

RVC 2024

Edmonton, Alberta

May 14 to 17 | du 14 au 17 mai

Exhibitor Kit, Guidelines+Policies

The contents of this package have been curated to support you in the planning and execution of your Rendez-vous Canada booth. We encourage you to thoroughly examine the provided information, and should you have any inquiries, please do not hesitate to reach out to the RVC Project Office. Your successful booth experience is our priority, and we are here to assist you every step of the way.

Note: In the event of inconsistency between the French and English versions, the English version shall prevail. The Exhibitor Kit is available in English only.

RVC Project Office
Updated as of Feb 15, 2024



Table of Contents

[Welcome aboard!](#) ----- Page 3

[Key dates and deadlines](#) ----- Page 3

[RVC Project Office’s Contacts](#) ----- Page 4

[Official Exhibit Service Contractor](#) ----- Page 4

[Official AV Supplier](#) ----- Page 4

[Official Sponsored Lunch Manager](#) ----- Page 4

[Direct Material Handling & In-Booth Forklifting](#) ----- Page 4

[Electrical and Lighting Services](#) ----- Page 4

[Wi-Fi](#) ----- Page 4

[Marketplace Appointments Hours](#) ----- Page 5

[Move-in Information](#) ----- Page 5

[Move-out Information](#) ----- Page 6

[Networking zones](#) ----- Page 6

[Booth Design](#) ----- Page 6

[Direct Materials Handling + Loading Dock](#) ----- Page 10

[Shipping](#) ----- Page 12

[Parking](#) ----- Page 12

[Registration Information](#) ----- Page 13

[Notice to Sellers/RVC Seller Responsibilities](#) ----- Page 13

[Exhibitor Kit + Other Forms](#) ----- Page 15

Welcome aboard!

Rendez-vous Canada stands as the preeminent international tourism marketplace, serving as the nexus where the global travel trade converges with Canada's tourism industry partners. This annual event which rotates across Canada, facilitates invaluable one-on-one interactions with over 1,500 international tourism industry leaders. The 49th edition of Rendez-vous Canada is poised for remarkable growth in both scale and acclaim. We are delighted that you will be a part of this year's gathering in Edmonton, AB, scheduled from May 14-17, 2024. Your participation adds to the vibrancy of this unparalleled event.

Key dates and deadlines

March 28, 2024

- Deadline to submit plans for booth design to RVC for approval.
- Deadline for Food and Beverage submissions.

April 5, 2024

- Deadline to request advance booth set up. Please contact [Goodkey](#) if you would like to request early installation. Additional charges might incur.
- Deadline to request internet through Encore. Please fill out the form and contact [Silva Mungai](#).
- Deadline to request advance move-in access (for large or complex booth installations).
- Deadline to request electrical and lighting services through Showtech

April 23, 2024

- Deadline to avail discounted pricing for Electrical and lighting services through the [ordering link](#).
- Deadline for advance order booth furnishings rates from Goodkey Show Services.

April 24, 2024

- Deadline to get advance order AV rates with CCR Solutions.

April 30, 2024

- Deadline for receiving a discount from GES.
- Deadline to order booth cleaning and individual booth catering services from the Edmonton Convention Centre.

May 10, 2024

- Last day to receive advance shipments at the Goodkey warehouse.

May 13, 2024

- First day to receive shipments at the convention center. Shipments not arriving on the above designated time frame, on a holiday, or during overtime will incur additional charges.

May 14, 2024

- Seller move-in and installation day.

RVC Project Office's Contacts



Tiffany Hnatiw, DES
Registration Lead
E: thnatiw@tiac-aitc.ca
T: 613.238.3885



Michel Kafrouny, CAE, DES
Logistics Lead
E: mkafrouny@tiac-aitc.ca
T: 613.238.7887 ext. 1090



Cecilia Reaburn
Sponsorship Liaison
E: creaburn@tiac-aitc.ca
T: 613.238.7887 ext. 1100

Official Exhibit Service Contractor



Contact: Calvin Goodkey
Telephone: 780-426-2211
Email: exhibitorservices@goodkey.com
Website: www.goodkey.com

Official AV Supplier



Contact: Madalena Morais
Telephone: 416-886-7391
Email: madalenam@ccrsolutions.com
Website: www.ccrsolutions.com

Official Sponsored Lunch Manager



Contact: Sheri Moore
Telephone: 416-621-6622
Email: smoore@mccevents.ca
Website: www.mccevents.ca

Direct Material Handling & In-Booth Forklifting



Contact: Katie Lewyk
Telephone: 780-577-4532
Email: edmonton@ges.com
Website: <https://ordering.ges.com/CA-00065293>

Electrical & Lighting Services



Contact: Prathima Kairam
Telephone: 780-577-4533
Email: pkairam@showtech.ca
Website: www.showtech.ca

Wi-Fi



Contact: Silva Mungai
Telephone: 416-621-6622
Email: silva.mungai@encoreglobal.com
Website: www.encore-can.com

Marketplace Appointments Hours

Wednesday, May 15, 2024

9:00 AM - 5:00 PM

Thursday, May 16, 2024

9:00 AM - 5:00 PM

Friday, May 17, 2024

9:00 AM - 5:00 PM

Please note all times are in
Mountain Daylight Time



Advanced Move-in:

Monday, May 13, 2024

2:00 PM – 6:00 PM

Provincial and Territorial organizations (PMO), National Sellers and Tourism Partner Pavilion (TPP) only, including exhibitor-appointed contractors/display houses may have access to the marketplace floor for the purpose of installing provincial or territorial branding, or large booth displays/installations. To gain access, a written request must be submitted to rvc@rendezvouscanada.ca no later than April 19, 2024.

Please note: For organizations that have contracted with the Official RVC Service Contractor (Goodkey Show Services) your booth/display installation will be completed by May 14.

Should you require additional time and need to work later than 6 PM, this can be arranged in advance by contacting the RVC Project Office no later than **April 5, 2024**. Additional labor and security charges may apply.

Move-in Information

Tuesday, May 14, 2024

8:00 AM – 5:00 PM

All selling organizations with appointment-taking booths have access to the marketplace floor. No prior request is required.

Set-up/Tear-down passes:

Individuals requiring access to the Marketplace on Tuesday, May 14 for set-up only, can obtain a set-up pass (wristband) at the Registration Desk. Set-up crew must show a photo ID and sign a waiver before being granted access to the Marketplace. Set-up passes (wristbands) for Monday, May 13 must be approved in advance and must be submitted to rvc@rendezvouscanada.ca with your request for advance move-in no later than **April 19, 2024**.

Move-out Information

Friday, May 17, 2024

5:00 PM – 8:00 PM

Dismantling of booth/displays can commence after the last appointment on **Friday, May 17, 2024**. Return of crates and boxes to individual booths will commence once delegates vacate the Marketplace floor.

Forced Freight: Any unpacked booth materials by Friday, May 17 as of 8:00 PM shall become forced freight and consigned to Goodkey Show Services for removal from the marketplace floor and return shipping to the Seller's home address. The Seller will be liable for all costs associated with the same.

Networking Zones

Each 48'(wide) x 20' (deep) zone includes:

- (10) square bistro tables (40" high)
- (20) barstools
- (4) 6' skirted tables
- Refreshment Counter with coffee and beverage service
- Power

Networking zones are required to supply plans for their space to RVC for approval by April 5, 2024. Designs must show all top view, elevations front, and sides with full dimension measurements, for all elements.

Booth Design

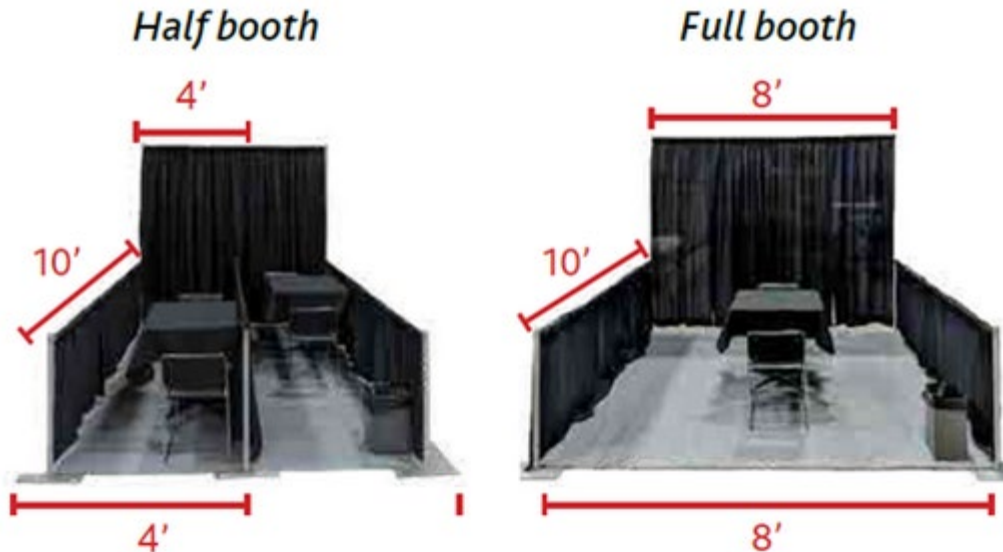
The event is designed as a "tabletop" marketplace, providing an ideal setting for Buyers and Sellers to engage in business discussions. Rendez-vous Canada takes ownership of all aisles and airspace, ensuring a seamless and professional atmosphere. Exhibitors are advised that no displays or promotional materials should exceed the designated booth space boundaries.

Halos or aerial displays are permitted in Provincial and Territorial Organizations booths only, subject to approval by RVC, and are associated with an applicable fee.

Each half booth spans 4 feet (1.2 meters) in width and 10 feet (3 meters) in depth, while full booths are 8 feet (2.4 meters) wide and 10 feet (3 meters) deep each. The side walls stand at a height of 3 feet (0.9 meters), and the rear (back) wall, crafted with pipe and drape, reaches an elevation of 8 feet (2.4 meters).

To maintain a visually unobstructed environment, Sellers are prohibited from placing any items that may impede lighting or visibility in adjacent booths. **The maximum background height allowed is 8 feet.** For single and corner zones, sidewalls should not surpass 3 feet to ensure an unobstructed view of adjacent booths.

Sellers in a Provincial or Territorial zone should also refer to their PT lead contact for specific instructions within their zone, to ensure that any items do not interfere with the Provincial branding and setup.



Provincial, Territorial, and National Booth Inclusion:

Wi-Fi is complimentary and intended for casual email service only and not streaming data. Hardwire internet and dedicated Wi-Fi service may be purchased separately if required through Encore.

- Booth sign which includes booth number and company name.
- Table and chairs:
Half booth (4' wide x 10' deep) = (1) 32" x 32" clothed (black) table + (2) chairs
Full booth (8' wide x 10' deep) = (2) 32" x 32" clothed (black) table + (4) chairs
- Wastepaper basket.
- Booth Carpet (charcoal)
- 8'h back wall drape (black) & 3'h sidewall drape (black)
Note: provinces and territories might have different backdrops than the standard. Individual Sellers should refer to their PT contact for specific details.

No backgrounds are permitted to obstruct, block, or compromise the lighting and visibility of adjacent booths. The maximum allowable height for backgrounds is set at 8 feet. Activation purposes or business solicitation are strictly prohibited in aisle spaces. Sidewalls in a single zone or corner zone are limited to a maximum height of 3 feet to prevent obstruction of neighboring booths. Distributing materials outside the designated zone is explicitly prohibited.

Electrical and lighting services are not included and may be purchased separately through Showtech Power & Lighting. Hanging and rigging, and booth cleaning services are not included and may be purchased separately through the Edmonton Convention Centre.

Material handling, additional furnishings, other carpet colors, AV services, and other services can be purchased by filling out the forms in the [Exhibitor Kit](#).

Booth Design Approvals

Sellers interested in utilizing custom booths are welcome to do so, as long as they adhere to the specified booth dimensions. To seek approval, detailed drawings encompassing top views, elevations from the front and sides, along with comprehensive dimension measurements for all elements, must be submitted in writing by **March 28, 2024**.

To ensure alignment with the overall design coordinated by the PMO, please verify your booth concept with them. This step is crucial to avoid any potential conflicts or inconsistencies between your design and the overarching vision led by the PMO.

Furnishings

Soft furnishings such as tables chairs, or carpet may be substituted at the expense of the Seller without pre-approval. However, the Seller must notify the RVC office 3 weeks (Monday, April 22) in advance of the show opening date. This applies to all booths and Networking zones.

Sound

Sound amplification is not recommended. It is permitted provided it is rendered inaudible beyond the contracted booth space.

Care of Exhibits

Sellers are required to maintain a high standard of cleanliness and order for their exhibits, ensuring they are regularly cleaned and dusted. Booths should be kept in impeccable condition and adequately staffed throughout the entire event. Exhibits must remain intact until the official tear-down period on the last day of the event.

Booth Decor

Provincial and Territorial Sellers should refer to their PT representative regarding specific décor restrictions within their booth. Any bunting, draperies, or other fabrics must be flame-resistant. Paper decorations, cut evergreens, or branches are not permitted. In line with our heightened emphasis on sustainability for this year's event, we strongly advise PTMO Sellers against bringing pull-ups. This recommendation takes into account considerations such as space availability, sustainability practices, and logistical efficiency. Your cooperation in adhering to these guidelines is greatly appreciated.

Samples and Giveaways

In our ongoing commitment to enhance the sustainability of RVC 2024, we invite you to reconsider the nature of samples or giveaways at your booth. Should you choose to distribute samples or giveaways, we encourage the use of sustainable materials or items with a meaningful purpose. We advocate for the adoption of eco-friendly practices, such as providing guests with QR codes leading to web links instead of traditional printed materials. Your thoughtful consideration in promoting sustainability at our event is highly appreciated.

