

# RVC 2024

Edmonton, Alberta

May 14 to 17 | du 14 au 17 mai

## Kit de l'exposant, lignes directrices+politiques

Le contenu de cette trousse a été conçu pour vous aider dans la planification et l'exécution de votre Rendez-vous Canada kiosque. Nous vous encourageons à examiner attentivement l'information fournie et, si vous avez des questions, n'hésitez pas à communiquer avec le bureau de projet d'RVC. Le succès de votre kiosque est notre priorité, et nous sommes là pour vous aider à chaque étape du processus.

**Note:** En cas de contradiction entre la version française et la version anglaise, la version anglaise prévaut. Le Kit de l'exposant disponible en anglais uniquement.

---

Bureau du projet RVC  
Mise à jour le 15 février 2024



# Table des matières

<a href="#">Bienvenue à bord!</a>	Page 3
<a href="#">Dates clés et échéances</a>	Page 3
<a href="#">Contacts du bureau de projet RVC</a>	Page 4
<a href="#">Entrepreneur officiel du service d'exposition</a>	Page 4
<a href="#">Fournisseur officiel de services audiovisuels</a>	Page 4
<a href="#">Responsable officiel des dîners commandités</a>	Page 4
<a href="#">Manutention directe des matériaux et chariots élévateurs en kiosque</a>	Page 4
<a href="#">Services d'électricité et d'éclairage</a>	Page 4
<a href="#">Wi-Fi</a>	Page 4
<a href="#">Heures ouverture du salon</a>	Page 5
<a href="#">Arrivée</a>	Page 5
<a href="#">Départ</a>	Page 6
<a href="#">Zones de réseautage</a>	Page 6
<a href="#">Conception du kiosque</a>	Page 6
<a href="#">Manutention directe et quai de chargement</a>	Page 11
<a href="#">Expédition</a>	Page 13
<a href="#">Stationnement</a>	Page 13
<a href="#">Renseignements sur l'inscription</a>	Page 14
<a href="#">Avis aux vendeurs et responsabilités des vendeurs de RVC</a>	Page 14
<a href="#">Kit de l'exposant et autres formulaires</a>	Page 15

## Bienvenue à bord!

Rendez-vous Canada est le principal marché international du tourisme, le point de rencontre entre les professionnels du voyage du monde entier et les partenaires de l'industrie du tourisme au Canada. Cet événement annuel, qui se déroule à tour de rôle dans tout le Canada, permet des interactions individuelles inestimables avec plus de 1 500 leaders internationaux de l'industrie du tourisme. La 49e édition de Rendez-vous Canada s'apprête à connaître une croissance remarquable, tant en termes d'ampleur que de notoriété. Nous sommes ravis que vous participiez au rassemblement de cette année à Edmonton, en Alberta, prévu du 14 au 17 mai 2024. Votre participation contribue à l'éclat de cet événement unique en son genre.

## Dates clés et échéances

### 28 mars 2024

- Date limite pour soumettre les plans de conception des kiosques à RVC aux fins d'approbation.
- Date limite de soumission des propositions de nourriture et de boissons.

### 5 avril 2024

- Date limite pour demander l'installation d'un kiosque à l'avance. Veuillez contacter [Goodkey](#) si vous souhaitez demander une installation anticipée. Des frais supplémentaires peuvent s'appliquer.
- Date limite pour demander l'accès à l'Internet par le biais d'Encore. Veuillez remplir le formulaire et contacter [Silva Mungai](#).
- Date limite pour demander un accès anticipé (pour l'installation de kiosques complexes ou de grande taille).
- Date limite pour demander des services électriques et d'éclairage par l'intermédiaire de Showtech.

### 23 avril 2024

- Date limite pour bénéficier de prix réduits pour les services d'électricité et d'éclairage en utilisant le [lien de commande](#).
- Date limite pour la commande à l'avance des tarifs d'ameublement des stands auprès de Goodkey Show Services.

### 24 avril 2024

- Date limite pour obtenir des tarifs AV à l'avance avec CCR Solutions.

### 30 avril 2024

- Date limite pour bénéficier d'une réduction de la part de GES.
- Date limite pour commander les services de nettoyage et de restauration pour chaque kiosque auprès du Centre des congrès d'Edmonton.

### 10 mai 2024

- Dernier jour pour recevoir des envois anticipés à l'entrepôt Goodkey.

### 13 mai 2024

- Premier jour de réception des envois au centre de convention. Les envois qui n'arrivent pas dans les délais indiqués ci-dessus c'est-à-dire pendant les jours fériés ou les heures supplémentaires entraînent des frais supplémentaires.

## Contacts principaux du bureau d'RVC



**Tiffany Hnatiw, DES**  
R des inscriptions  
C: [thnatiw@tiac-aitc.ca](mailto:thnatiw@tiac-aitc.ca)  
T: 613.238.3885



**Michel Kafrouny, CAE, DES**  
R des logistiques  
C: [mkafrouny@tiac-aitc.ca](mailto:mkafrouny@tiac-aitc.ca)  
T: 613.238.7887 ext. 1090



**Cecilia Reaburn**  
Liaison pour partenariats  
C: [creaburn@tiac-aitc.ca](mailto:creaburn@tiac-aitc.ca)  
T: 613.238.7887 ext. 1100

### Entrepreneur officiel du service d'exposition



**Contact:** Calvin Goodkey  
**Téléphone:** 780-426-2211  
**Courriel:** [exhibitorservices@goodkey.com](mailto:exhibitorservices@goodkey.com)  
**Site Web:** [www.goodkey.com](http://www.goodkey.com)

### Fournisseur officiel des services audiovisuels



**Contact:** Madalena Morais  
**Téléphone:** 416-886-7391  
**Courriel:** [madalenam@ccrsolutions.com](mailto:madalenam@ccrsolutions.com)  
**Site Web:** [www.ccrsolutions.com](http://www.ccrsolutions.com)

### Responsable officiel des dîners commandités



**Contact:** Sheri Moore  
**Téléphone:** 416-621-6622  
**Courriel:** [smoore@mccevents.ca](mailto:smoore@mccevents.ca)  
**Site Web:** [www.mccevents.ca](http://www.mccevents.ca)

### Manutention directe des matériaux



**Contact:** Katie Lewyk  
**Téléphone:** 780-577-4532  
**Courriel:** [edmonton@ges.com](mailto:edmonton@ges.com)  
**Site Web:** <https://ordering.ges.com/CA-00065293>

### Électricité & Services d'éclairage



**Contact:** Prathima Kairam  
**Téléphone:** 780-577-4533  
**Courriel:** [pkairam@showtech.ca](mailto:pkairam@showtech.ca)  
**Site Web:** [www.showtech.ca](http://www.showtech.ca)

### Wi-Fi



**Contact:** Silva Mungai  
**Téléphone:** 416-621-6622  
**Courriel:** [silva.mungai@encoreglobal.com](mailto:silva.mungai@encoreglobal.com)  
**Site Web:** [www.encore-can.com](http://www.encore-can.com)

# Heures d'ouverture du salon

**Mercredi 15 mai 2024**

**9H00 - 17H00**

**Jeudi 16 mai 2024**

**9 H 00 - 17 H 00**

**Vendredi 17 mai 2024**

**9 H 00 - 17 H 00**

Veillez noter que les heures sont exprimées en HAR



## Arrivée anticipée :

**Lundi 13 mai 2024**

**De 14 h à 18 h**

Seuls les organisations provinciales et territoriales (OPT), les vendeurs nationaux et le pavillon des partenaires du tourisme (PPT), y compris les entrepreneurs et les maisons d'exposition désignés par l'exposant, peuvent avoir accès au salon afin d'installer les éléments de marque provinciale ou territoriale ou des kiosques et affichages de grande taille. Pour y avoir accès, une demande écrite doit être soumise à l'adresse [rvc@rendezvouscanada.ca](mailto:rvc@rendezvouscanada.ca) au plus tard le 19 avril 2024.

**Note :** L'installation des kiosques ou des présentoirs des organisations qui ont passé un contrat avec le fournisseur officiel des kiosques de RVC (Goodkey Show Services) sera terminée au plus tard le 14 mai.

Si vous avez besoin de plus de temps et si vous devez travailler après 18 h, vous pouvez vous organiser à l'avance en contactant le bureau d'RVC au plus tard le **5 avril 2024**. Des frais de main-d'œuvre et de sécurité supplémentaires peuvent s'appliquer.

## Arrivée

**Mardi 14 mai 2024**

**De 8 h à 17 h**

Toutes les organisations de vente ayant des kiosques de prise de rendez-vous ont accès au salon. Aucune demande préalable n'est requise.

