-26, 2020**

# INSTALLATION & REMOVAL IN-BOOTH FORKLIFT

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

Name of Company:	Contact Name & Email:	Booth Number:
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## INSTALLATION & DISMANTLE RATES

<b>Regular Time (RT):</b>	8:00 am - 4:00 pm Monday to Friday	\$229.69/hr.
<b>Overtime (OT):</b>	4:00 pm - 6:00 pm Monday to Friday 8:00 am - 4:00 pm Saturday and Sunday	\$344.02/hr.
<b>Double Time (DT):</b>	All other hours including Sundays and statutory holidays	\$458.35/hr.

## INSTALLATION: (estimated requirements) MINIMUM OF 1.5 HOURS

	hours	\$229.69/hr. (RT)	\$ _____
	hours	\$344.02/hr. (OT)	\$ _____
	hours	\$458.35/hr. (DT)	\$ _____
Date Required:	Start Time:	Finish:	

## REMOVAL: (estimated requirements) MINIMUM OF 1.5 HOURS

	hours	\$229.69/hr. (RT)	\$ _____
	hours	\$344.02/hr. (OT)	\$ _____
	hours	\$458.35/hr. (DT)	\$ _____
Date Required:	Start Time:	Finish:	

## SPECIAL INSTRUCTIONS



TOTAL ESTIMATED CHARGE	
SUBTOTAL	
FOR OFFICE USE ONLY <input type="checkbox"/> 25% LATE ORDER SURCHARGE <input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL	
5% G.S.T	
TOTAL AMOUNT DUE	

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

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# AUDIO / VISUAL

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

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

## MONITORS

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
24" LCD Monitor		\$390.37	\$487.19	
42" LCD Monitor		\$572.68	\$715.85	
50" LCD Monitor		\$848.72	\$1,060.90	
Please choose one of the following: <input type="checkbox"/> Wall-mounted bracket (Complimentary with monitor rental) <input type="checkbox"/> Wall-mounted bracket (Requires octanorm hardwall rental to mount to) <input type="checkbox"/> Monitor base to sit on counter (Counter/table not included, please order separately)				

## 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)		\$297.67	\$369.77	
Freestanding Octanorm Stand with graphic - 782mm x 302mm (see illustration below)		\$287.37	\$358.44	
Freestanding Gondola with graphic (see illustration below)		\$360.50	\$450.63	
Blu-ray Media Player (USB or Blu-ray disc compatible)		\$219.39	\$272.95	
Laptop (PC only)		\$655.08	\$818.85	
Wall-mount Bracket (Monitor not included, requires hardwall rental to mount to)		\$52.53	\$65.92	

Included with each monitor is an HDMI cord / remote control and your choice of wall-mount or monitor base. No other cords are available for rent.

## AUDIO / VISUAL NOTES

- The listed rental prices are for the duration of a single event (multi-day if applicable).
- Rental price includes delivery to your booth space.
- Items listed are subject to availability.
- Orders must be processed and graphic/logo submitted prior to the order deadline date.
- Our monitor rentals are "smart", however we recommend using in conjunction with a DVD player or laptop as there are limited video options (such as looping).
- If you are bringing your own video source, please ensure it is HDMI compatible.

Freestanding Gondola  
with graphic

Freestanding Octanorm  
Stand with graphic  
782mm[w] x 302mm[h]

Counter with graphic  
962mm[w] x 912mm[h]

## SPECIAL INSTRUCTIONS

\*TV not included, shown just for positioning

SUBTOTAL		
FOR OFFICE USE ONLY		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE		
<input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL		
5% G.S.T		
TOTAL AMOUNT DUE		

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Order Deadline: <b>April 9, 2020</b>
Show Name: <b>The Mane Event</b>
Show Date: <b>April 24-26, 2020</b>

# MATERIAL HANDLING

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

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

## ONSITE MATERIAL HANDLING

**Date: DURING MOVE IN DAYS(S) ONLY**

## ADVANCED MATERIAL HANDLING

**Starting: March 24, 2020**

**Deadline: April 16, 2020**

- 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

\$63.86 per hundred pounds (lbs.) (\$127.72 minimum charge)

Weight \_\_\_\_\_ @ \$0.64/cwt \_\_\_\_\_

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

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

SUBTOTAL		
<small>FOR OFFICE USE ONLY</small>		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE		
<input type="checkbox"/> 35% CANCELLATION FEE   ADJUSTED SUBTOTAL		
5% G.S.T		
TOTAL AMOUNT DUE		

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

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 8:30 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.

## ONSITE LABELING

The Mane Event

NAME OF EXHIBITING COMPANY - BOOTH #

N/A

## ADVANCED WAREHOUSE LABELING

The Mane Event

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

Westerner Park

4847 A 19TH STREET

RED DEER, AB T4R 2N7

## LIMITS AND LIABILITIES

Goodkey Show Services Ltd. will not be held responsible for concealed damage, or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Goodkey Show Services Ltd. The condition, count and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitors bill of lading to reflect actual condition, count and contents found. Goodkey Show Services Ltd. will not be responsible for damages incurred while handling loose exhibit materials or those inadequately packed. Goodkey Show Services Ltd. will not be responsible for failure or delay in performing services when delay is caused by strike, labour storage, or any other cause unavoidable or beyond their control. Shipments should be insured by the exhibitor for coverage when out of the care, custody, and control of Goodkey Show Services Ltd. The liability of Goodkey Show Services Ltd. is hereby limited to \$0.31 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 \_\_\_\_\_



5506 - 48 ST NW TEL - 1.877.726.2211  
Edmonton, AB T6B 2Z1 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:**

WESTERNER PARK  
4847 A 19TH STREET  
RED DEER, AB  
T4R 2N7  
SHIPPED FROM: EVENT/FACILITY/CITY  
The Mane Event

SPECIAL INSTRUCTIONS:

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

CARRIER: \_\_\_\_\_  
PICK UP NUMBER: \_\_\_\_\_

RE-ROUTE VIA \_\_\_\_\_ BY \_\_\_\_\_  
DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

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

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

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

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

## FREIGHT INFORMATION

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

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

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

BILL FREIGHT CHARGES TO: \_\_\_\_\_

CHECKER SIGNATURE \_\_\_\_\_ DATE LOADED \_\_\_\_\_  
TRAILER NO. \_\_\_\_\_ START TIME \_\_\_\_\_ FINISH TIME \_\_\_\_\_

CARRIER \_\_\_\_\_  
DRIVER \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_ PIECES RECEIVED \_\_\_\_\_