The distribution of souvenirs is left to the discretion of the Seller, provided their intrinsic value is nominal, sustainable, and recyclable. The consumption, distribution, or sampling of any alcoholic beverages (whether open or closed) is strictly prohibited. Food and Beverage samples may be permitted if commercially individually wrapped and intended for off-site consumption, with advanced permission from RVC.

Prizes, drawings, and contests are permitted, in accordance with provincial lottery guidelines. Compliance with these guidelines and all associated activities are solely the Seller's responsibility. More information is available here: <https://aglc.ca/>

Security of Exhibits

Rendez-vous Canada will provide necessary security for the Marketplace during the hours the event is closed. Rendez-vous Canada and the Edmonton Convention Centre are not responsible for any loss or damage of any materials on RVC premises.

Insurance and Liability

Sellers must have their own liability insurance at their expense (\$2 million minimum). Rendez-vous Canada, the Edmonton Convention Centre, and its representatives are not liable for any loss or damage to the property of the Seller, or its employees, due to fire, robbery, accidents, or any cause whatsoever that may arise from the use and occupancy of the leased space or building. The Sellers agree to indemnify and hold harmless Rendez-vous Canada against any and all claims of any person whomsoever arising out of acts or omissions of Sellers or their employees resulting solely from or in direct connection with the Event. Sellers shall furnish their own public liability insurance.

Recycling and Waste Management

Exhibitors are required to make use of the abundance of equipment provided on-site to facilitate the recycling of paper, cardboard, glass, and plastics for the duration of the event including set-up and tear-down. Additional waste management methods could be provided beyond the listed.

Waste and recycling bins are to be placed in the aisle in front of the booth every night after the exhibition closes. These will be emptied by Convention Centre staff at no charge. Bins left inside booths will be emptied by Convention Centre Staff if Booth cleaning services are ordered in advance (use the Booth Catering & Cleaning order form below).

All items must be removed from booths at the conclusion of the event. Disposal charges will be applied to individual booths that leave **any** items behind.

Electricity/Rigging

Showtech has exclusivity rights for providing electrical and lighting services inside the Edmonton Convention Centre walls. The online ordering site for exhibitors is live and ready to begin accepting orders and booth layout. If an exhibitor has never ordered from their online ordering portal, they need to create a new account with a username and password to log in first.

Please access the direct online ordering link below with Google Chrome to view pricing and/or order online. To take advantage of the discount pricing, please order online by April 23, 2024.

Note: Discount pricing is for online orders only.

Order Form Link: <https://e.showtechordering.com/ST-00066135>

Wi-Fi

Wi-Fi intended for casual email service not streaming data is complimentary within the ECC. Hardwire internet and dedicated Wi-Fi service may be purchased separately if required through Encore. The form is available in the Exhibitor Kit below to order.

Food and Beverage

The Edmonton Convention Centre has exclusivity rights for provisioning food and beverages inside the Edmonton Convention Centre walls. Food and beverage services in sample size only are permitted in booths provided they comply with the Edmonton Convention Centre rules and regulations and proper applications are applied for and approved to both the RVC Project Office, and the ECC.

The sale of samples and distribution of alcoholic beverage samples is prohibited at all times in Seller booths or networking zones. All outside alcoholic beverages including those for personal use are forbidden by virtue of the most current and valid liquor permit issued by government instances. For acceptable sample servings and for more information, please visit: <https://aglc.ca/>

Any distribution of food and beverage is subject to a written request and must be approved by the RVC Project Office, and the Convention Centre. All requests are due by April 30, 2024.

Please contact the Catering department for further information:

Name: Kristen Foster

Telephone: +1 780 224 6956

Email: kfoster@exploreedmonton.com

Order through the ECC by filling out the form in the Exhibitor Kit below.

Direct Materials Handling + Loading Dock

GES is the Exclusive Provider at the Edmonton Convention Centre. To order directly for material handling or in-booth forklifting, please use: <https://ordering.ges.com/CA-00065293>

Directions to the Edmonton Convention Centre loading dock (9721 Grierson Hill NW) are available below.

Trucks may arrive through Bays 2-5 for Dock Height Access. Bay 6 is reserved for venue deliveries only and Bay 1 is a ramp access directly into the Halls. Parking in the loading dock area is restricted. Vehicles must unload and move immediately. Parking on the loading dock exterior is not permitted under any circumstance.

Bay 1 (Angled Ramp)	12'W x 67' Maximum vehicle height – 12'
Bay 2 & 3	30'W x 67'
Bay 4 & 5	27'W x 55'
Door height	13.5'H

Directions to the Edmonton Convention Centre loading dock (9721 Grierson Hill NW)

Driving from the north side of the city:

1. Travel east on Jasper Avenue and turn south on 95A Street.
2. This is a short block and ends at a "T" intersection.
3. Turn right (this is Grierson Hill) and veer off to your first right into the Edmonton Convention Centre. You will see signage indicating the loading dock.
4. Follow the brick road along side of the building until you reach the loading dock area located on the west end of our building. Please note there may be pedestrians crossing this laneway. You will see large bay doors # 1-8. Bays # 2-5 can be used for dropping off or picking up.

From the south side of the city:

1. Travelling north from Connors Road/Scona Road, you will cross over the Low Level Bridge.
2. At the end of the bridge, you will turn right onto Grierson Hill Road.
3. The loading dock ramp entrance is located on the left side (across from the Louise McKinney Parking lot entrance).

***Note: Large trucks will have trouble making the U-turn into the Edmonton Convention Centre driveway coming up the hill.**



Shipping

For Sellers that will be shipping their goods directly to Goodkey Show Services Ltd. as advanced shipment, please fill out the Materials Handling Form and return to Goodkey Show Services along with the Method of Payment Form. Please refer to the Material Handling Form for inclusion/exclusion of service.

Advance Shipping

Opens: April 15, 2024

Closes: May 10, 2024

To:

NAME OF EXHIBITING COMPANY - BOOTH #

Rendez-vous Canada 2024

c/o GOODKEY SHOW SERVICES LTD.

5506-48 Street NW

Edmonton, Alberta

T6B 2ZB

From:

NAME OF EXHIBITING COMPANY & Address

Edmonton Convention Centre, Booth #

Direct Shipping to the Edmonton Convention Centre

Accepted as of May 13, 2024 - Starting at 8 am

GES is the Exclusive Provider at the Edmonton Convention Centre. To order direct to show site for material handling or in-booth forklifting, please go to <https://ordering.ges.com/CA-00065293>

Edmonton Convention Centre

9797 Jasper Ave

Edmonton, Alberta

T5J 1N9

c/o Rendez-vous Canada 2024

GOODKEY SHOW SERVICES LTD.

(NAME OF SELLER) – BOOTH #

Note: Direct shipments arriving before **May 13**, will not be accepted by either the ECC or RVC. Such shipments will be refused and returned to the shipper, at the shipper's expense.

Parking

Located in the heart of downtown Edmonton, the Edmonton Convention Centre is within walking distance of many nearby parking lots and parkades. In addition to metered parking along Jasper Avenue and connected side streets, there are three nearby parkades/surface parking lots just next to the venue. Reserved parking is available in select lots (subject to availability), including the underground Canada Place parkade directly connected to the convention center.

For parking options, please visit: [Parking | Edmonton Convention Centre](#)

Registration Information

Badges

Access to Rendez-vous Canada is restricted to registered delegates only. All booth staff and activation staff must be registered for RVC 2024. Please see the registration information [here](#).

Rendez-vous Canada name badges must be always worn visibly by all delegates and are not transferable under any circumstances. Badges may not be concealed with business cards, pins, or stickers, or altered or defaced in any way. The badge bears the name of the individual, the registered organization, and its city and province or territory of operation. Admission to all Rendez-vous Canada functions and facilities is by badge alone.

Guests/VIPs/Accompanying Persons Policy

Apart from the specific authorization by the host of a function and the approval of the individual by Rendez-vous Canada, no guests, spouses, VIPs, or any accompanying persons are permitted access to functions. In addition, no accompanying and/or non-registered person is permitted access to other Rendez-vous Canada facilities, including the Marketplace and luncheon hall. Rendez-vous Canada does not sell tickets to its functions, etc.

Solicitation and Sale of Advertising Space

Media representatives, Buyers, and Sellers are not permitted to solicit or sell advertising space or time on Rendez-vous Canada premises or at Rendez-vous Canada-sponsored activities. Advertising solicitors will be evicted from the RVC event and accreditation privileges will be withdrawn.

Notice to Sellers/RVC Seller Responsibilities

Alterations to any part of the structure of the Centre, or items of furniture or equipment forming part of it, may not be made without prior written authorization from RVC Show Management or the Edmonton Convention Center in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins, etc.), or adhesive fastening (tape, glue, sticky Velcro, etc.), and the attaching in any manner of decals, promotional literature, or any other items. GES is the exclusive provider for any vinyl decals or graphics affixed to venue surfaces or equipment. Repair charges will apply to remove prohibited tapes/decals from the Edmonton Convention Centre property.

1. Encore does not allow the use of any Wi-Fi broadcasting device such as wireless routers, wireless access points, or DHCP servers. These devices require Encore's exclusive permission to broadcast.
2. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
3. When working higher than 3 meters (10 ft) you must use fall protection.
4. During move-in/out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly. No person under the age of 15 is permitted to be in active move in/move out spaces.

5. Storage for crates or other materials is provided in the Centre as a paid service with GES Canada. Exhibitors must make their own arrangements. All materials, boxes, signs, and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
6. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Exclusive Electrical /Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
7. You are required to report immediately any unsafe condition or accident of which you have knowledge to a security guard, or Edmonton Convention Centre greeting staff.
8. No material may be taken through the Main Entrance of the Edmonton Convention Centre unless it can be carried by hand. No equipment may be transported on escalators or public passenger elevators. All four-wheel dollies, pallet jacks or oversized loads are prohibited into the pre-function areas. If you require a dolly or pallet jack to move your items, you must order Material Handling services through GES Canada.
9. Smoking is NOT PERMITTED anywhere inside the Convention Centre, including e-cigarettes and vaporizing. In accordance with Bylaw 18571, smoking is not permitted within 10 meters of a doorway, window, or air intake of a building or patio.



EXHIBITOR KIT

+ FORMS

2024

Show Services Order Form

Audio Visual Order Form

Booth Catering Order Form

Event Safety Compliance Policy

Display Vehicle Requirements

Internet Services Order Form

Electrical/Lighting Order Form

Material Handling Order Form



WELCOME SELLERS

PAGE
1
OF 27

Show Name Rendez-vous Canada 2024		Deadline Date April 23, 2024
Show Date May 14 - 17, 2024	Show Venue Edmonton Convention Center	Show Code RVC05141724

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Rendez-vous Canada 2024. We would like to assist in making your participation successful.

As the official contractor for the show, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately. To use online ordering the code for this event is RVC05141724.

Please Note: The deadline to qualify for early bird prices is April 23, 2024. All orders processed after the deadline date would be considered a late order; regular prices will apply and are subject to a 35% late order surcharge. Goodkey Show Services requires payment in full at the time orders are placed. Canceled Orders: There is a 50% cancellation fee.

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

SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move In	Tuesday	14/05/24	08:00 am	05:00 pm
Show Hours	Tuesday	14/05/24	08:00 am	06:00 pm
Show Hours	Wednesday	15/05/24	07:30 am	04:30 pm
Show Hours	Thursday	16/05/24	07:30 am	04:30 pm
Show Hours	Friday	17/05/24	09:00 am	05:00 pm
Exhibitor Move Out	Friday	17/05/24	05:00 pm	11:00 pm

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

By email: **info@goodkey.com**
By telephone: **780.426.2211**
By fax: **780.426.5734**

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



Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com



**** 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 TBD 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 15 - May 10, 2024 ONLY

Monday - Friday from 9:00AM - 4:00PM MT

DIRECT SHIPPING RECEIVING

Not Accepted before: Friday May 12, 2024

Starting at 8am

To: Seller Company Name & Booth Number

Rendez-vous Canada 2024

c/o Goodkey Show Services Ltd.

5506 - 48 Street NW

Edmonton, Alberta

T6B 2ZB

9797 Jasper Ave

Edmonton, Alberta

T5J 1N9

c/o Rendez-vous Canada 2024

GOODKEY SHOW SERVICES LTD.

(NAME OF SELLER) - BOOTH# _____

From: Seller Company Name & Address

TBD, Booth #

ONSITE LABELING

Rendez-vous Canada 2024 – Hall A and B

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

9797 - Jasper Avenue

Edmonton, Alberta

T5J 1N9

IMPORTANT INFORMATION

Equipment and Services provided by show management (if applicable):

4' x 10' Half booth with the following:

8'h backwall drape (black) & 3'h sidewall drape (black)

booth carpet (charcoal)

32" x 32" table w/ black table cloth & 2 Chairs

Wastepaper Basket

8' x 10' Full booth with the following:

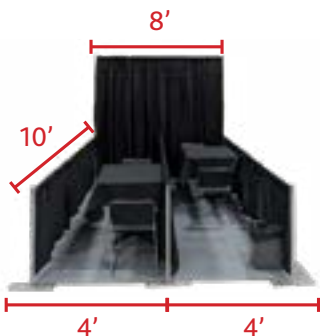
8'h backwall drape (black) & 3'h sidewall drape (black)

booth carpet (charcoal)

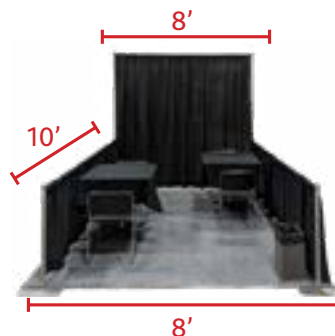
2 32" x 32" table w/ black table cloth & 4 Chairs

Wastepaper Basket

Half booth



Full booth



HOW TO ORDER

PAGE
3
OF 27

Show Name Rendez-vous Canada 2024		Deadline Date April 23, 2024
Show Date May 14 - 17, 2024	Show Venue Edmonton Convention Center	Show Code RVC05141724

Go to www.goodkey.com

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

DOCUMENTS

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

IMPORTANT!