## Laissez-passer de montage et de démontage :

Les personnes qui souhaitent accéder au salon le mardi 14 mai uniquement à des fins de montage peuvent obtenir un laissez-passer de montage (bracelet) au comptoir d'inscription. L'équipe de montage doit présenter une pièce d'identité avec photo et signer une décharge avant de pouvoir

accéder au salon. Les laissez-passer (bracelets) pour le lundi 13 mai doivent être approuvés à l'avance. Votre demande d'arrivée anticipée doit être soumise à l'adresse [rvc@rendezvouscanada.ca](mailto:rvc@rendezvouscanada.ca) au plus tard le **19 avril 2024**.

## Départ

**Vendredi 17 mai 2024**

**De 17 h à 20 h**

Le démontage des kiosques et des présentoirs peut commencer après le dernier rendez-vous, le **vendredi 17 juin 2024**. Le retour des caisses et des boîtes aux kiosques individuels commencera une fois que les délégués auront quitté le salon.

**Fret forcé** : Le vendredi 17 juin à partir de 20 h, tout matériel de kiosque déballé sera considéré comme du fret forcé et confié à Goodkey Show Services pour être retiré du salon et renvoyé à l'adresse du vendeur. Le vendeur sera tenu responsable de tous les coûts associés à cette opération.

## Zones de réseautage

Chaque zone de 48' (largeur) x 20' (profondeur) comprend :

- (10) tables bistro carrées (40 po de haut)
- (20) tabourets de bar
- (4) tables avec jupe de 6 pieds
- Comptoir de rafraîchissement avec service de café et de boissons
- Courant

Les zones de réseautage doivent fournir les plans de leur espace à RVC aux fins d'approbation avant le 5 avril 2024. Les conceptions doivent montrer toutes les vues de dessus, les élévations avant et latérales avec les mesures complètes, et ce, pour tous les éléments.

## Conception du kiosque

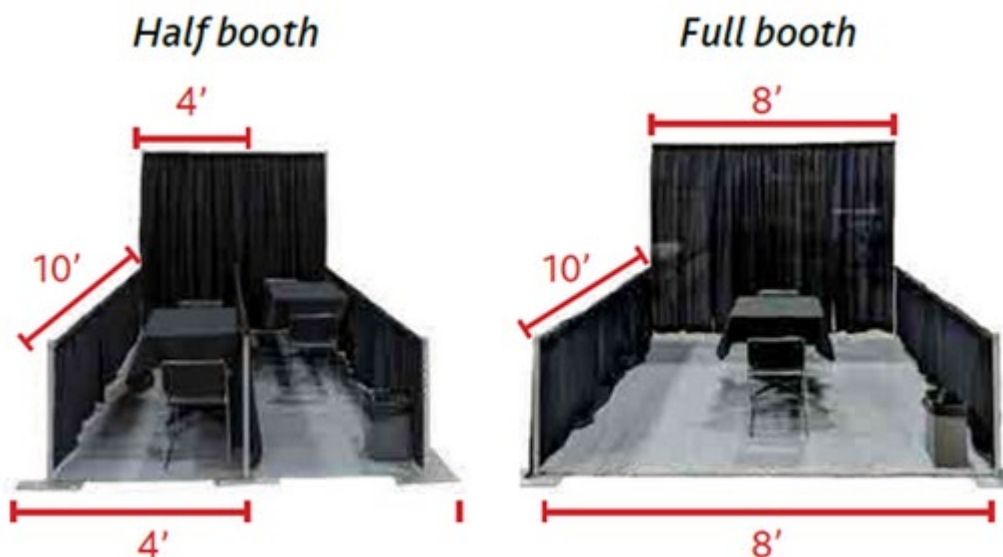
L'événement est conçu comme un salon « sur table », offrant un cadre idéal aux acheteurs et aux vendeurs pour échanger des discussions d'affaires. Rendez-vous Canada s'occupe de l'ensemble des espaces et des allées, ce qui assure une atmosphère transparente et professionnelle. Les exposants sont priés de se limiter à l'espace qui leur est alloué pour tout affichage ou publicité.

Les halos ou les présentations aériennes ne sont autorisés que dans les kiosques des organisations provinciales et territoriales, sous réserve d'approbation de RVC. Des frais associés sont applicables.

Les dimensions de chaque demi-kiosque sont de 4 pi (1,2 m) de large et de 10 pi (3 m) de profondeur, tandis que celles des kiosques pleine grandeur sont de 8 pi (2,4 m) de large et de 10 pi (3 m) de profondeur. La hauteur des cloisons latérales est de 3 pi (0,9 m) et celle de la cloison arrière, constituée de supports et de rideaux, est de 8 pi (2,4 m).

Afin de maintenir un environnement visuellement dégagé, il est interdit aux vendeurs de placer des objets susceptibles de gêner l'éclairage ou la visibilité dans les kiosques adjacents. **La hauteur maximale autorisée en arrière-plan est de 8 pieds**. Pour les zones simples et les zones d'angle, les parois latérales ne doivent pas dépasser 3 pieds afin de garantir une vue dégagée sur les kiosques adjacents.

Les vendeurs situés dans une zone provinciale ou territoriale doivent également se référer à leur responsable PT pour connaître les instructions spécifiques à leur zone, afin de s'assurer que les articles n'interfèrent pas avec la configuration et l'image de marque de la province.



### Les kiosques provinciaux, territoriaux et nationaux comprennent :

Une connexion Wi-Fi est gratuite gratuite pour la consultation de courriels seulement, et non pour la diffusion de données en continu. Les services Internet par câble et Wi-Fi dédié peuvent être achetés séparément si nécessaire par l'intermédiaire de « Encore ».

- Un panneau comprenant le numéro du kiosque et le nom de l'entreprise.
- Table et chaises  
**Demi-kiosque** (4 pi de largeur x 10 pi de profondeur) = (1) table avec nappe noire de 32 po x 32 po + (2) chaises.  
**Kiosque pleine grandeur** (8 pi de large x 10 pi de profondeur) = (2) table avec nappe noire de 32 po x 32 po + (4) chaises.
- Corbeille à papier.
- Tapis de kiosque (gris foncé)
- Rideau arrière de 8 pi de hauteur (noir) et rideau latéral de 3 pi de hauteur (noir)  
**Note** : les kiosques des provinces et territoires peuvent avoir des fonds différents de la norme. Les vendeurs individuels doivent se référer à leur contact PT pour obtenir des détails spécifiques.

Aucun arrière-plan ne doit obstruer, bloquer ou compromettre l'éclairage et la visibilité des kiosques adjacents. La hauteur maximale autorisée pour les arrière-plans est fixée à 8 pieds. Les activations et les sollicitations commerciales sont strictement interdites dans les allées. Les murs latéraux d'une zone unique ou d'une zone d'angle sont limités à une hauteur maximale de 3 pieds afin d'éviter d'obstruer les kiosques voisins. La distribution de matériel en dehors de la zone désignée est explicitement interdite.

Les services d'électricité et d'éclairage ne sont pas inclus et peuvent être achetés séparément auprès de Showtech Power & Lighting. Les services d'accrochage et de montage, ainsi le service de nettoyage du kiosque ne sont pas compris et peuvent être achetés séparément auprès du Edmonton Convention Centre.

Le service de manutention, le mobilier supplémentaire, d'autres couleurs de tapis, les services audiovisuels et d'autres services peuvent être achetés en remplissant les formulaires disponibles ici : [trousse pour exposants](#).

### **Approbations de la conception du kiosque**

Tous les vendeurs qui souhaitent utiliser des kiosques personnalisés peuvent le faire, à condition qu'ils respectent les dimensions spécifiées. Pour obtenir l'approbation, des dessins détaillés comprenant des vues de dessus, des élévations avant et latérales, ainsi que des mesures de dimensions complètes pour tous les éléments, doivent être soumis par écrit au plus tard **le 28 avril 2024**.

Afin de garantir l'alignement avec la conception globale coordonnée par le BGP, veuillez vérifier le concept de votre kiosque auprès de ce dernier. Cette étape est cruciale pour éviter tout conflit potentiel ou toute incohérence entre votre conception et la vision globale menée par le BGP.

### **Meubles**

Les meubles tels que les tables, les chaises ou les tapis peuvent être remplacés aux frais du vendeur sans approbation préalable. Toutefois, le vendeur doit en informer le bureau de RVC trois semaines (c'est-à-dire le lundi 22 avril) avant la date d'ouverture du salon. Ceci s'applique à tous les kiosques et à toutes les zones de réseautage.

### **Son**

L'amplification du son n'est pas recommandée. L'amplification du son est autorisée, à condition qu'elle soit rendue inaudible au-delà de l'espace du kiosque prévu dans le contrat.

### **Entretien des expositions**

Les vendeurs sont tenus de maintenir un niveau élevé de propreté et d'ordre pour leurs objets exposés, en veillant à ce qu'ils soient régulièrement nettoyés et dépoussiérés. Les kiosques doivent être maintenus dans un état impeccable et dotés d'un personnel suffisant pendant toute la durée de l'événement. Les expositions doivent rester intactes jusqu'à la période officielle de démontage, laquelle a lieu le dernier jour de l'événement.

### **Décoration du kiosque**

Les vendeurs provinciaux et territoriaux doivent s'adresser à leur représentant PT pour connaître les restrictions de décor spécifiques à l'intérieur de leur kiosque. Toutes les bannières et draperies ainsi que d'autres tissus doivent être résistants aux flammes. Les décorations en papier, les plantes ou les branches ne sont pas autorisés. Les vendeurs de PTMO sont priés de ne pas apporter de pull-ups, pour des raisons d'espace et de logistique.

### **Échantillons et cadeaux**

Dans le cadre de notre engagement continu à améliorer la durabilité de RVC 2024, nous vous invitons à reconsidérer la nature des échantillons ou des cadeaux publicitaires dans votre kiosque. Si vous décidez de distribuer des échantillons ou des cadeaux, nous vous encourageons à utiliser des matériaux durables ou des articles ayant un but significatif. Nous préconisons l'adoption de pratiques respectueuses de l'environnement, telles que la fourniture aux clients de codes QR menant à des



liens Internet au lieu de documents imprimés traditionnels. Nous vous remercions de votre attention à la promotion de la durabilité lors de notre événement.

La distribution de souvenirs est laissée à la discrétion du vendeur, pour autant que leur valeur intrinsèque soit minime, durable et recyclable. La consommation, la distribution ou l'échantillonnage de boissons alcoolisées (qu'elles soient ouvertes ou fermées) sont strictement interdits. Des échantillons d'aliments et de boissons peuvent être autorisés s'ils sont commercialement emballés individuellement et destinés à être consommés hors site, avec l'autorisation préalable de RVC.

Les prix, les tirages et les concours sont autorisés, conformément aux lignes directrices provinciales sur la loterie. Le respect de ces lignes directrices et toutes les activités associées relèvent de la seule responsabilité du vendeur. De plus amples informations sont disponibles ici : <https://aglc.ca/>

### **Sécurité des expositions**

Rendez-vous Canada assure la sécurité nécessaire au salon pendant les heures de fermeture de l'événement. Rendez-vous Canada et Edmonton Convention Centre ne sont pas responsables de la perte ou de l'endommagement de tout matériel se trouvant dans les locaux de RVC.

### **Assurance et responsabilité**

Les vendeurs doivent avoir une assurance de responsabilité à leurs frais (minimum de 2 millions de dollars). Rendez-vous Canada, Edmonton Convention Centre et ses représentants ne sont pas responsables de toute perte ou de tout dommage à la propriété du vendeur, ou de ses employés, en raison d'un incendie, d'un vol, d'un accident ou de toute autre cause pouvant découler de l'utilisation et de l'occupation de l'espace ou du bâtiment loué. Les vendeurs acceptent d'indemniser et de dégager Rendez-vous Canada de toute réclamation de toute personne, quelle qu'elle soit, découlant d'actes ou d'omissions des vendeurs ou de leurs employés résultant uniquement de l'événement ou en lien direct avec celui-ci. Les vendeurs doivent fournir leur propre assurance de responsabilité.

### **Recyclage et gestion des déchets**

Les exposants sont tenus d'utiliser l'abondant matériel fourni sur place pour faciliter le recyclage du papier, du carton, du verre et du plastique pendant toute la durée de l'événement, y compris les phases de montage et de démontage. D'autres méthodes de gestion des déchets peuvent être proposées en plus de celles énumérées.

Les bacs de déchets et de recyclage doivent être placés dans l'allée devant le kiosque chaque soir après la fermeture du salon. Ils seront vidés gratuitement par le personnel du Centre des congrès. Les poubelles laissées à l'intérieur des kiosques seront vidées par le personnel du Centre des congrès si les services de nettoyage des kiosques sont commandés à l'avance (utilisez le formulaire de commande de restauration et de nettoyage des kiosques ci-dessous).

Tous les articles doivent être retirés des kiosques à la fin de l'événement. Des frais d'élimination seront appliqués aux kiosques individuels qui laisseront des objets sur place.

### **Électricité/montage**

Showtech a l'exclusivité de fournir des services d'électricité et d'éclairage à l'intérieur de l'Edmonton Convention Centre. Le site de commande en ligne pour les exposants est en ligne et prêt à accepter

les commandes et la disposition des kiosques. Si un exposant n'a jamais commandé sur le portail de commande en ligne, il doit d'abord créer un nouveau compte avec un nom d'utilisateur et un mot de passe pour se connecter.

Veillez accéder au lien de commande directe en ligne ci-dessous avec Google Chrome pour voir les prix et/ou commander en ligne. Pour bénéficier de la réduction tarifaire, veuillez commander en ligne avant le 23 avril 2024.

Note : Les prix réduits ne s'appliquent qu'aux commandes en ligne.

Formulaire de commande Lien : <https://e.showtechordering.com/ST-00066135>

### **Wi-Fi**

Une connexion Wi-Fi gratuite pour la consultation de courriels, et non pour la diffusion de données en continu à l'intérieur du ECC. Les services Internet par câble et Wi-Fi dédié peuvent être achetés séparément si nécessaire par l'intermédiaire de « encore ». Le formulaire est disponible dans le kit de l'exposant ci-dessous.

### **Nourriture et boissons**

Edmonton Convention Centre a obtenu les droits d'exclusivité en matière d'approvisionnement en nourriture et en boissons dans l'enceinte du centre. Les services de fourniture de nourriture et de boissons de taille d'échantillon seulement, sont autorisés dans les kiosques, à condition qu'ils soient conformes aux règles et aux règlements du Edmonton Convention Centre, et que les demandes appropriées soient effectuées et approuvées par le bureau de RVC et le ECC.

La vente d'échantillons et la distribution d'échantillons de boissons alcoolisées sont interdites en tout temps dans les kiosques des vendeurs ou dans les zones de réseautage. Toutes les boissons alcoolisées venant de l'extérieur, y compris celles destinées à un usage personnel, sont interdites conformément au permis d'alcool le plus récent et le plus valide délivré par les instances gouvernementales. Pour des échantillons de portions acceptables et pour plus d'informations, veuillez consulter le site : <https://aglc.ca/>

Toute distribution de nourriture et de boissons doit faire l'objet d'une demande écrite et être approuvée par le bureau de RVC et le ECC. Toutes les demandes doivent être présentées au plus tard le 30 avril 2024.

Pour plus de renseignements, veuillez communiquer avec le service de restauration :

**Nom** : Kristen Foster

**Téléphone** : +1 780 224 6956

Courriel : [kfoster@exploreedmonton.com](mailto:kfoster@exploreedmonton.com)

Commandez par l'intermédiaire du ECC en remplissant le formulaire dans le kit de l'exposant ci-dessous.

## Manutention directe et quai de chargement

GES est le fournisseur exclusif du Edmonton Convention Centre. Pour commander directement du matériel de manutention ou des chariots élévateurs en kiosque, veuillez utiliser :

<https://ordering.ges.com/CA-00065293>

Les indications pour se rendre au quai de chargement du Edmonton Convention Centre (9721 Grierson Hill NW) sont disponibles ci-dessous.

Les camions peuvent arriver par les baies 2 à 5 pour l'accès à hauteur de quai. La baie 6 est réservée aux livraisons du site et la baie 1 est une rampe d'accès directe aux salles d'expositions. Le stationnement dans la zone du quai de chargement n'est pas autorisé. Les véhicules doivent être déchargés et déplacés immédiatement. Le stationnement à l'extérieur du quai de chargement n'est autorisé en aucune circonstance.

Baie 1 (rampe en angle)	12'L x 67' Hauteur maximale du véhicule – 12'
Baie 2 & 3	30'L x 67'
Baie 4 & 5	27'L x 55'
Hauteur de la porte	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.**



## Expédition

Pour les vendeurs qui expédient leurs marchandises directement à Goodkey Show Services Ltd dans le cadre de l'expédition anticipée, veuillez remplir le formulaire de manutention et le renvoyer à Goodkey Show Services avec le formulaire de mode de paiement. Veuillez vous référer au formulaire de manutention du matériel pour connaître ce qui est inclus et exclu du service.

### Expédition anticipée

Ouverture : Le 15 avril 2024

Fermeture : 10 mai 2024

À :

NOM DE L'ENTREPRISE EXPOSANTE – KIOSQUE N°

Rendez-vous Canada 2024

a/s GOODKEY SHOW SERVICES Ltd.