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

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

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

We're here for you

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

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

National Service Centre

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

Tel: **780.426.2211**

Fax: **780.426.5734**

Email: **info@goodkey.com**



Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com

    Follow us!

PAGE LIST

PAGE
4
OF 27

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

<input type="checkbox"/>	1	WELCOME / SHOW INFO
<input type="checkbox"/>	2	SHOW INFO
<input type="checkbox"/>	3	ONLINE ORDERING
<input type="checkbox"/>	4	PAGE LIST
<input type="checkbox"/>	5	CARPET
<input type="checkbox"/>	6	FURNITURE
<input type="checkbox"/>	7	OPTIMUM FURNITURE
<input type="checkbox"/>	8	DRAPE & TABLES
<input type="checkbox"/>	9	ACCESSORIES
<input type="checkbox"/>	10	DISPLAY ACCESSORIES
<input type="checkbox"/>	11	SIGNAGE & DIGITAL PRINTING
<input type="checkbox"/>	12	PRINT READY GRAPHIC GUIDELINES
<input type="checkbox"/>	13	AUDIO VISUAL
<input type="checkbox"/>	14	INSTALLATION & DISMANTLE LABOUR
<input type="checkbox"/>	15	EXHIBIT BOOTH VACUUMING & CLEANING
<input type="checkbox"/>	16	MATERIAL HANDLING
<input type="checkbox"/>	17	MATERIAL HANDLING AGREEMENT
<input type="checkbox"/>	18	GROUND TRANSPORTATION QUOTE REQUEST
<input type="checkbox"/>	19	CUSTOMS BROKERAGE
<input type="checkbox"/>	22	CUSTOMS BROKERAGE LIMITS OF LIABILITY
<input type="checkbox"/>	23	EXHIBITOR PAYMENT POLICY
<input type="checkbox"/>	24	TERMS & CONDITIONS
<input type="checkbox"/>	25	TERMS & CONDITIONS
<input type="checkbox"/>	26	METHOD OF PAYMENT
<input type="checkbox"/>	27	PAYMENT OPTIONS

CARPET

PAGE
5
OF 27

Show Name Rendez-vous Canada 2024		Name of Company		Booth Number	
Show Date May 14 - 17, 2024		Deadline Date April 23, 2024			

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10'		\$216.00	\$292.00	
10' x 20'		\$433.00	\$584.00	
10' x 30'		\$738.00	\$996.00	
CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @		\$3.00/sq.ft	\$4.10/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				

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

ADDITIONAL ITEMS				
Carpet Underlay		\$1.40/sq.ft	\$1.90/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Double Underlay		\$2.80/sq.ft	\$3.80/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Poly (Visqueen)		\$1.20/sq.ft	\$1.60/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				

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

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

UNDER CARPET WIRING CUT (does not include install)				
Booth Size: _____ ft x _____ ft = _____ sq/ft		\$3.90/sq.ft		

SPECIAL INSTRUCTIONS



designer carpet line by
GOODKEY
SHOW SERVICES LTD.

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

DESCRIPTION & QTY	REGULAR PRICE	TOTAL
DESIGNER CARPET		
100 - 700 sq.ft	\$4.70/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$4.30/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		

DESIGNER CARPET COLOR CHOICE <i>Please check one</i> <input checked="" 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 <input type="checkbox"/>

****PRICES INCLUDE DELIVERY AND INSTALLATION**

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



Decorating | Graphic Design | Logistics | Customer Service


















Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com



FURNITURE

PAGE
6
OF 27













Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					SEATING				
Chrome Cruiser Table 30" dia - 40" tall			\$166.00	\$224.00	Folding Chair Green Plastic			\$23.00	\$31.00
Cruiser Table 30" dia - 40" tall			\$154.00	\$208.00	Leather Side Chair Black Leather Seat			\$94.00	\$127.00
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$51.00	\$68.00	Stool with Backrest Black Fabric			\$120.00	\$162.00
Pedestal Table 30" dia - 29" tall			\$84.00	\$113.00	Mini Bar Stool Black Faux Leather 25" tall			\$81.00	\$109.00
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$46.00	\$62.00	Bar Stool Black Faux Leather 30" tall			\$112.00	\$151.00
Wood Top Square Table Cruiser 40" tall			\$84.00	\$113.00	FURNITURE COMBOS				
Wood Top Square Table Pedestal 29" tall			\$84.00	\$113.00	Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)			\$168.00	
Wood Top Round Table Cruiser 40" tall			\$84.00	\$113.00	Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)			\$284.00	
Wood Top Round Table Pedestal 29" tall			\$84.00	\$113.00	**PRICES INCLUDE DELIVERY AND INSTALLATION				
Coffee Table 30" dia - 18" tall			\$71.00	\$96.00	SUBTOTAL				
SPECIAL INSTRUCTIONS					OFFICE USE ONLY				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					ADJUSTED SUBTOTAL				
					5% GST				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

OPTIMUM FURNITURE

PAGE
7
OF 27


















Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
SEATING					TABLES				
Corbusier Chair Black Leather 33"(w) x 28" (h) x 29"(l)			\$416.00	\$562.00	Wood Top Chrome End Table 18" x 18"			\$133.00	\$180.00
Corbusier Chair White Leather 33"(w) x 28" (h) x 29"(l)			\$416.00	\$562.00	Wood Top Chrome Coffee Table 24" x 48"			\$160.00	\$216.00
Corbusier Loveseat Black Leather 57"(w) x 28" (h) x 28"(l)			\$647.00	\$873.00	Wood Top Chrome Coffee Table 36" x 36"			\$160.00	\$216.00
Corbusier Loveseat White Leather 57"(w) x 28" (h) x 28"(l)			\$647.00	\$873.00	DESCRIPTION				
Corbusier Sofa Black Leather 80"(w) x 28" (h) x 29"(l)			\$716.00	\$967.00	OPTIMUM FURNITURE COMBOS				
Corbusier Sofa White Leather 80"(w) x 28" (h) x 29"(l)			\$716.00	\$967.00	Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)			\$296.00	
Mini Chrome Flop Back White Leather Seat 33" tall			\$112.00	\$151.00	Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)			\$377.00	
Chrome Flop Back Black Leather Seat 45" tall			\$150.00	\$203.00	Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs			\$904.00	
Chrome Flop Back White Leather Seat 45" tall			\$150.00	\$203.00	**PRICES INCLUDE DELIVERY AND INSTALLATION				
JLO Bar Stool Black Leather Seat 36" tall			\$101.00	\$136.00	SUBTOTAL				
JLO Bar Stool White Leather Seat 36" tall			\$101.00	\$136.00	OFFICE USE ONLY				
SPECIAL INSTRUCTIONS					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					ADJUSTED SUBTOTAL				
					5% GST				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

DRAPE & TABLES













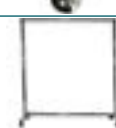









PAGE
8
OF 27

Show Name Rendez-vous Canada 2024				Name of Company				Booth Number	
Show Date May 14 - 17, 2024				Deadline Date April 23, 2024					

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					DRAPE PARTITIONING			
6'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$109.00	\$147.00		3' High Drape- per linear foot	\$5.30	\$7.20	
8'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$109.00	\$147.00		Size: _____ ft x _____ ft= _____			
Upgrade Decorated Table to 4 sides draped ADD		\$43.00	\$58.00		8' High Drape- per linear foot	\$8.20	\$11.00	
4'x2'x29"[h] <i>Decorated Table (4 sides draped)</i>		\$109.00	\$147.00		Size: _____ ft x _____ ft= _____			
COUNTERS					DRAPE COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>			
6'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$162.00	\$219.00		 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY	
8'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$162.00	\$219.00		 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY	
Upgrade Decorated Counter to 4 sides draped ADD		\$56.00	\$76.00		 <input type="checkbox"/> TEAL	 <input type="checkbox"/> GOLD	 <input type="checkbox"/> FOREST GREEN	
4'x2'x40"[h] <i>Decorated Table (4 sides draped)</i>		\$162.00	\$219.00		 <input type="checkbox"/> BURGUNDY			
SKIRT COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>								
 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY						
 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY						
 <input type="checkbox"/> TEAL								
UNDECORATED TABLES					HARDWARE ACCESSORIES <i>(Installation not included)</i>			
4'x2'x29"[h]		\$61.00	\$83.00		Labour to install		\$29.00	
6'x2'x29"[h]		\$61.00	\$83.00		Baseplate		\$21.00	\$29.00
8'x2'x29"[h]		\$61.00	\$83.00		4' - 7' Slider		\$21.00	\$29.00
SPECIAL INSTRUCTIONS					6' - 10' Slider		\$21.00	\$29.00
					7' - 12' Slider		\$21.00	\$29.00
					4' solid		\$21.00	\$29.00
					3' high upright <i>(Baseplate not included)</i>		\$21.00	\$29.00
					8' high upright <i>(Baseplate not included)</i>		\$21.00	\$29.00
					12' high upright <i>(Baseplate not included)</i>		\$21.00	\$29.00
					**PRICES INCLUDE DELIVERY AND INSTALLATION			
					SUBTOTAL			
					OFFICE USE ONLY			
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE			
					<input type="checkbox"/> 50% CANCELLATION FEE			
					ADJUSTED SUBTOTAL			
					5% GST			
					TOTAL AMOUNT DUE			
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

ACCESSORIES















PAGE
9
OF 27

Show Name Rendez-vous Canada 2024					Name of Company					Booth Number	
Show Date May 14 - 17, 2024					Deadline Date April 23, 2024						
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL		
LITERATURE DISPLAYS					MISCELLANEOUS						
Chrome Literature Rack 8 wire slots Fits 8.5" x 11"			\$158.00	\$213.00	Draw Barrel			\$90.00	\$122.00		
Single Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$41.00	\$55.00	Mini Fridge			\$244.00	\$330.00		
3 to 4 Tier Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$71.00	\$96.00	Water Cooler Includes 1 jug of water + 250 cups	Water Cooler Additional Water Jug 		\$203.00	\$274.00		
BUSINESS CARD HOLDERS					Desk			\$371.00	\$501.00		
Single Business Card Fits standard card Clear Acrylic			\$16.00	\$21.00	Coat Tree			\$49.00	\$67.00		
4 Tier Business Card Fits standard card Clear Acrylic			\$28.00	\$37.00	Bag Holder			\$92.00	\$125.00		
4 Double Tier Business Card Fits standard card Clear Acrylic			\$71.00	\$96.00	Garment Rack Chrome on casters			\$65.00	\$87.00		
LIVE PLANTS					Chrome Sign Holder Holds 22" x 28"			\$73.00	\$99.00		
3' Potted Plant Live Tropical			\$83.00	\$112.00	Easel Free Standing			\$28.00	\$37.00		
4' Potted Plant Live Tropical			\$86.00	\$115.00	Eco-Friendly Garbage Pail			\$41.00	\$55.00		
5' Potted Plant Live Tropical			\$109.00	\$147.00	**PRICES INCLUDE DELIVERY AND INSTALLATION						
Small Floral Arrangement			PRICE TBD	PRICE TBD	SUBTOTAL						
Medium Floral Arrangement			PRICE TBD	PRICE TBD	OFFICE USE ONLY						
Large Floral Arrangement			PRICE TBD	PRICE TBD	<input type="checkbox"/> 35% LATE ORDER SURCHARGE						
					<input type="checkbox"/> 50% CANCELLATION FEE						
					ADJUSTED SUBTOTAL						
					5% GST						
					TOTAL AMOUNT DUE						
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620				

DISPLAY ACCESSORIES

PAGE
10
OF 27










Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM COUNTERS AND RISERS					POSTER DISPLAY SYSTEMS				
Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]			\$221.00	\$299.00	Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive			\$117.00	\$158.00
COUNTER WITH FULL COLOR GRAPHIC ~Be noticed! Doors & storage shelf		Display a company logo or branding!	\$326.00	\$440.00	Hook Velcro 6 yards per box Self Adhesive			\$29.00	\$40.00
		• Full color digital printing • Image size: 962mm[w] x 912mm[h] Send logo in .eps format along with directions to signsondemand@goodkey.com an email will be sent confirming receipt of logo and proof of signage.			Loop Velcro 6 yards per box Self Adhesive			\$29.00	\$40.00
					GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)				
Show Case Two shelves 20"[d]x38"[w]x40"[h]			\$333.00	\$449.00	Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces			\$31.00 per pad	\$42.00 per pad
Jewelry Case One shelf with lights 20"[d]x38"[w]x40"[h]			\$295.00	\$398.00	Removable Double-sided Foam Tape Roll 30ft roll x 1" wide			\$62.00 per roll	\$83.00 per roll
Computer Counter 29"[d]x40"[w]x40"[h]			\$269.00	\$363.00	SPECIAL INSTRUCTIONS				
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]			\$365.00	\$493.00					
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall			\$323.00	\$436.00					
Single Show Case 20"[d]x20"[w]x40"[h]			\$162.00	\$219.00					
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]			\$162.00	\$219.00	**PRICES INCLUDE DELIVERY AND INSTALLATION				
					SUBTOTAL				
					OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL				
					5% GST				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