5506–48 rue NW

Edmonton (Alberta)

T6B 2ZB

DE :

NOM DE L'ENTREPRISE EXPOSANTE & adresse

Edmonton Convention Centre, Kiosque n°

Expédition directe au **Edmonton Convention Centre**

Accepté à partir du 13 mai 2024 à compter de 8 h

GES est le fournisseur exclusif du Edmonton Convention Centre. Pour commander directement sur le site de l'exposition des produits de manutention ou des chariots élévateurs en kiosque, veuillez consulter le site Web suivant <https://ordering.ges.com/CA-00065293>

Edmonton Convention Centre

9797, avenue Jasper

Edmonton (Alberta)

T5J 1N9

a/s RENDEZ-VOUS CANADA 2024

GOODKEY SHOW SERVICES Ltd.

(NOM DU VENDEUR) – KIOSQUE N°

**Note** : Les envois directs arrivant avant le **13 mai**, ne seront pas acceptés par ECC ou RVC. Ces envois seront refusés et retournés à l'expéditeur, aux frais de ce dernier.

## Stationnement

Situé au cœur du centre-ville d'Edmonton, le Edmonton Convention Centre se trouve à distance de marche de nombreux parcs et aires de stationnement situés à proximité. Outre les stationnements à parcومتر situés le long de l'avenue Jasper et des rues adjacentes, il existe trois aires et parcs de stationnement à proximité du centre. Des places de stationnement réservées sont disponibles dans certaines aires de stationnement (sous réserve de disponibilité), y compris le parc de stationnement souterrain de Canada Place, directement relié au centre des congrès. Pour connaître les possibilités de stationnement, veuillez consulter le site Web : [Parking | Edmonton Convention Centre](#)

## Renseignements sur l'inscription

### Badges

L'accès à Rendez-vous Canada est réservé aux délégués inscrits. Tout le personnel du kiosque et de l'activation doit être inscrit à RVC 2024. Veuillez consulter les informations relatives à l'inscription [ici](#).

Les badges nominatifs de Rendez-vous Canada doivent toujours être portés de manière visible par tous les délégués et ne sont en aucun cas transférables. Il est interdit de dissimuler les badges par des cartes de visite, des épingles ou des autocollants, ou de les modifier ou de les défigurer de quelque manière que ce soit. Le badge porte le nom de la personne, de l'organisation inscrite, et de la ville et de la province ou du territoire où elle opère. L'accès à toutes les fonctions et installations de Rendez-vous Canada se fait uniquement par badge.

### Politique relative aux invités, aux visiteurs et aux accompagnateurs

Sauf autorisation spécifique de l'hôte d'une fonction et approbation de Rendez-vous Canada, aucun invité, conjoint, « VIP » ou accompagnateur n'est autorisé à accéder aux fonctions. De plus, aucun accompagnateur ni aucune personne non inscrite n'est autorisé à accéder aux autres installations de Rendez-vous Canada, y compris le salon et la salle du dîner. Rendez-vous Canada ne vend pas de billets pour des activités, etc.

### Sollicitation et vente d'espaces publicitaires

Les représentants des médias, les acheteurs et les vendeurs ne sont pas autorisés à solliciter ou à vendre de l'espace ou du temps publicitaire dans les locaux de Rendez-vous Canada ou lors d'activités parrainées par Rendez-vous Canada. Les solliciteurs publicitaires seront expulsés de l'événement RVC et les privilèges d'accréditation seront retirés. |

## Avis aux vendeurs et responsabilités des vendeurs d'RVC

Toute modification de la structure du Centre, du mobilier ou de l'équipement qui en fait partie ne peut être effectuée sans l'autorisation écrite préalable de la direction du salon RVC ou du Edmonton Convention Center dans chaque cas particulier. Ces interdictions comprennent le perçage de trous, la fixation mécanique (clous, agrafes, punaises, etc.) ou adhésive (ruban adhésif, colle, ruban autoagrippant, etc.), ainsi que la fixation, de quelque manière que ce soit, d'autocollants, de documentation promotionnelle ou de tout autre article. GES est le fournisseur exclusif de tous les autocollants ou graphiques en vinyle apposés sur les surfaces ou l'équipement du site. Des frais de main-d'œuvre et de réparation s'appliqueront pour enlever les rubans et autocollants interdits sur la propriété du Edmonton Convention Centre.

1. « Encore » ne permet pas l'utilisation de tout dispositif de diffusion Wi-Fi tel que les routeurs sans fil, les points d'accès sans fil ou les serveurs DHCP. Ces dispositifs nécessitent l'autorisation exclusive d'Encore pour être diffusés.
2. Les ascenseurs et escaliers mécaniques **NE DOIVENT PAS ÊTRE UTILISÉS** pour transporter des marchandises ou des équipements d'un étage à l'autre. Cela inclut les chariots manuels et le transport manuel de boîtes, chevalets, chaises, tables, etc.
3. Lorsque vous travaillez à une hauteur supérieure à 3 m (10 pi), vous devez utiliser un dispositif de protection contre les chutes.
4. Pendant l'arrivée et le départ, les halls d'exposition, les quais de chargement et les zones de service à l'arrière du bâtiment sont considérés comme étant des zones de travail dangereuses.

Ainsi, il est absolument interdit de boire des boissons alcoolisées et de chahuter et, de manière générale, toute condition ou activité dangereuse doit être corrigée rapidement. Aucune personne âgée de moins de 15 ans n'est autorisée à se trouver lors de l'arrivée et du départ dans les espaces dédiés à cela.

5. L'entreposage de caisses ou d'autres matériaux est fourni dans le Centre en tant que service payant auprès de GES Canada. Les exposants doivent prendre leurs propres dispositions. Tout le matériel, les boîtes, les affiches et les autres articles ne doivent pas être envoyés au Centre avant la date officielle d'arrivée spécifiée dans votre manuel d'exposant et doivent être retirés à la fin de l'événement.
6. L'accès aux ports de sol de la salle d'exposition et leur utilisation sont réservés au personnel du Centre des congrès et à notre fournisseur exclusif de services électriques et mécaniques. Les exposants ne sont pas autorisés à les utiliser à quelque fin que ce soit.
7. Vous êtes tenu de signaler immédiatement toute condition dangereuse ou tout accident dont vous avez connaissance à un agent de sécurité ou au personnel d'accueil du Edmonton Convention Centre.
8. Aucun matériel ne peut être apporté par l'entrée principale du Edmonton Convention Centre, à moins qu'il ne puisse être transporté à la main. Aucun matériel ne peut être transporté au moyen des escaliers mécaniques ou des ascenseurs publics. Tous les chariots à quatre roues, les transpalettes ou les charges surdimensionnées sont interdits dans les zones des coulisses des activités. Si vous avez besoin d'un chariot ou d'un transpalette pour déplacer vos articles, vous devez commander des services de manutention par l'intermédiaire de GES Canada.
9. Il est INTERDIT de fumer où que ce soit à l'intérieur du Centre des congrès, y compris les cigarettes électroniques et les appareils de vapotage. Conformément au règlement 18571, il est interdit de fumer à moins de 10 mètres d'une porte, d'une fenêtre ou d'une entrée d'air d'un bâtiment ou d'un 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

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

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



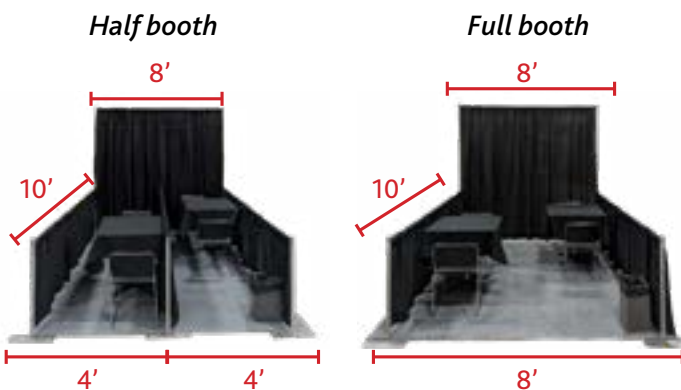
**\*\* Please note that Goodkey Show Services is the exclusive provider of Material Handling services for this event.**

## 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	DIRECT SHIPPING RECEIVING
Between: <u>April 15 - May 10, 2024 ONLY</u>	Not Accepted before: <u>Friday May 12, 2024</u>
Monday - Friday from 9:00AM - 4:00PM MT	Starting at 8am
To: Seller Company Name & Booth Number	9797 Jasper Ave
Rendez-vous Canada 2024	Edmonton, Alberta
c/o Goodkey Show Services Ltd.	T5J 1N9
5506 - 48 Street NW	
Edmonton, Alberta	c/o Rendez-vous Canada 2024
T6B 2ZB	GOODKEY SHOW SERVICES LTD.
	(NAME OF SELLER) - BOOTH# _____
From: Seller Company Name & Address	
TBD, Booth #	

ONSITE LABELING	IMPORTANT INFORMATION
Rendez-vous Canada 2024 – Hall A and B	<b>Equipment and Services provided by show management (if applicable):</b>
NAME OF EXHIBITING COMPANY - BOOTH #	
c/o GOODKEY SHOW SERVICES LTD.	<b>4' x 10' Half booth with the following:</b>
9797 - Jasper Avenue	8'h backwall drape (black) & 3'h sidewall drape (black)
Edmonton, Alberta	booth carpet (charcoal)
T5J 1N9	32" x 32" table w/ black table cloth & 2 Chairs
	Wastepaper Basket
	<b>8' x 10' Full booth with the following:</b>
	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



# HOW TO ORDER

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

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

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

## DOCUMENTS

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

## IMPORTANT!

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

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

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

## We're here for you

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

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

### National Service Centre

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

Tel: **780.426.2211**

Fax: **780.426.5734**

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



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](http://goodkey.com)

Follow us!

# PAGE LIST

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

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



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](http://goodkey.com)

Follow us!





# CARPET

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

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>CARPET FOR STANDARD SIZE BOOTHS</b>				
10' x 10'		\$216.00	\$292.00	
10' x 20'		\$433.00	\$584.00	
10' x 30'		\$738.00	\$996.00	

<b>CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)</b>				
Other sizes laid @		\$3.00/sq.ft	\$4.10/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				

**CLASSIC CARPET COLOR CHOICE** *Please check one*

				
<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
<b>DESIGNER CARPET</b>		
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** *Please check one*
















SNOW WHITE <input type="checkbox"/>			GRAPE PURPLE PMS 525 <input type="checkbox"/>
ALPINE GREEN <input type="checkbox"/>			APPLE GREEN PMS 368 <input type="checkbox"/>
OCEAN BLUE <input type="checkbox"/>			SPICY PINK PMS 226 <input type="checkbox"/>
LEMON YELLOW <input type="checkbox"/>			TANGERINE ORANGE PMS 1375 <input type="checkbox"/>
SILKY BEIGE <input type="checkbox"/>			CHOCOLATE PMS 469 <input type="checkbox"/>

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

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




# FURNITURE

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

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL																																							
<b>TABLES</b>					<b>SEATING</b>																																											
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	<table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>REGULAR PRICE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="3"><b>FURNITURE COMBOS</b></td> </tr> <tr> <td>Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)</td> <td>\$168.00</td> <td></td> </tr> <tr> <td>Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)</td> <td>\$284.00</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b></td> </tr> <tr> <td colspan="2">SUBTOTAL</td> <td></td> </tr> <tr> <td colspan="3"><b>OFFICE USE ONLY</b></td> </tr> <tr> <td colspan="3"><input type="checkbox"/> 35% LATE ORDER SURCHARGE</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> 50% CANCELLATION FEE</td> </tr> <tr> <td colspan="2">ADJUSTED SUBTOTAL</td> <td></td> </tr> <tr> <td colspan="2">5% GST</td> <td></td> </tr> <tr> <td colspan="2">TOTAL AMOUNT DUE</td> <td></td> </tr> <tr> <td colspan="2">GST REGISTRATION#: 121717813 RT</td> <td>PST REGISTRATION#: PST-1013-7620</td> </tr> </tbody> </table>					DESCRIPTION	REGULAR PRICE	TOTAL	<b>FURNITURE COMBOS</b>			Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)	\$168.00		Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)	\$284.00		<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>			SUBTOTAL			<b>OFFICE USE ONLY</b>			<input type="checkbox"/> 35% LATE ORDER SURCHARGE			<input type="checkbox"/> 50% CANCELLATION FEE			ADJUSTED SUBTOTAL			5% GST			TOTAL AMOUNT DUE			GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620
DESCRIPTION	REGULAR PRICE	TOTAL																																														
<b>FURNITURE COMBOS</b>																																																
Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)	\$168.00																																															
Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)	\$284.00																																															
<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>																																																
SUBTOTAL																																																
<b>OFFICE USE ONLY</b>																																																
<input type="checkbox"/> 35% LATE ORDER SURCHARGE																																																
<input type="checkbox"/> 50% CANCELLATION FEE																																																
ADJUSTED SUBTOTAL																																																
5% GST																																																
TOTAL AMOUNT DUE																																																
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620																																														
Wood Top Square Table Pedestal 29" tall			\$84.00	\$113.00																																												
Wood Top Round Table Cruiser 40" tall			\$84.00	\$113.00																																												
Wood Top Round Table Pedestal 29" tall			\$84.00	\$113.00																																												
Coffee Table 30" dia - 18" tall			\$71.00	\$96.00																																												
<b>SPECIAL INSTRUCTIONS</b>																																																

# OPTIMUM FURNITURE

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

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>SEATING</b>					<b>TABLES</b>				
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	<b>DESCRIPTION</b> <span style="float:right"><b>REGULAR PRICE</b> <b>TOTAL</b></span>				
Corbusier Sofa Black Leather 80"(w) x 28" (h) x 29"(l)			\$716.00	\$967.00	<b>OPTIMUM FURNITURE COMBOS</b>				
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	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
JLO Bar Stool Black Leather Seat 36" tall			\$101.00	\$136.00	<b>SUBTOTAL</b>				
JLO Bar Stool White Leather Seat 36" tall			\$101.00	\$136.00	<b>OFFICE USE ONLY</b>				
<b>SPECIAL INSTRUCTIONS</b>					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					<b>ADJUSTED SUBTOTAL</b>				
					<b>5% GST</b>				
					<b>TOTAL AMOUNT DUE</b>				
					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

























# DRAPE & TABLES

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

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL	
<b>TABLES</b>					<b>DRAPE PARTITIONING</b>				
6'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$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= _____				
<b>COUNTERS</b>					<b>DRAPE COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/></b>				
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				
<b>SKIRT COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/></b>					<b>DESCRIPTION QTY EARLY BIRD REGULAR PRICE TOTAL</b>				
<input type="checkbox"/> WHITE	<input type="checkbox"/> BLUE	<input type="checkbox"/> GREY			<b>HARDWARE ACCESSORIES (<i>Installation not included</i>)</b>				
<input type="checkbox"/> BLACK	<input type="checkbox"/> RED	<input type="checkbox"/> NAVY			Labour to install		\$29.00		
<input type="checkbox"/> TEAL					Baseplate		\$21.00	\$29.00	
					4' - 7' Slider		\$21.00	\$29.00	
					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	
<b>SPECIAL INSTRUCTIONS</b>					<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
					<b>SUBTOTAL</b>				
					<b>OFFICE USE ONLY</b>				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					<b>ADJUSTED SUBTOTAL</b>				
					<b>5% GST</b>				
					<b>TOTAL AMOUNT DUE</b>				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				



# ACCESSORIES

Show Name <b>Rendez-vous Canada 2024</b>					Name of Company					Booth Number	
Show Date <b>May 14 - 17, 2024</b>					Deadline Date <b>April 23, 2024</b>						
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL		
<b>LITERATURE DISPLAYS</b>					<b>MISCELLANEOUS</b>						
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		
<b>BUSINESS CARD HOLDERS</b>					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		
<b>LIVE PLANTS</b>					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	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>						
Small Floral Arrangement			PRICE TBD	PRICE TBD	<b>SUBTOTAL</b>						
Medium Floral Arrangement			PRICE TBD	PRICE TBD	<b>OFFICE USE ONLY</b>						
Large Floral Arrangement			PRICE TBD	PRICE TBD	<input type="checkbox"/> 35% LATE ORDER SURCHARGE						
					<input type="checkbox"/> 50% CANCELLATION FEE						
					<b>ADJUSTED SUBTOTAL</b>						
					<b>5% GST</b>						
					<b>TOTAL AMOUNT DUE</b>						
					<b>GST REGISTRATION#: 121717813 RT</b>		<b>PST REGISTRATION#: PST-1013-7620</b>				
