SIGNAGE & DIGITAL PRINTING

PAGE
11
OF 27

Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES					
Full Color Counter Upgrade - Single Sided 962mm (w) x 912mm (h) <i>(Counter rental required)</i>			\$93.00	\$125.00	
Freestanding Flush Backwall - Single Sided 2930mm (w) x 2480mm (h) <i>(Wall rental and graphics included)</i>			\$1,298.00	\$1,752.00	
FABRIC SIGNAGE					
Curved Fabric Backwall - Double Sided 10' (w) x 8' (h) [Graphic 2410mm x 2220mm] (comes with frame, print, and canvas bag)			\$824.00	\$1,112.00	
Hanging Fabric Halo - Many Custom Designs available 10' (w) x 3' (h) generic size <i>(Does not include hanging fee, allow 3 weeks min. for order)</i>	 FLAT	 ROUND	 SQUARE	 TRIANGLE	Call for quote
STAND ALONE SIGNAGE					
Vinyl Banner - Single Sided 119" (w) x 36" (h) hanging off backwall with S hooks (Cost includes banner, installation hardware and labour to install)			\$361.00	\$487.00	
Rigid Sintra Sign - Single Sided 96" (w) x 24" (h) hanging off backwall with S hooks (Cost includes sign, installation hardware and labour to install)			\$247.00	\$334.00	
DESIGN WORK & STORAGE					
If artwork is not supplied as print ready, a minimum of \$50 will be charged to modify art files			\$50.00		
Have the Goodkey in house design team create the artwork & vectorize logos			\$50.00/ per hour		
SIGNAGE STORAGE <i>Indicate if you will be needing the signage again, if not it will be recycled after the event</i>			Call for quote		

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

ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE

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

PRINT READY GRAPHIC GUIDELINES

PAGE
12
OF 27

Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

INLINE EXAMPLE



DESIGN with 0.25" bleeds and cropmarks

SCALE artwork to full size

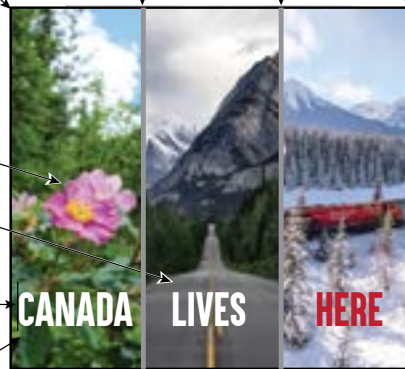
Metal Posts

EMBED all links

RESOLUTION for images: min 100dpi

TEXT must be at least 2" away from edge

CONVERT all text to outlines



*Inline panel example

FLUSH EXAMPLE



REPRESENTS panel break and will not print
DO NOT INCLUDE LINES

AVOID text going through the panel break

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



*FLUSH graphic example

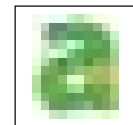


For the best looking logo at any size, send vector art. This is usually an .ai file made in Adobe Illustrator.

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



Vector art
Ex. ai, eps, pdf



Raster art
Ex. jpg, tiff, png

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

LEGEND include a layout legend if there are multiple panels

COLOR space has to be CMYK

FONTS if live, should be sent with the art

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

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

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

Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
ACCESSORIES (the items below do not include monitor rentals)				
Counter with graphic - 962mm x 912mm (see illustration below)		\$326.00	\$440.00	
Freestanding Octanorm Stand with graphic - 782mm x 302mm (see illustration below)		\$363.00	\$490.00	
Freestanding Gondola with graphic (see illustration below)		\$256.00	\$346.00	
Wall-mount Bracket (Monitor not included, requires hardwall rental to mount to)		\$62.00	\$83.00	



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

INSTALLATION & DISMANTLE LABOUR

PAGE
14
OF 27

Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

INSTALLATION & DISMANTLE RATES				
Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday			\$125.00/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday			\$187.00/hr.
Double Time (DT):	All other hours including Sundays and statutory holidays			\$375.00/hr.
INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS				
Labourers	Hours	\$125.00/hr. (RT)	\$	
Labourers	Hours	\$187.00/hr. (OT)	\$	
Labourers	Hours	\$375.00/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS				
Labourers	Hours	\$125.00/hr. (RT)	\$	
Labourers	Hours	\$187.00/hr. (OT)	\$	
Labourers	Hours	\$375.00/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
Client Supervised? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Supervisors name: _____				
Supervised by Goodkey Show Services Ltd.? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, add 25% to total estimated charges				
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)				
Ladders Required: _____				
SPECIAL INSTRUCTIONS		TOTAL ESTIMATED CHARGE		
		25% SUPERVISION FEE		
		SUBTOTAL		
		OFFICE USE ONLY		
		<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
		<input type="checkbox"/> 50% CANCELLATION FEE		
		ADJUSTED SUBTOTAL		
		5% GST		
		TOTAL AMOUNT DUE		
		GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620		

EXHIBIT BOOTH VACUUMING & CLEANING

PAGE
15
OF 27

Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

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 \$0.62 = _____
(min 100 Sq.Ft.)

LATE-ORDERS

Booth Width _____ x Booth Depth _____ + Square Feet _____ x Number of Days _____ x \$0.83 = _____
(min 100 Sq.Ft.)

SPECIAL INSTRUCTIONS

****PRICES INCLUDE DELIVERY AND INSTALLATION**

SUBTOTAL

OFFICE USE ONLY

☐ 35% LATE ORDER SURCHARGE

☐ 50% CANCELLATION FEE

ADJUSTED SUBTOTAL

5% G.S.T.

TOTAL AMOUNT DUE

GST REGISTRATION#: 121717813 RT

PST REGISTRATION#: PST-1013-7620



Decorating | Graphic Design | Logistics | Customer Service

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com

Follow us!

Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

ADVANCED MATERIAL HANDLING

Starting: April 15, 2024

Deadline: May 7, 2024

- RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE
- DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE
- FIRST PRIORITY UNLOADING STATUS
- REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
- RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$1.19 per pound (lbs.) (\$382.00/200lbs minimum charge)

Weight _____ @ \$01.19/lbs _____

Carrier Name: _____ # of pcs. _____

Bill of Lading # _____

SUBTOTAL		
OFFICE USE ONLY		
<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
<input type="checkbox"/> 50% CANCELLATION FEE		
ADJUSTED SUBTOTAL		
TOTAL AMOUNT DUE		

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

CONDITIONS

- ALL ORDERS MUST BE PREPAID
 - ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECT TO A 35% LATE FEE
 - PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 AM - 3:30 PM, MONDAY - FRIDAY
 - LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE
- *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 2024

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

TBD

LIMITS AND LIABILITIES

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

Shipments should be insured by the exhibitor for coverage when out of the care, custody, and control of Goodkey Show Services Ltd. The liability of Goodkey Show Services Ltd. is hereby limited to \$0.30 per pound per article and values exceeding this limitation should be insured by the shipper. All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment arriving uncrated will be charged an additional 50% handling charge. Goodkey Show Services Ltd. will receive goods only if this form is returned signed and freight is PREPAID. Any other goods must have a representative to handle their own material. If Goodkey is required to handle your material onsite, you will be automatically billed for that service.

Signature _____ Date _____



Decorating | Graphic Design | Logistics | Customer Service

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com

[f](#) [t](#) [i](#) [in](#) Follow us!

MATERIAL HANDLING AGREEMENT

PAGE
17
OF 27



5506 - 48 ST NW
Edmonton, AB T6B 2Z1

TEL - 1.780.426.2211
FAX - 1.888.426.5734

PLACE PRO NUMBER HERE

SHIPPER'S NUMBER

DATE/TIME RECEIVED:

AM
PM

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

DATE:

BOOTH NUMBER:

FROM:

TO:

TBD

5506 - 48 Street

Edmonton, AB

T6B 2Z1

SHIPPED FROM: EVENT/FACILITY/CITY

Rendez-vous Canada 2024

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) 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

EXHIBITOR

FINISH TIME

CARRIER

SIGNATURE

DRIVER

PRINT NAME

DATE

PIECES RECEIVED

GROUND TRANSPORTATION QUOTE REQUEST

PAGE
18
OF 27

Show Name Rendez-vous Canada 2024	Name of Company	Booth Number
Show Date May 14 - 17, 2024	Deadline Date April 23, 2024	

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 2024 NAME OF EXHIBITING COMPANY - BOOTH # c/o GOODKEY SHOW SERVICES LTD. 5506 - 48 Street Edmonton, AB T6B 2Z1	Company Name:	Delivery Date:	Booth Number:
	On-Site Contact:	Delivery Time:	

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 _____	

TOTAL PIECES

TOTAL WEIGHT

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 _____



Decorating | Graphic Design | Logistics | Customer Service

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
 Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
 Red Deer Warehouse
 Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com



Follow us!

CUSTOMS BROKERAGE

PAGE
19
OF 27

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: _____	CVC: _____
_____		Cardholder name: _____	

Value of the Shipment <i>Please check all that apply</i> <input checked="" type="checkbox"/>	IMPORT	EXPORT
Shipment value from \$0.00 - \$1,500.00	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$356.00
Shipment value from \$1,501.00 - \$3,000.00	<input type="checkbox"/> \$375.00	<input type="checkbox"/> \$392.00
Shipment value from \$3,000.00 - \$5,000.00	<input type="checkbox"/> \$775.00	<input type="checkbox"/> \$950.00
Shipment value from \$5,000.00 - \$7,500.00	<input type="checkbox"/> \$1069.00	<input type="checkbox"/> \$1,317.00
Shipment value from \$7,500.00 - \$10,000.00	<input type="checkbox"/> \$1,173.00	<input type="checkbox"/> \$1,227.00
Shipment value from \$10,000.00 and up	<input type="checkbox"/> \$1,768.00	<input type="checkbox"/> \$2,191.00

Please note that all duties and taxes are extra.

Other Charges <i>Please check all that apply</i> <input checked="" type="checkbox"/>	EXPORT ONLY
Preparation of Export Documents	<input type="checkbox"/> \$39.00
U.S. Customs Clearance at border	<input type="checkbox"/> \$103.00
Single Trip Bond (private vehicle when required)	<input type="checkbox"/> \$115.00
Carnet Handling	<input type="checkbox"/> \$115.00
Re-Manifesting when required	<input type="checkbox"/> \$78.00
ACE Manifest / SCAC for Private Vehicles	<input type="checkbox"/> \$270.00
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		
	OFFICE USE ONLY 35% LATE ORDER SURCHARGE 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
	5% G.S.T.		
	TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com



COMMERCIAL INVOICE / PACKING LIST

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment.
HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

PAGE
20
OF 27

[illegible]

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

****CIF (Cost, Insurance, and Freight) VALUE:** indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect") on behalf of Goodkey Show Services Ltd. ("Goodkey"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions" , as published online at https://crossconnectcl.com/wpcontent/uploads/2021/06/Transportation_STC.pdf . The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

PERMANENT IMPORT VALUE:

(wet ink signature required - digital signature NOT allowed)

Date: _____

Customs & Transportation Services Order Form



21
OF 27

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

☐ Continuous Authority granted

Services Required (please check all that apply):		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Customs Clearance	<input type="checkbox"/> Advance Warehouse
Event & Exhibitor	Shipment Delivering to (please check one): <input type="checkbox"/> Direct to Event/Show Site <input type="checkbox"/> Advance Warehouse	
	Exhibitor Name:	Booth #:
	Event Name:	Event Dates: to
	Facility/Venue Name:	
	Facility/Venue Address:	
	City:	State/Province: Zip/Postal Code:
	On-site Contact:	Cell #:
	E-mail:	Importer # (if applicable):
Shipper	Company Name: IRS #:	
	Address:	
	City:	State/Province: Zip/Postal Code:
	Contact Name:	Tel:
	E-mail:	
Return Freight	<input type="checkbox"/> Same as Shipper <input type="checkbox"/> No Return Shipment	
	Company Name: IRS / Importer #:	
	Address:	
	City:	State/Province: Zip/Postal Code:
	Contact Name:	Tel:
	E-mail:	

Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect and Goodkey as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Customs_STC.pdf. Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

Client Signature (wet ink signature required - digital signature NOT allowed)

I have read and agree to the terms of this contract.

Signature:

Date:

Printed Name:

Title:

Goodkey Internal Use Only

Accepted by:

Date:

Signature:

Customs Brokerage Limits of Liability

PAGE
22
OF 27

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:

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

II BILL OF LADING

- A Bill of Lading shall be completed as provided herein for each shipment.
- 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.
- 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.
- 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

- 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.
- 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.
- 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:

- the value of the goods at the place and time of shipment including the freight and other charges if paid; or
- 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

- 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.
- 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

- 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.
- 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

- 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.
- Pending receipt of such disposal instructions,
 - The goods may be stored in the warehouse of the carrier,

subject to a reasonable charge for storage; or

- 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 carrier shall not deliver a C.O.D. shipment unless payment is received in full.
- 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.
- A carrier shall remit all C.O.D. monies to the consignor or person designated by him within 15 days after collection.
- 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.
- 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

EXHIBITOR PAYMENT POLICY

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

2. ELIGIBILITY FOR DISCOUNT PRICING

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

3. SHOW SITE ORDERS

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

4. METHODS OF PAYMENT

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

5. BANK WIRE TRANSFER INFORMATION

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

6. MATERIALS HANDLING

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

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

Please ensure that all shipments are sent

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

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

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

7. POST EVENT STORAGE

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

8. LABOR PROVIDED UNDER GOODKEY SHOW SERVICES SUPERVISION

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

9. LABOR PROVIDED UNDER EXHIBITOR SUPERVISION

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

10. CANCELLATIONS

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

11. ADJUSTMENTS / CLAIM(S) FOR LOSS

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

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

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

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

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

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

Signature _____

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

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

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

DEFINITIONS

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

PAYMENT FOR SERVICES

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

CREDIT TERMS

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

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

INBOUND AND OUTBOUND SHIPMENTS

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

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

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

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

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

PACKAGING & CRATES

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

DESIGNATED CARRIERS

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

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

DISPOSAL OF GOODS

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

EMPTY CONTAINERS

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

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

EXHIBITOR RESPONSIBILITIES

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

GSS' RESPONSIBILITIES

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

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

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

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

INDEMNIFICATION

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

- EXHIBITOR'S negligent supervision of any labor secured through GSS, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invites and/or any Exhibitor Appointed Contractor (EAC).

- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of GSS' equipment.

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

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

INSURANCE

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

CLAIM(S) FOR LOSS

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

MAXIMUM RECOVERY

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

MISCELLANEOUS

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

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

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY

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

JURISDICTION

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

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

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

Signature _____

METHOD OF PAYMENT

PAGE
26
OF 27

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

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

<input type="checkbox"/> Cash / Wire Transfer / E-Transfer Please send all e-transfers to accounting@goodkey.com	<input type="checkbox"/> 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: <input type="checkbox"/> ALL SERVICES <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> I & D LABOUR <input type="checkbox"/> MATERIAL HANDLING / IN & OUT <input type="checkbox"/> RENTAL FURNITURE & CARPET <input type="checkbox"/> SIGNS <input type="checkbox"/> OCTANORM <input type="checkbox"/> OTHER (please specify) _____ Third Party Agent: Account #: _____ Expiration Date: _____ CVC: _____ <input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> COMPANY CREDIT CARD Cardholders name: _____ Signature: _____ Cardholders Billing Address Street: _____ City/Province: _____ Postal Code: _____ Phone Number: _____ Fax Number: _____ Email: _____
<input type="checkbox"/> 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	
<input type="checkbox"/> 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: <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> PERSONAL <input type="checkbox"/> COMPANY _____ Expiration Date: _____ CVC: _____ Cardholders name: _____ Signature: _____ Cardholders Billing Address Street: _____ City/Province: _____ Postal Code: _____ *Please note: Adjustments will not be made after the closure of the show. Please visit our on-site service desk for any questions or concerns regarding your order with Goodkey. We have read, understand and agree to all terms as described above and have advised our show site representative accordingly. Exhibitor Signature: _____ Print Name: _____ Date: _____	

P A Y M E N T O P T I O N S

EFT/WIRE TRANSFER:

Receiver Name: Goodkey Show Services Ltd
Receiver Address: 5506 – 48 St NW
Edmonton, Alberta T6B 2Z1
Country: Canada
Bank Name: CIBC – Canadian Imperial Bank of Commerce
Bank Address: 904 Parsons Road SW
Edmonton, Alberta, Canada T6X 0J4
Account No. 12-47115
Transit #: 03269
Bank #: 010
Swift Code: CIBCCATT
Routing #: CC001000069

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

E-TRANSFER:

Email payment to: accounting@goodkey.com

CREDIT CARD:

We accept all three major credit cards: Visa / Mastercard / American Express

Card Type – *please circle:* VI MC AMEX

Invoice or Reference name or #: _____ Authorized amount: \$ _____

PRINT - Name on card: _____

Card No: _____

Expiry Date: Month ____ Year ____ CVV ____ (4 digits for AMEX only)

Credit Card Billing Address:

Street # or Name : _____

Address line 2: _____

City: _____ Province/State: _____ PC: _____

Signature: _____

ALL ORDERS ARE CONSIDERED UNCONFIRMED UNTIL FULL PAYMENT IS RECEIVED.

AUDIO VISUAL ORDER FORM
2024



Clear. Creative. Reliable.
At CCR SOLUTIONS – IT'S ALL ABOUT PEOPLE



Edmonton Convention Centre
Edmonton, AB

Show Dates: May 14 – 17, 2024

Edmonton Convention Centre: 9797 Jasper Avenue, Edmonton, AB T5J 1N9

Audio Visual Order Form

The advance rate applies on all orders received on or before ** April 24, 2024 *

Company Name:		Show Dates:	May 15 - 17	
Address:		Delivery Date/Time:	May 14, 2024	
City/ Prov:		Booth #:		
Postal Code		On-Site Contact:		
Country		On-site Mobile:		
Ordered By:		Pick up Day & Time	May 17 – 5:00PM	
Phone:		Del. Address:	Edmonton Convention Centre	

Monitor / Computer / Stand Packages	Qty.	3 Day Event	Advance Rate	Total
32" HD LED with Windows 10 Laptop, Table Top stand (you'll need a counter)		\$ 954.00	\$ 795.00	
*Microsoft Office 2019 Included for the duration of the event				
42" HD LED with Windows 10 Laptop & dual post stand, spandex sock & shelf		\$ 1,916.40	\$ 1,597.00	
*Microsoft Office 2019 Included for the duration of the event				

Computers & Accessories	Qty.	3 Day Event	Advance Rate	Total
Laptop: Win 10/ Mouse & Security Cable		\$ 431.25	\$ 345.00	
*Microsoft Office 2019 Included for the duration of the event				
Computer Speakers		\$ 54.00	\$ 45.00	
Wireless Presenter with Laser Pointer		\$ 90.00	\$ 75.00	
Keyboard/Mouse Set		\$ 90.00	\$ 75.00	
iPad		\$ 480.00	\$ 400.00	
MacBook		\$ 600.00	\$ 500.00	
HD USB Media Player		\$ 115.20	\$ 96.00	

Computer Flat Panel Displays	Qty.	3 Day Event	Advance Rate	Total
22" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT		\$ 216.00	\$ 180.00	
24" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT		\$ 270.00	\$ 225.00	
27" LED Resolution: 1920 X 1080 Select: TABLE STAND or WALL MOUNT		\$ 360.00	\$ 300.00	

Computer/Video Flat Panel Displays	Qty.	3 Day Event	Advance Rate	Total
32" HD LED Resolution: 1920 X 1080 Select: TABLE STAND /WALL MOUNT		\$ 450.00	\$ 375.00	
Select Wall Mount option: Landscape Portrait				
42" HD LED Resolution: 1920 X 1080 Select: TABLE STAND /WALL MOUNT		\$ 990.00	\$ 825.00	
Select Wall Mount option: Landscape Portrait				
50" HD LED Resolution: 1920 X 1080 Select: TABLE STAND / WALL MOUNT		\$ 1,170.00	\$ 975.00	
Select Wall Mount option: Landscape Portrait				

Computer/Video Flat Panel Displays cont'd...	Qty	3 Day Event	Advance Rate	Total
55" HD LED Resolution: 1920 X 1080 Select: TABLE STAND / WALL MOUNT		\$ 1,620.00	\$ 1,350.00	
Select Wall Mount option: Landscape Portrait				
65" HD LED Resolution: 1920 X 1080 Select: TABLE STAND / WALL MOUNT		\$ 2,439.00	\$ 2,025.00	
Select Wall Mount option: Landscape Portrait				
70" HD LED Resolution: 1920 X 1080 S elect: TABLE STAND / WALL MOUNT		\$ 3,150.00	\$ 2,625.00	
Select Wall Mount option: Landscape Portrait				
80" HD LED Resolution: 1920 X 1080 Select: SELF STAND / WALL MOUNT		\$ 3,816.00	\$ 3,180.00	
Select Wall Mount option: Landscape Portrait				
86" HD LED Resolution: 1920 X 1080 : 4K Select: SELF STAND / WALL MOUNT		\$ 5,382.00	\$ 4,485.00	
Select Wall Mount option: Landscape Portrait				
Multi-Touchscreens	Qty.	3 Day Event	Advance Rate	Total
32" HD LCD MULTI-TOUCH SCREEN Select: TABLE STAND / WALL MOUNT		\$ 540.00	\$ 450.00	
Select Wall Mount option: Landscape Portrait				
55" HD LCD MULTI-TOUCH SCREEN Select: TABLE STAND / WALL MOUNT		\$ 2,862.00	\$ 2,385.00	
Select Wall Mount option: Landscape Portrait				
Flat Panel Stand	Qty.	3 Day Event	Advance Rate	Total
Dual Post Floor Stand for Flat Panels only rented with monitors		\$ 375.00	\$ 325.00	
Shelf for Dual Post Stand		\$ 100.00	\$ 75.00	
Booth Sound Equipment	Qty.	3 Day Event	Advance Rate	Total
Small Exhibit Booth Sound System		\$ 720.00	\$ 600.00	
Includes: 2 Speaker / Floor Stands / Mixer / 1 Wired Handheld Microphone Lavalier or Hand				
Large Exhibit Booth Sound System		\$ 1,170.00	\$ 975.00	
Includes: 4 Speakers / Floor Stands / Mixer / 1 Wireless Microphone Lavalier or Hand				
*The advance rate applies on all orders received on or before ** April 24, 2024 **				
Order Notes:				
1.				
2.				
3.				
4.				
5.				

Totals:		
1) CABLES & PERISHABLE PACKAGE		\$50.00
2) EQUIPMENT TOTAL:		
3) DELIVERY/EQUIPMENT SET-UP/DISMANTLE & PICK-UP – \$500.00 minimum or 25% of line 2, whichever is greater:		
4) SUB TOTAL:		
** Subject to local sales tax upon billing **		
Grand Total:		
Method of Payment		
Card Holders Name:		*Forward completed documents to: Madalena Morais Phone: 416-886-7391 E-Mail: madalenam@ccrsolutions.com
Billing Address:		
City/Prov/State:		
Type of Card:	Visa: Amex: Mastercard	
Credit Card Number:		
Security Code:		
Expiration Date:		
Signature:		
Date:		
<u>PLEASE EMAIL COMPLETED DOCUMENT!!!!</u>		
Terms & Conditions - (PLEASE CONTACT YOUR REP FOR MORE DETAILS)		
Rental prices listed above are for the whole show period, based on delivery the day prior to the show. The customer is liable for loss or damage to the equipment during the show until CCR employees arrive to remove it at the end of the show. Orders received prior to the Order Deadline indicated above will be processed at the early bird discounted prices shown on this form. Orders received after the order deadline will be at CCR's regular published rates.		
Cancellations		
Cancellations of equipment and services must be received 2 weeks prior to the start of the show. If equipment and services have already been provided at the time of the receipt of the cancellation notice, the full original charges will apply. Please be aware, rental and labor rates may fluctuate due to extreme supply chain demand.		
Rental Agreement		
It is understood and agreed that the customer accepts all responsibility for the safe return of all equipment listed this page form. Rates do not include any union related charges or fees, if those are incurred by CCR those fees will be passed on to the client. Customer also agrees to be billed for any damages or loss of the equipment other than caused by normal operation.		



Conception. Créativité. Résultats.

www.ccrsolutions.com



15 mai au 17 2024

Centre des congrès de Edmonton

Edmonton (Alberta)

Commande d'équipement audio-visuel

Centre des congrès de Edmonton: 9797 rue Jasper, Edmonton (Alberta) T5J 1N9

Commande d'équipement audio-visuel

*Le tarifs à l'avance sont applicables sur toutes commandes reçues avant le ****avril 24 2024****.

Pour toutes questions concernant les commandes passées après cette date, veuillez communiquer avec Madalena.

Les prix sont pour la durée totale de l'évènement.