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



# DISPLAY ACCESSORIES

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

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL																																					
<b>OCTANORM COUNTERS AND RISERS</b>					<b>POSTER DISPLAY SYSTEMS</b>																																									
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																																					
<b>COUNTER WITH FULL COLOR GRAPHIC</b> ~Be noticed! Doors & storage shelf			\$326.00	\$440.00	Hook Velcro 6 yards per box Self Adhesive			\$29.00	\$40.00																																					
<p><i>Display a company logo or branding!</i></p> <ul style="list-style-type: none"> <li>• Full color digital printing</li> <li>• Image size: 962mm[w] x 912mm[h]</li> </ul> <p>Send logo in .eps format along with directions to <a href="mailto:signsondemand@goodkey.com">signsondemand@goodkey.com</a> an email will be sent confirming receipt of logo and proof of signage.</p>					<p><b>GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)</b></p>																																									
20"[d]x40"[w]x40"[h]					Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces			\$31.00 per pad	\$42.00 per pad																																					
Show Case Two shelves 20"[d]x38"[w]x40"[h]			\$333.00	\$449.00	Removable Double-sided Foam Tape Roll 30ft roll x 1" wide			\$62.00 per roll	\$83.00 per roll																																					
Jewelry Case One shelf with lights 20"[d]x38"[w]x40"[h]			\$295.00	\$398.00	<b>SPECIAL INSTRUCTIONS</b>																																									
Computer Counter 29"[d]x40"[w]x40"[h]			\$269.00	\$363.00	<p align="center"><b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b></p>																																									
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	<table border="1"> <tr> <td align="right" colspan="2"><b>SUBTOTAL</b></td> <td></td> <td></td> </tr> <tr> <td colspan="4"><b>OFFICE USE ONLY</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="3">35% LATE ORDER SURCHARGE</td> </tr> <tr> <td><input type="checkbox"/></td> <td colspan="3">50% CANCELLATION FEE</td> </tr> <tr> <td></td> <td align="right" colspan="3"><b>ADJUSTED SUBTOTAL</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td align="right" colspan="3"><b>5% GST</b></td> </tr> <tr> <td></td> <td align="right" colspan="3"><b>TOTAL AMOUNT DUE</b></td> </tr> <tr> <td colspan="2">GST REGISTRATION#: 121717813 RT</td> <td colspan="3">PST REGISTRATION#: PST-1013-7620</td> </tr> </table>					<b>SUBTOTAL</b>				<b>OFFICE USE ONLY</b>				<input type="checkbox"/>	35% LATE ORDER SURCHARGE			<input type="checkbox"/>	50% CANCELLATION FEE				<b>ADJUSTED SUBTOTAL</b>								<b>5% GST</b>				<b>TOTAL AMOUNT DUE</b>			GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620		
<b>SUBTOTAL</b>																																														
<b>OFFICE USE ONLY</b>																																														
<input type="checkbox"/>	35% LATE ORDER SURCHARGE																																													
<input type="checkbox"/>	50% CANCELLATION FEE																																													
	<b>ADJUSTED SUBTOTAL</b>																																													
	<b>5% GST</b>																																													
	<b>TOTAL AMOUNT DUE</b>																																													
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620																																												
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																																										












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](http://goodkey.com)



# SIGNAGE & DIGITAL PRINTING

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

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES</b>				
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
<b>FABRIC SIGNAGE</b>				
Curved Fabric Backwall - Double Sided 10' (w) x 8' (h) [Graphic 2410mm x 2220mm] <i>(comes with frame, print, and canvas bag)</i>			\$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	
<b>STAND ALONE SIGNAGE</b>				
Vinyl Banner - Single Sided 119" (w) x 36" (h) hanging off backwall with S hooks <i>(Cost includes banner, installation hardware and labour to install)</i>			\$361.00	\$487.00
Rigid Sintra Sign - Single Sided 96" (w) x 24" (h) hanging off backwall with S hooks <i>(Cost includes sign, installation hardware and labour to install)</i>			\$247.00	\$334.00
<b>DESIGN WORK &amp; STORAGE</b>				
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	
<b>SIGNAGE STORAGE</b> Indicate if you will be needing the signage again, if not it will be recycled after the event			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**

<b>SPECIAL INSTRUCTIONS</b>	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>		
	SUBTOTAL		
	<b>OFFICE USE ONLY</b>		
	<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
	<input type="checkbox"/> 50% CANCELLATION FEE		
	ADJUSTED SUBTOTAL		
	5% 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



Follow us!

# PRINT READY GRAPHIC GUIDELINES

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



INLINE EXAMPLE

**DESIGN** with 0.25" bleeds and cropmarks

**SCALE** artwork to full size

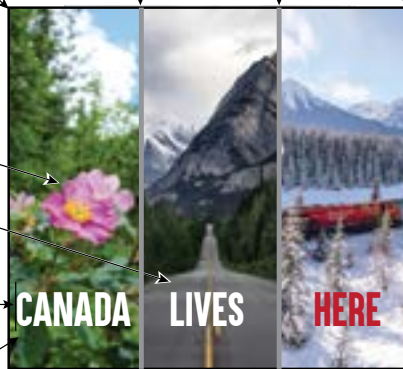
Metal Posts

**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

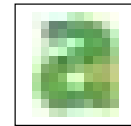


For the best looking logo at any size, send vector art. This is usually an .ai file made in Adobe Illustrator.

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

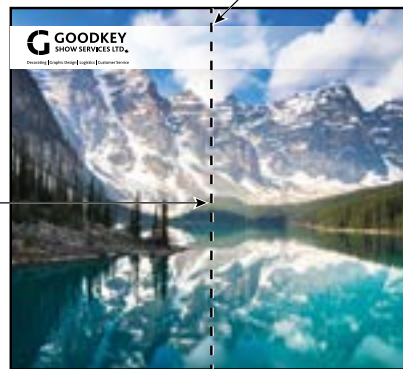


FLUSH EXAMPLE

**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

**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** | [wettransfer.com](http://wettransfer.com) | [dropbox.com](http://dropbox.com)

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



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](http://goodkey.com)



Follow us!

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

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>ACCESSORIES (the items below do not include monitor rentals)</b>				
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

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

INSTALLATION & DISMANTLE RATES		
<b>Regular Time (RT):</b>	8:00 am - 4:00 pm Monday to Friday	\$125.00/hr.
<b>Overtime (OT):</b>	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday	\$187.00/hr.
<b>Double Time (DT):</b>	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?  YES  NO If yes, Supervisors name: \_\_\_\_\_

Supervised by Goodkey Show Services Ltd.?  YES  NO If yes, add 25% to total estimated charges

The exhibit consists of \_\_\_\_\_ shipping cases or crates (Please do not include cartons/boxes of literature or products)

Ladders Required: \_\_\_\_\_

SPECIAL INSTRUCTIONS	TOTAL ESTIMATED CHARGE	
	25% SUPERVISION FEE	
	SUBTOTAL	
	<b>OFFICE USE ONLY</b>	
	<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	



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!

# EXHIBIT BOOTH VACUUMING & CLEANING

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

- 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

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



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](http://goodkey.com)



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

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

**CONDITIONS**

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

\*RESHIPING: Exhibitors must arrange for pickup at show site, all items must be labeled and include completed bill of lading. Material not removed from exhibit area by specified time will be shipped collected by first available carrier.

**ADVANCED WAREHOUSE LABELING**

**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 \_\_\_\_\_



# MATERIAL HANDLING AGREEMENT



5506 - 48 ST NW TEL - 1.780.426.2211  
Edmonton, AB T6B 2Z1 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

SPECIAL INSTRUCTIONS:

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

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

AIR FREIGHT WILL BE BILLED ON ACTUAL OR DIMENSIONAL WEIGHT, WHICHEVER IS GREATER

DECLARED VALUE FOR AIR SHIPMENTS ONLY \$ \_\_\_\_\_ .00 (OPTIONAL)

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

**GOODKEY LOGISTICS**

STANDARD GROUND  UNCRATED  AIR FREIGHT  NEXT DAY  SECOND DAY  DEFERRED

**OTHER CARRIERS**

COMMON CARRIER  VAN LINE  AIR FREIGHT  NEXT DAY  SECOND DAY  DEFERRED

**FREIGHT INFORMATION**

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

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

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

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

CHECKER SIGNATURE	DATE LOADED	CARRIER
TRAILER NO.	START TIME	
EXHIBITOR	FINISH TIME	
SIGNATURE	DRIVER	DATE
PRINT NAME	PIECES RECEIVED	

# GROUND TRANSPORTATION QUOTE REQUEST

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

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			
<b>Rendez-vous Canada 2024</b> <b>NAME OF EXHIBITING COMPANY - BOOTH #</b> <b>c/o GOODKEY SHOW SERVICES LTD.</b> <b>5506 - 48 Street</b> <b>Edmonton, AB T6B 2Z1</b>	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 \_\_\_\_\_



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!

# CUSTOMS BROKERAGE

Name of Company:		Contact:	Booth Number:
Telephone no.	Fax no.	Email:	
Method of Payment <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX		Expiration Date: _____	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 _____	SUBTOTAL		
	<b>OFFICE USE ONLY</b>		
	35% LATE ORDER SURCHARGE		
	50% CANCELLATION FEE		
Date _____	ADJUSTED SUBTOTAL		
	5% G.S.T.		
	TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

**FOR CUSTOMS CLEARANCE BY:**

Goodkey Show Services LTD.

**CARRIER ONLY PARS E-mail: [pars@crossconnectcl.com](mailto:pars@crossconnectcl.com)**

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.



**COMMERCIAL INVOICE / PACKING LIST**

Shipper:	Consignee (Ship To):	Importer/Owner of Goods: <input type="checkbox"/> Same as Shipper	Shipped Via:	*REMARKS ("X" each item)  *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
			Shipped To: <input type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site	
			IRS #:	
			Pieces:	
			Weight: <input type="checkbox"/> kg <input type="checkbox"/> lbs	
			Currency:	
			Ship Date:	
			Does this company have a Canadian Office? <input type="checkbox"/>	
			mm/dd/yyyy	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name &amp; Model # for all electronic equipment.</small>	Origin	Weight in _____ (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

\*\*FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**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](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.

TEMPORARY IMPORT VALUE:  
PERMANENT IMPORT VALUE:

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

<b>Services Required</b> (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](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](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.

<b>Client Signature</b> (wet ink signature required - digital signature NOT allowed)	
I have read and agree to the terms of this contract.	
Signature:	Date:
Printed Name:	Title:

<b>Goodkey Internal Use Only</b>	
Accepted by:	
Date:	
Signature:	

# Customs Brokerage Limits of Liability

## I APPLICATION

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

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

## II BILL OF LADING

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

## III CONDITIONS OF CARRIAGE

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

4. **Remedy by consignor or Consignee**  
Nothing in articles 2 or 3 deprives a consignor or consignee of any rights he may have against any carrier.

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

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

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

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

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

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

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

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

from negligence shall be on the carrier.

12. **Notice of Claim**

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

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

14. **Freight Charges**

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

15. **Dangerous Goods**

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

16. **Undelivered Goods**

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

subject to a reasonable charge for storage; or

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

17. **Return of Goods**

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

18. **Alterations**

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

19. **Weights**

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

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

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

## IV OTHER SPECIFICATIONS

## EXHIBITOR PAYMENT POLICY

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

## 2. ELIGIBILITY FOR DISCOUNT PRICING

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

## 3. SHOW SITE ORDERS

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

## 4. METHODS OF PAYMENT

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

## 5. BANK WIRE TRANSFER INFORMATION

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

## 6. MATERIALS HANDLING

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

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

Please ensure that all shipments are sent

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

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

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

## 7. POST EVENT STORAGE

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

## 8. LABOR PROVIDED UNDER GOODKEY SHOW SERVICES SUPERVISION

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

## 9. LABOR PROVIDED UNDER EXHIBITOR SUPERVISION

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

## 10. CANCELLATIONS

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

## 11. ADJUSTMENTS / CLAIM(S) FOR LOSS

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

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

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

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

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

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

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

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

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

## DEFINITIONS

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

## PAYMENT FOR SERVICES

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

## CREDIT TERMS

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

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

## INBOUND AND OUTBOUND SHIPMENTS

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

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

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

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

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

## PACKAGING & CRATES

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

## DESIGNATED CARRIERS

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

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

## DISPOSAL OF GOODS

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

## EMPTY CONTAINERS

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

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

## EXHIBITOR RESPONSIBILITIES

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

## GSS' RESPONSIBILITIES

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

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



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

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

**INDEMNIFICATION**

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

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

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

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

<input type="checkbox"/> <b>Cash / Wire Transfer / E-Transfer</b>  Please send all e-transfers to <b>accounting@goodkey.com</b>	<input type="checkbox"/> <b>Third Party Authorization</b> FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.  The items checked below are to be invoiced to the third party:
<input type="checkbox"/> <b>Company Cheque</b> (REQUIRE A CREDIT CARD BACKUP) Please make cheque payable to: <b>Goodkey Show Services Ltd.</b> <b>Note: No cheques will be accepted after the order deadline date.</b> <b>Address: Goodkey Show Services Ltd.</b> <b>5506 - 48 ST NW</b> <b>Edmonton, Alberta</b> <b>T6B 2Z1</b>	<input type="checkbox"/> 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) _____
<input type="checkbox"/> <b>Credit Card</b> For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below:  <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> PERSONAL <input type="checkbox"/> COMPANY  _____ Expiration Date: _____ CVC: _____  Cardholders name: _____  Signature: _____ <b>Cardholders Billing Address</b>  Street: _____  City/Province: _____  Postal Code: _____	Third Party Agent: _____  Account #: _____  Expiration Date: _____ CVC: _____  <input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> COMPANY CREDIT CARD  Cardholders name: _____  Signature: _____  <b>Cardholders Billing Address</b>  Street: _____  City/Province: _____  Postal Code: _____  Phone Number: _____ Fax Number: _____  Email: _____
*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](mailto: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 \*\***

<b>Company Name:</b>		<b>Show Dates:</b>	May 15 - 17		
<b>Address:</b>		<b>Delivery Date/Time:</b>	May 14, 2024		
<b>City/ Prov:</b>		<b>Booth #:</b>			
<b>Postal Code</b>		<b>On-Site Contact:</b>			
<b>Country</b>		<b>On-site Mobile:</b>			
<b>Ordered By:</b>		<b>Pick up Day &amp; Time</b>	May 17 – 5:00PM		
<b>Phone:</b>		<b>Del. Address:</b>	Edmonton Convention Centre		
<b>Monitor / Computer / Stand Packages</b>		<b>Qty.</b>	<b>3 Day Event</b>	<b>Advance Rate</b>	<b>Total</b>
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					
<b>Computers &amp; Accessories</b>		<b>Qty.</b>	<b>3 Day Event</b>	<b>Advance Rate</b>	<b>Total</b>
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	
<b>Computer Flat Panel Displays</b>		<b>Qty.</b>	<b>3 Day Event</b>	<b>Advance Rate</b>	<b>Total</b>
22" LED Resolution: 1920 X 1080 <span style="color: red;">Select: TABLE STAND or WALL MOUNT</span>			\$ 216.00	\$ 180.00	
24" LED Resolution: 1920 X 1080 <span style="color: red;">Select: TABLE STAND or WALL MOUNT</span>			\$ 270.00	\$ 225.00	
27" LED Resolution: 1920 X 1080 <span style="color: red;">Select: TABLE STAND or WALL MOUNT</span>			\$ 360.00	\$ 300.00	
<b>Computer/Video Flat Panel Displays</b>		<b>Qty.</b>	<b>3 Day Event</b>	<b>Advance Rate</b>	<b>Total</b>
32" HD LED Resolution: 1920 X 1080 <span style="color: red;">Select: TABLE STAND /WALL MOUNT</span>			\$ 450.00	\$ 375.00	
Select Wall Mount option:    Landscape                  Portrait					
42" HD LED Resolution: 1920 X 1080 <span style="color: red;">Select: TABLE STAND /WALL MOUNT</span>			\$ 990.00	\$ 825.00	
Select Wall Mount option:    Landscape                  Portrait					
50" HD LED Resolution: 1920 X 1080 <span style="color: red;">Select: TABLE STAND / WALL MOUNT</span>			\$ 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.

<b>Totals:</b>	
1) CABLES & PERISHABLE PACKAGE	\$50.00
2) EQUIPMENT TOTAL:	
3) DELIVERY/EQUIPMENT SET-UP/DISMANTLE & PICK-UP – <b>\$500.00 minimum or 25% of line 2, whichever is greater:</b>	
4) SUB TOTAL:	
<b>** Subject to local sales tax upon billing **</b>	
<b>Grand Total:</b>	

**Method of Payment**

Card Holders Name:		<p><i>*Forward completed documents to:</i>  <b>Madalena Morais</b>          Phone: 416-886-7391          E-Mail: madalenam@ccrsolutions.com</p>
Billing Address:		
City/Prov/State:		
Type of Card:	<b>Visa:                      Amex:                      Mastercard</b>	
Credit Card Number:		
Security Code:		
Expiration Date:		
Signature:		
Date:		

**PLEASE EMAIL COMPLETED DOCUMENT!!!!**

**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](http://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.

<b>Compagnie:</b>		<b>Numéro Kiosk</b>		
<b>Address:</b>				
<b>Ville/ Prov-État:</b>		<b>Contact sur place:</b>		
<b>code postal:</b>		<b>Tél du contact:</b>		
<b>Commandé par:</b>		<b>Date/Heures des livraison:</b>	avril 14 2024	
<b>Courriel</b>		<b>Date/Heures des ramasser</b>	avril 17 2024 depuis 5:00 après-midi	
<b>Tél:</b>				
<b>Moniteurs / Ordinateurs / Supports</b>	<b>Qté..</b>	<b>Évènement de 3 jours</b>	<b>Taux l'avance</b>	<b>Total</b>
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				
<b>Ordinateurs &amp; Supports</b>	<b>Qté</b>	<b>Évènement de 3 jours</b>	<b>Taux l'avance</b>	<b>Total</b>
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	
<b>Moniteur à écran plat pour ordinateur</b>	<b>Qté</b>	<b>Évènement de 3 jours</b>	<b>Taux l'avance</b>	<b>Total</b>
22" DEL Résolution: 1920 X 1080 <b>Choix: de</b> support de TABLE ou MURAL		\$ 216.00	\$ 180.00	
24" DEL Résolution: 1920 X 1080 <b>Choix: de</b> support de TABLE ou MURAL		\$ 270.00	\$ 225.00	
27" DEL Résolution: 1920 X 1080 <b>Choix: de</b> support de TABLE ou MURAL		\$ 360.00	\$ 300.00	
<b>Ordinateur/moniteur vidéo à écran plat</b>	<b>Qté</b>	<b>Évènement de 3 jours</b>	<b>Taux l'avance</b>	<b>Total</b>
32" DEL Résolution: 1920 X 1080 <b>Choix: de</b> support de TABLE ou MURAL		\$ 450.00	\$ 375.00	
<b>Choix support de plancher pour TV:</b> Paysage Portrait				
42" HD LED Resolution: 1920 X 1080 <b>Choix: de</b> support de TABLE ou MURAL		\$ 990.00	\$ 825.00	
<b>Choix support de plancher pour TV:</b> Paysage Portrait				
50" HD LED Resolution: 1920 X 1080 <b>Choix: de</b> support de TABLE ou MURAL		\$ 1,170.00	\$ 975.00	
<b>Choix support de plancher pour TV:</b> Paysage Portrait				