Compagnie:		Numéro Kiosk	
Address:			
Ville/ Prov-État:		Contact sur place:	
code postal:		Tél du contact:	
Commandé par:		Date/Heures des livraison:	avril 14 2024
Courriel		Date/Heures des ramasser	avril 17 2024 depuis 5:00 après-midi
Tél:			

Moniteurs / Ordinateurs / Supports	Qté..	Événement de 3 jours	Taux l'avance	Total
32" DEL, portable/Win 10 & Office 2019, tablette au pied (seulement sur une table)		\$ 954.00	\$ 795.00	
*Microsoft Office 2019 inclus pour l'évènement complet				
42" DEL, portable Win 10 & Office 2019, pied de plancher & tablette		\$ 1,1916.00	\$ 1,597.00	
*Microsoft Office 2019 inclus pour l'évènement complet				

Ordinateurs & Supports	Qté	Événement de 3 jours	Taux l'avance	Total
portable Win 10/ Office 2019/souris/cadenas		\$ 431.25	\$ 345.00	
*Microsoft Office 2019 inclus pour l'évènement complet				
Haut-parleurs d'ordinateur		\$ 54.00	\$ 45.00	
Télécommande de présentation sans-fil avec pointeur Laser		\$ 90.00	\$ 75.00	
Ensemble clavier/souris		\$ 90.00	\$ 75.00	
iPad		\$ 480.00	\$ 400.00	
MacBook		\$ 600.00	\$ 500.00	
lecteur multimédia hd usb		\$ 115.20	\$ 96.00	

Moniteur à écran plat pour ordinateur	Qté	Événement de 3 jours	Taux l'avance	Total
22" DEL Résolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 216.00	\$ 180.00	
24" DEL Résolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 270.00	\$ 225.00	
27" DEL Résolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 360.00	\$ 300.00	

Ordinateur/moniteur vidéo à écran plat	Qté	Événement de 3 jours	Taux l'avance	Total
32" DEL Résolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 450.00	\$ 375.00	
Choix support de plancher pour TV: Paysage Portrait				
42" HD LED Resolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 990.00	\$ 825.00	
Choix support de plancher pour TV: Paysage Portrait				
50" HD LED Resolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 1,170.00	\$ 975.00	
Choix support de plancher pour TV: Paysage Portrait				

Ordinateur/moniteur vidéo à écran plat	Qté..	Événement de 3 jours	Taux l'avance	Total
--	-------	----------------------	---------------	-------

55" DEL Résolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 1,620.00	\$ 1,350.00	
Choix support de plancher pour TV: Paysage Portrait				
65" DEL Résolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 2,439.00	\$ 2,025.00	
Choix support de plancher pour TV: Paysage Portrait				
70" DEL Résolution: 1920 X 1080 S Choix: de support de TABLE ou MURAL		\$ 3,150.00	\$ 2,625.00	
Choix support de plancher pour TV: Paysage Portrait				
80" DEL Résolution: 1920 X 1080 Choix: de support de TABLE ou MURAL		\$ 3,816.00	\$ 3,180.00	
Choix support de plancher pour TV: Paysage Portrait				
86" DEL Résolution: 1920 X 1080 : 4K Choix: de support de TABLE ou MURAL		\$ 5,382.00	\$ 4,485.00	
Choix support de plancher pour TV: Paysage Portrait				
Écrans tactiles	Qté..	Événement de 3 jours	Taux l'avance	Total
32" LCD écrans tactiles Choix: de support de TABLE ou MURAL		\$ 540.00	\$ 450.00	
Choix support de plancher pour TV: Paysage Portrait				
55" HD LCD écran tactiles Choix: de support de TABLE ou MURAL		\$ 2,862.00	\$ 2,385.00	
Choix support de plancher pour TV: Paysage Portrait				
Plancher pur moniteur	Qté..	Événement de 3 jours	Taux l'avance	Total
Support de plancher pour TV - est loué seulement avec des moniteurs		\$ 375.00	\$ 325.00	
Tablette pour support plancher		\$ 100.00	\$ 75.00	
Sonorisation de kiosque	Qté..	Événement de 3 jours	Taux l'avance	Total
Système de son pour petit kiosque		\$ 720.00	\$ 600.00	
Inclus: 2 haut-parleurs / pieds de plancher / console / 1 microphone à fil				
Système de son pour grand kiosque		\$ 1,170.00	\$ 975.00	
Inclus: 4 haut-parleurs / pieds de planchers / console / 1 microphone sans-fil				

***Le tarifs à l'avance sont applicables sur toutes commandes reçues avant le **avril 24, 2023**.**

Note de commande:

1.

2.

3.

4.

Totaux:		
1) CÂBLE CONNEXION ET FILS ELECTRIQUE		\$50.00
2) TOTAL ÉQUIPEMENT:		
3) LIVRAISON/ INSTALLATION/ DÉMONTAGE & RAMASSAGE - 25% de la ligne 1, ou \$500.00, soit la plus élevé des deux:		
4) SOUS-TOTAL DE LA COMMANDE:		
être soumise aux éventuelles taxes locales		
Total:		
Méthode de paiement:		
Nom détenteur carte:		*ENVOYEZ POUR COURRIEL * Madalena Morais Tél: 416-886-7391 Courriel: madalenam@ccrsolutions.com
Adresse de facturation du détenteur carte:		
Ville/Prov/État:		
Type de carte	Visa: Amex: Mastercard	
Numéro de carte		
CVC:		
Date d'expiration:		
Signature du détenteur de carte:		
Date:		
<u>SVP ENVOYEZ POUR COURRIEL</u>		
Termes & conditions - (Pour de plus amples informations, veuillez contacter votre représentant)		
<p>Les prix de location inscrits ci-dessus sont pour la durée entière de l'évènement, incluant la journée de livraison. Le client est responsable de la perte ou des dégâts aux équipements pour la durée complète de l'évènement, jusqu'à ce qu'un employé CCR procède au ramassage .</p> <p>Les commandes reçues <u>avant</u> la date limite de commande indiquée ci-dessus seront traités aux prix réduits. (Indiqué "Prix à l'avance" sur ce formulaire.)</p> <p>Les commandes reçues <u>après</u> la date limite de commande seront traités aux prix réguliers.</p>		
Annullations		
<p>Les annulations d'équipements et de services doivent être reçues deux semaines avant le début de l'évènement. Si les équipements et services ont déjà été installés et/ou offerts lors de l'avis d'annulation, les charges complètes s'appliqueront. Veuillez noter que les tarifs de location et de main-d'œuvre peuvent fluctuer en raison de la demande extrême de la chaîne d'approvisionnement.</p>		
Contrat de location:		
<p>Le client comprend et accepte toute la responsabilité du retour complet de tous les équipements commandés sur ce formulaire. Le client consent à être facturé pour n'importe quels dégâts ou perte d'équipement, de nature autre que usage normal.</p>		



**Edmonton Convention Centre
Booth Catering Order Form**

EVENT NAME:			
EXHIBITOR INFORMATION			
BOOTH NUMBER(S):		SHOW DATES:	
COMPANY NAME:		CONTACT NAME:	
ADDRESS:		PROVINCE/STATE:	
CITY:		EMAIL:	
PHONE NUMBER:		CELLPHONE NUMBER:	
CATERING INFORMATION			
<ul style="list-style-type: none"> All catering orders should be received no later than 14 days prior to the start of the show. All food and beverage orders placed on-site will be from a reduced menu (Chef's Choice). Each booth must order a minimum of \$75.00 (before applicable service charges and taxes) or a delivery fee of \$25.00 will be applicable. 			
<p>Show sponsors and/or exhibitors may distribute food and/or beverage samples ONLY with prior written authorization by ECC (Food Sample Release Form).</p> <p>The following guidelines must be adhered to:</p> <ul style="list-style-type: none"> Food product – sample size not to exceed 1 oz (28 grams) per serving. Food or beverage items used as traffic promoters (i.e., popcorn, coffee, bar service) MUST be purchased from ECC. Exhibitors will be responsible to comply with all Alberta Health Services – Environmental Public Health regulations; it is mandatory these standards are maintained and food safe handling regulations adhered to; further information can be obtained by visiting www.albertahealthservices.ca. Services related to food and beverage products brought in from the outside including storage, delivery or kitchen-use are not the responsibility of and will not be provided by the Edmonton Convention Centre. An ECC Food Liability Release Form must be filled out and returned prior to the event. 			
BOOTH CATERING MENU			
DESCRIPTION	PRICE	QUANTITY	TOTAL
Alberta Artisan Cheese Board (20 order minimum) Vegetarian	\$13/person		
Meuwly's Charcuterie Board (15 order minimum)	\$13/person		
Spreads and Breads (15 order minimum) Vegetarian	\$16/person		
Garden Crudites with Buttermilk Herb Dip Vegetarian	\$6/person		
Sliced Fresh Fruit Vegan, Gluten Free	\$6/person		
Warm Caramel Filled Traditional Beignet Vegetarian	\$38/dozen		
Flavored Popcorn (20 order minimum): Classic Butter, BBQ, Chili Lime, Frank's Red Hot and Caramel (\$1.50 extra for caramel) Gluten-free, Vegetarian	\$3.50/person		
Assorted Breakfast Breads	\$48/dozen		
Assorted House Made Gourmet Pastries	\$54/dozen		
Assorted House Made Muffins with Butter and Preserves	\$50/dozen		
Fresh Baked Assorted Cookies	\$36/dozen		
Starbucks Coffee (regular or decaf)	\$60/gallon		
Assorted Teavana Teas	\$48/gallon		
VIP Hydration (minimum 20 orders)- Rosemary, peach basil, strawberry green apple, cranberry.	\$1.50/person		
Assorted Coca-Cola Canned Soft Drinks (BOC)	\$3.50 each		
Assorted Canned Juices (BOC)	\$3.75 each		
Grab and Go Boxed Lunches Includes the following: Chef's choice salad, sandwich, and cookie. Choose from the following sandwiches: Lemon Chicken Wrap, Egg Salad, Classic Tuna, Ham and Gouda, Roast Beef with Horseradish Mayo	\$23.50/person with pop: \$27/person		
Hosted Bar All host bars are subject to a bartender labor charge of \$30/hr. (minimum four hours) if revenue per bar is less than \$500. (Premium bars available, please ask for pricing)	\$7.00/drink +GST & Gratuity		



Edmonton Convention Centre Booth Catering Order Form

9797 Jasper Avenue, Edmonton, AB, T5J 1N9

780.421.9797
eccinfo@edmonton.com
edmontonconventioncentre.com

Additional Menu items: ECC Menus	Description:			
		SUBTOTAL:		
CATERING TOTAL				
SUBTOTAL OF CATERING CHARGES:				
SERVICE CHARGE OF 18%:				
SUBTOTAL:				
GST 5%:				
TOTAL AMOUNT DUE:				
100% payment is required when sending in your order form. Orders placed within 1 week of the event and onsite additions are subject to a 20% surcharge (based on availability). All prices are subject to 18% service & 5% GST				
CATERING INFORMATION				
SERVICE DATE(S)		SERVICE TIMES(S)		

BOOTH CLEANING SERVICES		PLEASE READ
Vacuuming services	Y / N	<ul style="list-style-type: none"> - Cleaning services are charged at \$30/booth per cleaning - ECC is not liable for any loss or damaged items left in the exhibitor booth during cleaning after hours. - Items/cords must be lifted from ground for vacuuming services. Areas not kept clear will not be serviced. - Booths not cleaned due to items/cords being left in place will not receive refund.
Wipe down furniture	Y / N	
Empty Waste Receptacles	Y / N	
Please specify requested time for cleaning and any notes:		

EXHIBITOR INFORMATION		PLEASE READ
SHOWDATES:		<p>I, the undersigned, am the card holder of the credit card specified below.</p> <p>I further verify that the signature below is my signature as indicated on the reverse of the card specified.</p> <p>I hereby authorize the Edmonton Convention Centre to charge my credit card for all catering/equipment services ordered.</p> <p>For a breakdown of the charges, please see Exhibitor Catering Order Form.</p>
BOOTH NUMBER(S):		
COMPANY NAME:		
CONTACT NAME:		
ADDRESS:		
CITY:		
PROVINCE/STATE:		
PHONE NUMBER:		
EMAIL:		

CREDIT CARD INFORMATION	
Card Type:	
Cardholder Name (As shown on card):	
Card Number:	
Expiry (mm/yy):	
CVS Number:	
Amount to charge:	
Postal Code:	

I, _____, authorize the Edmonton Convention Centre to charge my credit card above for all agreed upon catering charges/equipment services ordered.

Signature:

Date:

	TITLE: EVENTS SAFETY COMPLIANCE POLICY FOR SHOW MANAGEMENT AND EXHIBITORS			DCN: EEC-Event - 001
ORIGINATOR: KRISTEN FOSTER, CMP	DATE: 04/28/2023	REV NO: 001	TOTAL NUMBER OF PAGES: 5	

I. PURPOSE:

This event safety compliance aims to help show management and exhibitors to run the event safely. It is created to enable show management to understand the needs of others concerned with the event, such as local authorities, emergency services, so that they can all work together to improve event safety.

The show management, whether an individual, collective or local authority, has prime responsibility for protecting health, safety, and welfare of everyone working at, or attending the event.

II. MATERIALS:

Hot Work Permit (if applicable)
Field Level Hazard Assessment Form
Employment Standards Regulations
Emergency Response Plan
Forklift Safety Procedure

III. SCOPE

This safety compliance policy applies to all show management, exhibitors, contractors working for show management and exhibitors' employees.

IV. POLICIES/GUIDELINES/PROCEDURES:

4.1 Fire Safety

- 4.1.1 Fire Marshall must be accompanied by Event Manager and Safety & Security Manager (or representative from Safety & Security Department) during the pre-event inspection. It is the responsibility of the Event Manager to inform the attendees with regards to the inspection schedule.
- 4.1.2 Emergency exits, fire extinguishers, fire alarm pull stations, and electrical control or circuit breaker panels must be free from any obstruction.
- 4.1.3 Exit signs are to be visible above each exit and unobstructed (e.g. by booth separations).
- 4.1.4 Aisles are to be kept clear and maintained at their full width.
- 4.1.5 Ensure you do not exceed the permissible occupant load, i.e. don't have more people than is allowed.

	TITLE: EVENTS SAFETY COMPLIANCE POLICY FOR SHOW MANAGEMENT AND EXHIBITORS			DCN: EEC-Event - 001
ORIGINATOR: KRISTEN FOSTER, CMP	DATE: 04/28/2023	REV NO: 001	TOTAL NUMBER OF PAGES: 5	

4.1.6 Motor vehicles inside a display building are to have the below requirements:

- Fuel tanks shall not contain in excess of one half their capacity or should not contain in excess of 10 gallons (38L) of fuel, whichever is less.
- Hydrogen vehicles are limited to ½ tank full as well.
- All fuel tank caps must be sealed with tape and battery cables must be disconnected.
- CNG, LNG, LPG (propane), and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position.
- Any vehicles with propane tanks are required to purge the propane tanks prior to entering venue.
- Keys must be turned in to ECC's security office.
- Movement of vehicles during show hours is prohibited.
- Fueling or defueling of vehicles on site is prohibited.
- Motorized equipment and vehicles powered by internal combustion engines are prohibited except in garages, in front of loading docks, in the load-in and load-out of vehicles used for exhibit display purposes, or in case of emergencies.