<b>Ordinateur/moniteur vidéo à écran plat</b>	<b>Qté..</b>	<b>Évènement de 3 jours</b>	<b>Taux l'avance</b>	<b>Total</b>
---	--------------	-----------------------------	----------------------	--------------

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				
<b>Écrans tactiles</b>	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				
<b>Plancher pur moniteur</b>	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	
<b>Sonorisation de kiosque</b>	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 électrique		\$50.00
2) TOTAL ÉQUIPEMENT:		
3) LIVRAISON/ INSTALLATION/ DÉMONTAGE & RAMASSAGE - <b>25% de la ligne 1, ou \$500.00, soit la plus élevé des deux:</b>		
4) SOUS-TOTAL DE LA COMMANDE:		
<b>**être soumise aux éventuelles taxes locales**</b>		
<b>Total:</b>		
Méthode de paiement:		
Nom détenteur carte:		<p><b>*ENVOYEZ POUR COURRIEL*</b>            Madalena Morais            Tél: 416-886-7391             Courriel:            madalenam@ccrsolutions.com</p>
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:		
<b><u>SVP ENVOYEZ POUR COURRIEL</u></b>		
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**

<b>EVENT NAME:</b>			
<b>EXHIBITOR INFORMATION</b>			
<b>BOOTH NUMBER(S):</b>		<b>SHOW DATES:</b>	
<b>COMPANY NAME:</b>		<b>CONTACT NAME:</b>	
<b>ADDRESS:</b>		<b>PROVINCE/STATE:</b>	
<b>CITY:</b>		<b>EMAIL:</b>	
<b>PHONE NUMBER:</b>		<b>CELLPHONE NUMBER:</b>	
<b>CATERING INFORMATION</b>			
<ul style="list-style-type: none"> <li>All catering orders should be received no later than 14 days prior to the start of the show.</li> <li>All food and beverage orders placed on-site will be from a reduced menu (Chef's Choice).</li> <li>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.</li> </ul>			
<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><b>The following guidelines must be adhered to:</b></p> <ul style="list-style-type: none"> <li>Food product – sample size not to exceed 1 oz (28 grams) per serving.</li> <li>Food or beverage items used as traffic promoters (i.e., popcorn, coffee, bar service) MUST be purchased from ECC.</li> <li>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 <a href="http://www.albertahealthservices.ca">www.albertahealthservices.ca</a>.</li> <li>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.</li> <li>An ECC Food Liability Release Form must be filled out and returned prior to the event.</li> </ul>			
<b>BOOTH CATERING MENU</b>			
<b>DESCRIPTION</b>		<b>PRICE</b>	<b>QUANTITY</b>
<b>Alberta Artisan Cheese Board (20 order minimum) Vegetarian</b>		<b>\$13/person</b>	
<b>Meuwly's Charcuterie Board (15 order minimum)</b>		<b>\$13/person</b>	
<b>Spreads and Breads (15 order minimum) Vegetarian</b>		<b>\$16/person</b>	
<b>Garden Crudites with Buttermilk Herb Dip Vegetarian</b>		<b>\$6/person</b>	
<b>Sliced Fresh Fruit Vegan, Gluten Free</b>		<b>\$6/person</b>	
<b>Warm Caramel Filled Traditional Beignet Vegetarian</b>		<b>\$38/dozen</b>	
<b>Flavored Popcorn (20 order minimum): Classic Butter, BBQ, Chili Lime, Frank's Red Hot and Caramel (\$1.50 extra for caramel) Gluten-free, Vegetarian</b>		<b>\$3.50/person</b>	
<b>Assorted Breakfast Breads</b>		<b>\$48/dozen</b>	
<b>Assorted House Made Gourmet Pastries</b>		<b>\$54/dozen</b>	
<b>Assorted House Made Muffins with Butter and Preserves</b>		<b>\$50/dozen</b>	
<b>Fresh Baked Assorted Cookies</b>		<b>\$36/dozen</b>	
<b>Starbucks Coffee (regular or decaf)</b>		<b>\$60/gallon</b>	
<b>Assorted Teavana Teas</b>		<b>\$48/gallon</b>	
<b>VIP Hydration (minimum 20 orders)- Rosemary, peach basil, strawberry green apple, cranberry.</b>		<b>\$1.50/person</b>	
<b>Assorted Coca-Cola Canned Soft Drinks (BOC)</b>		<b>\$3.50 each</b>	
<b>Assorted Canned Juices (BOC)</b>		<b>\$3.75 each</b>	
<b>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</b>		<b>\$23.50/person with pop: \$27/person</b>	
<b>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)</b>		<b>\$7.00/drink +GST &amp; Gratuity</b>	



**Edmonton Convention Centre  
Booth Catering Order Form**

<b>Additional Menu items:</b> <a href="#">ECC Menus</a>	Description:			
			<b>SUBTOTAL:</b>	
<b>CATERING TOTAL</b>				
<b>SUBTOTAL OF CATERING CHARGES:</b>				
<b>SERVICE CHARGE OF 18%:</b>				
<b>SUBTOTAL:</b>				
<b>GST 5%:</b>				
<b>TOTAL AMOUNT DUE:</b>				
<p><b>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 &amp; 5% GST</b></p>				
<b>CATERING INFORMATION</b>				
<b>SERVICE DATE(S)</b>		<b>SERVICE TIMES(S)</b>		

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

EXHIBITOR INFORMATION		PLEASE READ
<b>SHOWDATES:</b>		<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>
<b>BOOTH NUMBER(S):</b>		
<b>COMPANY NAME:</b>		
<b>CONTACT NAME:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>		
<b>PROVINCE/STATE:</b>		
<b>PHONE NUMBER:</b>		
<b>EMAIL:</b>		

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

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

Signature:

Date:

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

**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: <b>EVENTS SAFETY COMPLIANCE POLICY FOR          SHOW MANAGEMENT AND EXHIBITORS</b>		DCN: EEC-Event - 001
	ORIGINATOR: KRISTEN FOSTER, CMP	DATE: 04/28/2023	REV NO: 001

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: <b>EVENTS SAFETY COMPLIANCE POLICY FOR SHOW MANAGEMENT AND EXHIBITORS</b>		DCN: EEC-Event - 001
	ORIGINATOR: KRISTEN FOSTER, CMP	DATE: 04/28/2023	REV NO: 001

- 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: <b>EVENTS SAFETY COMPLIANCE POLICY FOR          SHOW MANAGEMENT AND EXHIBITORS</b>		DCN: EEC-Event - 001
	ORIGINATOR: KRISTEN FOSTER, CMP	DATE: 04/28/2023	REV NO: 001

- 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.

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

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 <sup>th</sup> , 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
<b>WIRELESS SERVICES (SHOW RATES, UP TO 7 DAYS)</b>			
	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	
<b>NEED WIRELESS NETWORK PRINTING? PLEASE CONTACT US FOR DETAILS</b>			
<b>WIRED SERVICES (SHOW RATES, UP TO 7 DAYS, INSTALLATION INCLUDED)</b>			
	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	
<b>SUPPLYING YOUR OWN ROUTER? SEE OPTIONS BELOW. PLEASE CONTACT US TO ENSURE ACCURATE INSTALLATION.</b>			
	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	
<b>NEED UNDER CARPET INSTALLATION? PLEASE CONTACT US FOR DETAILS</b>			
<b>OTHER SPECIALITY SERVICES (SHOW RATES, UP TO 7 DAYS)</b>			
	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		
	<b>TOTAL DUE</b>		

### 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

<b>ADVANCE PRICING:</b>	To take advantage of our advance price, all completed forms and <u>full payment</u> must be received on or before this date.
<b>STANDARD PRICING:</b>	Standard prices will be charged after the advance pricing date has passed and up until the first day of event move-in.
<b>ON-SITE PRICING:</b>	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](http://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](mailto: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](mailto: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](mailto: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.



**GES**

**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**