4.1.7 Small engines (including ATV's) should be drained of gasoline, tank caps secured, and batteries disconnected where applicable.

4.1.8 Bottled gas (e.g., propane, natural gas) is not to be used within a building without the approval of a (Fire) Safety Code Officer.

4.1.9 Compressed gas cylinders (e.g., helium bottles) are to be secured from falling.

4.1.10 Candles must have flame covered with glass no less than 2 inches from top of flame.

4.1.11 Each food booth using cooking/heating devices will require a minimum of a 2A 10BC extinguisher. This description is found on the ULC (safety rating) label on the extinguisher.

4.1.12 Food booth operators are not permitted to do cooking on site that produces smoke or similar fumes. This includes charcoal grilling, deep frying and similar methods. Ask the Event Manager for clarification on any on site cooking.

4.1.13 When group seating is provided, ensure that aisle width and seat placement meets safety requirements as per observed Fire Code.

4.1.14 Where permitted by local/provincial law, smoking is restricted to designated smoking areas.

4.1.15 All décor or decorative items being brought into the venue must be fire resistant or treated with an accepted fire-retardant spray.

4.1.16 Any enclosed tents, domes, tipis, etc. that exceed 1 cubic meter must have a working smoke detector and fire extinguisher present, as well as a dedicated staff or volunteer monitoring the tent for the duration of the active event time. This staff is responsible for monitoring for any smoke or fire, as well as evacuating the tent in the case of an emergency.

4.1.17 Décor or event setups cannot visibly block pull stations, AED, fire hoses or fire exits

	TITLE: EVENTS SAFETY COMPLIANCE POLICY FOR SHOW MANAGEMENT AND EXHIBITORS			DCN: EEC-Event - 001
ORIGINATOR: KRISTEN FOSTER, CMP	DATE: 04/28/2023	REV NO: 001	TOTAL NUMBER OF PAGES: 5	

- 4.1.18 Illuminated Fire Exit signs must be provided for any drape visually blocking a fire exit sign at the cost of the client.
- 4.1.19 Fire ceremonies or open flames must have completed Fire Safety Plan and permit.
- 4.1.20 No use or storage of dangerous goods or products on-site without prior approval of the Fire Marshal and venue.
- 4.1.21 Ensure that the proper electrical wiring and extension cords are utilized. Connections must be secure with no wires or plugs exposed. Keep combustible materials away from sources of potential sparking such as electrical boxes and plugs.
- 4.1.22 Use CSA, CUL or CETL approved lighting only. Ensure all heat sources are kept away from combustible materials (e.g., curtains).
- 4.1.23 Show management must ensure that all exhibitors are aware of emergency exits and how the alarm works in ECC. Contact ECC Event Manager or Safety & Security for more details. Follow the instruction of ECC Safety & Security in case of evacuation.
- 4.1.24 No parking on designated fire lanes on the exterior of the venue
- 4.1.25 Material storage must be arranged prior to the event with the Event Manager and cannot be in any Fire Access lanes or block fire exits behind house areas.
- 4.1.26 Observe the 18 inches clearance between all sprinkler heads and materials.
- 4.1.27 For hot work (*any operation involving open flames, generating sparks or heat ex. welding, grinding, soldering, cutting using torch, etc.*), obtain hot work permit at the ECC Security Department. No work shall start unless permit is secured and inspected. A Fire Watch must be in place during all hot work and the contractor must provide their own certified fire extinguisher.
- 4.1.28 Substandard electrical tools or equipment (those tools and equipment without CSA seal or stamp of approval) i.e., extension cords, power bars, etc. must not be used.
- 4.1.29 Show management and or exhibitors must call ECC Security for any fire or medical related incidents at 780.399.4963. ECC Security is responsible for calling 911 emergency services.

4.2 Field Level Hazard Assessment

Field Level Hazard Assessment (FLHA) must be done and reviewed by all show management or exhibitors and contractors before moving in and moving out.

Show management may consult event managers whether FLHA is needed. Some of the tasks that need FLHA are listed on the Show Management and Exhibitors Safety Guide too. Show management and exhibitors may use their own FLHA form or form from ECC.

Events that involve the use of frames and drapes for show booths do not require FLHA. FLHA is needed for;

	TITLE: EVENTS SAFETY COMPLIANCE POLICY FOR SHOW MANAGEMENT AND EXHIBITORS			DCN: EEC-Event - 001
ORIGINATOR: KRISTEN FOSTER, CMP	DATE: 04/28/2023	REV NO: 001	TOTAL NUMBER OF PAGES: 5	

- 4.2.1 overhead work and a barricade is needed to secure the area,
- 4.2.2 fall protection is required, 10 feet and above,
- 4.2.3 erecting and dismantling of scaffolds,
- 4.2.4 construction of show booth with physical structures 10 feet high and above
- 4.2.5 use of chain saws and other cutting tools,
- 4.2.6 use of forklift and other lifting device to lift an unusual load including long and or wide materials or objects i.e., stones, logs, small roof, canopy,
- 4.2.7 use of hazardous chemicals,
- 4.2.8 others

- 4.3 Material Handling, Moving In and Moving Out.
 - 4.3.1 Forklift services must be contracted through GES or venue.
 - 4.3.2 Use appropriate and or CSA approved personal protective equipment (PPE) identified in FLHA, examples are safety vest, safety shoes, safety glasses, etc.
 - 4.3.3 All load in and out should take place from the main loading dock and using designated freight elevators.
 - 4.3.4 Children ages 15 and below are not allowed in the moving in and moving out zone. Show management and exhibitors must comply with Part 2, Division 9 of the Employment Standards Code and Part 5 of the Regulation which outline the rules for employing youth under 18.

- 4.4 Incident Reporting and Injury Management
 - 4.4.1 Incident causing major and or severe injury must be reported immediately to ECC Security at 780.399.4963. ECC Security shall be responsible for calling 911 emergency services.
 - 4.4.2 All contractors and staff must report potential hazards to show management and venue by submitting details to venue Security
 - 4.4.3 All contractors and staff must report any property damage to show management and venue.

- 4.5 Other safety rules
 - 4.5.1 It is only ECC staff who are authorized to operate the overhead loading dock doors. These include Event Managers, Facilities Operations staff, Building Operations staff, and Safety & Security staff. In-house contractors can operate overhead door on a limited capacity basis according to their business need. Facilities and Engineering shall be responsible for maintenance and mechanical troubleshooting.
 - 4.5.2 Parking onsite and on laneways is not permitted without exclusive permission from Event Manager or Security. Unauthorized vehicles will be ticketed and towed at the owner's expense.

 <div>TITLE:</div> <div>EVENTS SAFETY COMPLIANCE POLICY FOR SHOW MANAGEMENT AND EXHIBITORS</div>		<div>DCN:</div> <div>EEC-Event - 001</div>	
<div>ORIGINATOR:</div> <div>KRISTEN FOSTER, CMP</div>	<div>DATE:</div> <div>04/28/2023</div>	<div>REV NO:</div> <div>001</div>	<div>TOTAL NUMBER OF PAGES:</div> <div>5</div>

4.5.3 ECC reserves the right to immediately stop all unsafe work until risk is addressed and corrective action is taken so work can continue.

V. IMPLEMENTATION:

Event managers and Safety & Security shall be responsible for the implementation of this compliance policy intended for show management and exhibitors.

Any safety issues and concerns brought up during events or shows must be corrected immediately by show management and or exhibitors for the safety of the public and other people in the building.

This safety compliance policy shall be presented and included during contract signing with show management and will be distributed to all exhibitors prior to the show or event through e-mails. Hard copies of documents are also available upon request.

VI. APPROVALS /REVISIONS

NAME	APPROVAL ASSIGNMENTS	COMMENT/S	SIGNATURE	DATE
Kristen Foster, CMP	Originator			June 19, 2023
Lane Ganong	Reviewer			June 27 th , 2023
Gil Viveiros	Reviewer			June 20, 2023
Viju Vasudevan	Approver			August 22, 2023
Emma Pietroleonardo	Approver			August 21, 2023

ECC Display Vehicle Requirements

- a. Cars, trucks and machinery for display must be cleaned before being admitted into ECC and protective plastic must be placed underneath to prevent staining.
- b. Fuel tanks shall not contain in excess of one half their capacity or should not contain in excess of 10 gallons (38L) of fuel, whichever is less.
 - i. Hydrogen vehicles are limited to ½ tank full as well
- c. All fuel tank caps must be sealed with tape and battery cables must be disconnected.
- d. CNG, LNG, LPG (propane), and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position
- e. Any vehicles with propane tanks are required to purge the propane tanks prior to entering venue
- f. Keys must be turned in to ECC's security office
- g. Movement of vehicles during show hours is prohibited
- h. Fueling or defueling of vehicles on site is prohibited
- i. Motorized equipment and vehicles powered by internal combustion engines are prohibited except in garages, in front of loading docks, in the load-in and load-out of vehicles used for exhibit display purposes, or in case of emergencies.
- j. Vehicles need to come clean and free from road slush/water/mud/etc. ECC will have a pressure washer available in the Hall C bay to clean out the tire wells and wheels in inclement weather.
- k. A 40' carpet runner will be placed at the entrance the vehicles will be coming in to absorb the majority of the snow/wetness on the tires during move in (cost of \$250, charged to the client master account).
- l. All drivers need to be informed of no dry turning on the carpet while maneuvering into place. Vehicles need to be in forward/backward motion while turning wheels. Turning their wheels while stationary will twist the venue carpet and likely pull up carpet tiles, resulting in repair costs. Client can book ECC security during the move in to guide in the vehicle they can (\$32/hour, minimum 4 hours). If they do not book someone to guide vehicles in and there are damages to the carpet, repair fees will be charged to the client master account.
- m. We are not mandating plastic/poly under any new vehicles as there are minimal concerns of fluid leaks/drips. However, any equipment that may have drips or fluids leaking will need to do either poly underneath or provide their own drip pans.



Exhibitor Services - Internet Services

Encore Representative:
Silva Mungai
silva.mungai@encoreglobal.com
780-886-3712

COMPANY: _____
STREET: _____
CITY: _____
PROV / STATE: _____
POSTAL/ZIP: _____
E-MAIL: _____
PHONE: _____
ORDERED BY: _____
PO #: _____ TAX #: _____

SHOW NAME: _____
EVENT SPACE: Edmonton Convention Centre | 9797 Jasper Ave
BOOTH #: _____
INSTALLATION DATE: _____ TIME: _____
EXHIBIT START DATE: _____ TIME: _____
EXHIBIT END DATE: _____ TIME: _____
CONTACT ON-SITE: _____
CONTACT ON-SITE PHONE: _____

Please carefully read the following terms & conditions:

Once form is completed in full, please email to the listed encore representative above.

All prices are subject to applicable sales taxes. Additional Labour Charges may apply. Labour rates subject to change without notice during seasonal peaks.

Once this request form is submitted, an Encore Representative will provide you an official work estimate document for review, signature & payment details.

QTY	EQUIPMENT/SERVICE	RATE	TOTAL
WIRELESS SERVICES (SHOW RATES, UP TO 7 DAYS)			
	Exhibitor Wireless Connect Basic (Max. 2 Activations per Item Ordered, Non Transferable)	\$257.00	
	Exhibitor Wireless Connect Plus (Max. 2 Activations per Item Ordered, Non Transferable)	\$359.50	
NEED WIRELESS NETWORK PRINTING? PLEASE CONTACT US FOR DETAILS			
WIRED SERVICES (SHOW RATES, UP TO 7 DAYS, INSTALLATION INCLUDED)			
	Exhibitor Single Wired Connect Basic (Max. 1 Device per Item Ordered, Non Transferable)	\$478.50	
	Exhibitor Single Wired Connect Plus (Max. 1 Device per Item Ordered, Non Transferable)	\$581.25	
	Exhibitor Single Wired Connect Enhanced (Max. 1 Device per Item Ordered, Non Transferable)	\$1,711.50	
SUPPLYING YOUR OWN ROUTER? SEE OPTIONS BELOW. PLEASE CONTACT US TO ENSURE ACCURATE INSTALLATION.			
	Exhibitor, Client Provided Router, w/Wired Enhanced Internet, 1 Static Private IP Lease (DHCP Reservation)	\$1,830.00	
	Exhibitor, Client Provided Router, w/Wired Enhanced Internet, 1 Static Public IP Lease	\$2,028.25	
NEED UNDER CARPET INSTALLATION? PLEASE CONTACT US FOR DETAILS			
OTHER SPECIALITY SERVICES (SHOW RATES, UP TO 7 DAYS)			
	POS Terminal Wireless Network Connection, DHCP IP	\$397.80	
	VOIP Phone Line (EXCLUDES HANDSET)	\$390.55	
	Static Private IP Reservation Request - per additional IP Address	\$209.30	
	Static Public IP Request - per additional IP Address	\$326.50	
		Equipment/Service	
		Labour	
		Taxes	
		TOTAL DUE	

BASIC USAGE (up to 5mbps)

Browse occasionally during event.
Usage is not integral to the event experience.
Checking email is for basic read/send only.

Content - basic non-embedded video presentation, media pre-loaded; Video Collaboration - not recommended

PLUS USAGE (up to 7mbps)

Anticipated to use social media, read/send email with attachments and/or use cloud services.
Digital Engagement Platform usage limited to apps expected to have only minor updates throughout the event.
Live language translations, captioning, & sign language interpretations

Content - embedded videos, engagement tools
Video Collaboration - Zoom, Teams, WebEx etc.

ENHANCED USAGE (up to 10mbps)

Video centric social media (Facebook, Instagram, TikTok, Snapchat).
Digital Engagement Platforms with live interactivity (e.g. Chime Live from Encore).
Optimal if attendees are expected to be uploading and downloading large amounts of content over the internet.
Second screen event solutions may require a higher bandwidth allocation.

Content - live downloads, live software demos
Video Collaboration - High-definition with sharing on

Encore is a full-Service Event Experience Company. If there is anything additional that you may require beyond this list, please feel free to contact the encore representative listed above for a custom solution.

5675 McLaughlin Road, Mississauga, ON L5R 3K5
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Email: edmonton@showtech.ca
Edmonton Convention Centre SHOWTECH Office Tel: 780.429.1162

Services We Offer

SHOWTECH POWER & LIGHTING is proud to be the exclusive supplier of the following services at the Edmonton Convention Centre.

- ✓ Rental lighting
- ✓ Temporary electrical services
- ✓ Sign and banner hanging (as per Show Management's rules and regulations)

SHOWTECH looks forward to working with you and making your event experience a success.

Pricing

ADVANCE PRICING:	To take advantage of our advance price, all completed forms and <u>full payment</u> must be received on or before this date.
STANDARD PRICING:	Standard prices will be charged after the advance pricing date has passed and up until the first day of event move-in.
ON-SITE PRICING:	All orders received on the first day of event move-in through the completion of the event will be subject to on-site pricing. On-site pricing begins on this date.

Online Ordering

Please use the link <https://e.showtechordering.com/ST-00066135> . or visit www.showtech.ca, choose "Order for Your Show" and follow the on-screen instructions.

Payment Options

Credit Card:	Visa, Mastercard and American Express are accepted. To pay by Credit Card, request the Credit Card payment link by emailing edmonton@showtech.ca .
Cheque:	Cheques will only be accepted if received by advance pricing date. Make cheques payable to SHOWTECH
Bank transfer:	The electronic Funds/Wire Transfer form must be completed in full and returned to SHOWTECH. To request this form, email edmonton@showtech.ca . Bank fees will be charged for this service.

Privacy Policy

SHOWTECH POWER & LIGHTING respects your privacy. Your personal data will be used by SHOWTECH POWER & LIGHTING, a tradename of GES Canada Limited, only in accordance with the Privacy Policy published at <https://www.ges.com/ca/privacy-policy>. The Terms permit us to retain your order information to better service your future needs and to communicate with you via electronic communications. You may opt-out of receiving emails as provided in the Privacy Policy. If you provide personal information on behalf of another individual, you represent that you have all the authority and a lawful basis to enable us to collect, use and disclose such personal information as described in our Privacy Policy.



Get Assistance

If you need assistance or require additional information, please contact us.

Tel: 780.429.1162

Email: edmonton@showtech.ca

5675 McLaughlin Road, Mississauga, ON L5R 3K5
Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Email: edmonton@showtech.ca
Edmonton Convention Centre SHOWTECH Office Tel: 780.429.1162

Electrical

1. The Edmonton Convention Centre voltages are 120/208 volts 3 phase. Please check with your technical coordinator to see if your machines are compatible with these voltages. If so, you will save on costs.
2. All other voltages are available from SHOWTECH. Please contact our office at 780.429.1162 for more information and prices.
3. The Edmonton Convention Centre has floor ports.
4. Power will be distributed by SHOWTECH from the floor port system. To order power, please contact our office at 780.429.1162.
5. If you have an inline or peninsula booth, power will be distributed along the back wall of your booth. Should you require power in an alternate location, under carpet outlets must be ordered. Please contact our office at 780.429.1162 for details.
6. If you have an island booth, please indicate a main power drop location on SHOWTECH's Booth Layout Form and submit the form with your Electrical & Lighting Order Form. We will distribute outlets from that location.

Alberta's Safety Authority (CSA) requires that all machinery that will be displayed and/or powered up during an event must be approved by the CSA before show opening. Exhibitors are responsible to obtain "Permission to Show/Energize" from the CSA directly. SHOWTECH cannot apply or be responsible for this permission. To obtain the CSA "Permission to Show/Energize" please contact CSA directly at 780.450.2111. **Apply as soon as possible to avoid on-site complications.**

SHOWTECH POWER & LIGHTING
Tel: 780.429.1162
Email: edmonton@showtech.ca

5675 McLaughlin Road, Mississauga, ON L5R 3K5
 Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Email: edmonton@showtech.ca
 Edmonton Convention Centre SHOWTECH Office Tel: 780.429.1162

Did you know?

- Borrowing power from an adjoining booth is NOT permitted. Sharing your neighbour's power may overload the circuit.
- Check the rating nameplate on the back or bottom of your equipment/device to determine your total electrical needs.
- Order 24-hour outlets if you require your power to remain energized overnight (i.e. for refrigerators, freezers, aquariums, etc.).
- All equipment/devices must be approved for use by a recognized certification agency (i.e. CSA, ULC). Approval markings can be found on the rating nameplate located on the back or bottom of the equipment/device.
- All equipment/devices must have a 3-wire grounded cord, minimum of #14 gauge wire.
- A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment/devices within 6 feet of a water/liquid source.

Where can electricity be supplied in my booth?

1. **Back of Booth:** Power supplied at the back of your booth. Location is determined by SHOWTECH. This is the most popular option.
2. **Specific Booth Locations:** Power supplied at specific locations in your booth. SHOWTECH will place power cords under the carpet to each location specified on your Booth Layout Form (this form is included in this kit). If the booth layout form is not provided, SHOWTECH will place the outlet(s) at our discretion.

Which electrical outlet do I need?

To determine your electrical needs, simply add together the wattage of each device that will require power in your booth. You will find a nameplate located on the back or bottom of each device, showing the wattage information. The total wattage indicates which outlet to order.

For example, if a laptop requires 400 watts, a monitor requires 150 watts and a cell phone charger requires 50 watts, you will need a total of 600 watts. Option 1 is the correct choice.

1. 1500 Watt, 12 amp, 120 volt outlet with 2 plugs
Examples include a laptop, computer monitor, cell phone charger, television or printer.
2. 1500 Watt, 12 amp, 120 volt outlet with 2 plugs, 24 hours
For equipment/devices requiring continuous power, such as a small household fridge or freezer.

Do you offer 208 volt electrical services?

Yes. We provide standard 208 volt electrical services up to 60 amps. Other voltages and amps are available upon request. Please check the nameplate on your equipment to confirm voltage, amps/watts/hp/kw and phase. Contact SHOWTECH at least three weeks prior to the event's move-in date for quotations.

What else do you offer?

- In addition to 120 volt and 208 volt electrical service connections, we offer various voltages: 230/240 single and three phase and 380/460/480/600 three phase.
- 15 Ft extension cords are available for sale if an outlet has also been ordered.

5675 McLaughlin Road, Mississauga, ON L5R 3K5
 Tel: 905.283.0550 Toll-Free: 1.855.746.9832 Email: edmonton@showtech.ca
 Edmonton Convention Centre SHOWTECH Office Tel: 780.429.1162

Lighting Captures Your Audience's Attention

Adding lighting to your booth attracts the attention of your audience, helps create a desired ambience and can highlight important areas of your display. SHOWTECH is pleased to offer these rental lighting options.

Ceiling Mounted Lighting



Source 4 Par Light Fixture (L575S4)

- Clean, bright and efficient
- Warmer tone light
- Equivalent light output to a 1,000 watt quartz floodlight
- Covers up to a 10' x 10' area
- Coverage is dependent on mounting height of fixture
- Ideal for booths with furniture, fabrics, clothing and artwork

Hard Wall Booth Lighting



24 Watt, LED Black Arm Light Fixture (LLEDA)

- Pure white light, ideal for highlighting clothing, jewelry, art and graphics
- Attaches to a hard wall
- Equivalent light output to a 200 watt quartz arm light
- Cooler than traditional lighting



3 Ft Track with 3 – 24 Watt LED Light Fixtures (LT3150)

- Clean and attractive lighting system
- Pure white light, excellent way to accent any product
- Equivalent light output to a 450 watt quartz floodlight
- Attaches to a hard wall or header sign

Floor Lighting



8 Ft Telescopic Stand with 2 – 24 Watt LED Light Fixtures (L2150)

- Pure white light with clean lines
- Excellent way to highlight a focal point in your booth
- For optimum lighting, fixture is placed in the front corner of booth
- Equivalent light output to a 400 watt halogen bulb

General

1. The Venue reserves the right for it and/or its designees to inspect any equipment and materials that an exhibitor may desire to connect to the Venue's power sources or use while in the facility.
2. Only an authorized SHOWTECH tradesperson is permitted to connect to any of the Venue's electrical or mechanical sources.
3. No electrical or mechanical equipment shall be restarted after failure until an authorized SHOWTECH tradesperson has found and corrected the cause of the malfunction.
4. All material and equipment supplied by SHOWTECH shall remain the property of SHOWTECH. Exhibitors are responsible for SHOWTECH material and equipment associated with the exhibitor's booth, and shall compensate SHOWTECH in the event of damage or loss.

Ordering and Payment

5. Order must be placed on-line with full payment by the Advance Price deadline date to qualify for the Advance Price. Orders received after the Advance Price deadline shall be charged the Standard Price. Orders received during Show Move-In will be charged the On-site Price.
6. SHOWTECH conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered from SHOWTECH will be required to pay On-site Pricing for electrical service to continue. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment. A reconnection fee of \$40.00 will be required.
7. Failure to provide all the necessary information requested may result in service installation delays.
8. SHOWTECH accepts payment in the following manner:
 - a. In Country Payments: By VISA, MasterCard, and American Express. Cheques will be accepted if received by the Advance Price deadline.
 - b. Out of Country Payments: By SHOWTECH accepted credit card, money order, or bank transfer. For bank transfers, Exhibitors are responsible for any wire transfer bank processing fees.
9. Orders that do not include payment will be regarded as incomplete and will not be processed. Purchase orders are not considered payment.
10. On-site orders MUST be paid by a SHOWTECH accepted credit cards. Cheques will be accepted for on-site orders only if it is a certified cheque.
11. Additional and/or special electrical/mechanical services are available on request and shall be supplied at an hourly rate charged for labour plus materials used. Labour charges are subject to a 1 hour minimum. Rates quoted by SHOWTECH are in Canadian funds and include installation, service while in use, and removal.
12. REFUNDS/CANCELLATIONS.
 - a. If services have already been provided at the time of cancellation, original charges will apply.
 - b. No refunds will be issued on unused outlets or lights installed as ordered.
 - c. Refund requests based on service quality will not be considered unless the Exhibitor has notified a SHOWTECH representative of a problem with our service or product on-site prior to Show close.
 - d. No refund will be issued on services that require advance planning, i.e. special electrical circuits, transformers, special lighting, and non-electrical items.
 - e. Full refund will be issued if SHOWTECH receives a cancellation notice in writing **on or before** the Advance Price deadline date.
 - f. A 50% refund will be issued on items listed on a SHOWTECH order form if SHOWTECH receives a cancellation notice in writing **after** the Advance Price deadline date.
13. THIRD PARTY ORDERS (EXHIBITOR APPOINTED CONTRACTORS). Exhibitors are ultimately responsible for payment of SHOWTECH services, even if the Order is submitted by its Exhibitor Appointed Contractor. If an Exhibitor Appointed Contractor submits an Order but fails to pay in full prior to move-in time, the SHOWTECH service ordered will not be provided until full payment is received.

Electrical

14. In-line and peninsula outlets are installed at the back of booth. If you require outlets elsewhere, extension cords will be available at SHOWTECH'S service area for a nominal charge. There will be a surcharge for outlets/feeders fed under carpets (see Electrical & Lighting Order Form).
15. Island booth outlets will be placed in one main location per exhibitor's booth layout submitted on a SHOWTECH Booth Layout Form. If Exhibitor does not provide a booth layout to SHOWTECH, then the outlets will be installed at location determined at SHOWTECH's discretion.
16. Each day of the Show, all electrical power will be turned off approximately 1 hour after the Show closes, and turned on the next day approximately 1 hour prior to Show opening. If you require power on a 24-hour basis, please indicate this requirement in the space provided on the Electrical & Lighting Order Form. There may be additional charges for 24-hour service.
17. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
18. Sharing power from an adjoining booth is not permitted.
19. All electrical connections, installation, industrial connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords are prohibited. Extension cords must be 3-wire grounded cords, minimum of #14 gauge wire.
20. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and Canadian Standards Association or Electrical Safety Authority approval sticker.
21. SHOWTECH is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
22. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

Electrical Safety Regulations

23. The Electrical Safety Code requires that any electrical equipment being displayed, offered for sale or used in any show, convention, or similar exhibition SHALL BE APPROVED by the Canadian Standards Association. Without this approval, SHOWTECH cannot provide electrical services. For further information, contact the local Hydro Inspection Department.

Personal Data

24. SHOWTECH will not disclose Exhibitors' account information for any third party commercial use. Exhibitor represents it has authority to provide SHOWTECH with the personal information it discloses hereunder, and consents to the collection, use, and disclosure of personal information by GES Canada Limited for purposes set forth in its Privacy Policy published at <https://www.ges.com/ca/privacy-policy>. Exhibitors may opt-out of future electronic communications using the contact information published in the Privacy Policy.



GESSM

DIRECT MATERIAL HANDLING IN-BOOTH FORKLIFTING



Online Savings are Just a Click Away

EXPRESSO ➔

Order online before the advance price deadline for best pricing

to order direct to show site material handling or in-booth forklifting
please go to **<https://ordering.ges.com/CA-00065293>**

LET US DO THE HEAVY LIFTING

