

# RVC 2025

Winnipeg, Manitoba  
May 27 to 30 | du 27 au 30 mai

## Exhibitor Kit, Guidelines+Policies

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

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

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RVC Project Office  
Updated as of Mar 6, 2025



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# Welcome aboard!

Rendez-vous Canada stands as the preeminent international tourism marketplace, serving as the nexus where the global travel trade converges with Canada's tourism industry partners. This annual event which rotates across Canada, facilitates invaluable one-on-one interactions with over 1,500 international tourism industry leaders. The 48th edition of Rendez-vous Canada is poised for remarkable growth in both scale and acclaim. We are delighted that you will be a part of this year's gathering in Winnipeg, MB, scheduled from May 27-30, 2025. Your participation adds to the vibrancy of this unparalleled event.

## Key dates and deadlines

### March 31, 2025

- Deadline to submit plans for booth design to RVC for approval.

### April 18, 2025

- Deadline to request advance booth set up. Please contact Goodkey if you would like to request early installation. Additional charges might incur.
- Deadline to request wired internet, electrical, and lighting services through the WCC.
- Deadline to request advance move-in access (for large or complex booth installations).

### April 25, 2025

- Deadline to get advance order AV rates with CCR Solutions.
- Deadline to order booth cleaning and individual booth catering services from the Winnipeg Convention Centre.

### May 2, 2025

- Deadline for Food and Beverage submissions.

### May 6, 2025

- Deadline for advance order booth furnishings rates from Goodkey Show Services.

### May 21, 2025

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

### May 27, 2025

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

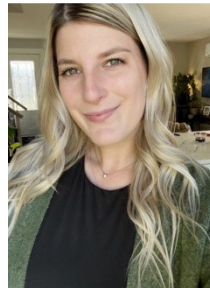
## RVC Project Office's Contacts



**Kelsey Brown**  
Registration Lead  
E: [kbrown@tiac-aitc.ca](mailto:kbrown@tiac-aitc.ca)  
T: 613-238-4080



**Michel Kafrouny**  
Logistics Lead  
E: [mkafrouny@tiac-aitc.ca](mailto:mkafrouny@tiac-aitc.ca)  
T: 613-238-4080



**Cassandra Ouellette**  
Sponsorship Liaison  
E: [couellette@tiac-aitc.ca](mailto:couellette@tiac-aitc.ca)  
T: 613-238-4080

### Official Exhibit Service Contractor



**Contact:** Calvin Goodkey  
**Telephone:** 780-426-2211  
**Email:** [exhibitorservices@goodkey.com](mailto:exhibitorservices@goodkey.com)  
**Website:** [www.goodkey.com](http://www.goodkey.com)

### Official Sponsored Lunch Manager



**Contact:** Sheri Moore  
**Telephone:** 416-621-6622  
**Email:** [smoore@mccevents.ca](mailto:smoore@mccevents.ca)  
**Website:** [www.mccevents.ca](http://www.mccevents.ca)

### Direct Booth Service Orders



**Contact:** Katherine Race  
**Telephone:** 204-957-4510  
**Email:** [katheriner@wcc.mb.ca](mailto:katheriner@wcc.mb.ca)

### Official AV Supplier



**Contact:** Madalena Morais  
**Telephone:** 416-886-7391  
**Email:** [madalenam@ccrsolutions.com](mailto:madalenam@ccrsolutions.com)  
**Website:** [ccrsolutions.boomerecommerce.com](http://ccrsolutions.boomerecommerce.com)

### Direct Booth Service Orders



**Contact:** Sarah Fetterly  
**Telephone:** 204-957-4506  
**Email:** [sarahf@wcc.mb.ca](mailto:sarahf@wcc.mb.ca)  
**Website:** [Order Services - RBC Convention](http://Order Services - RBC Convention)

### Rigging



**Contact:** Joel Beaudry  
**Email:**  
[joel.beaudry@encoreglobal.com](mailto:joel.beaudry@encoreglobal.com)  
**Website:** [www.encore-can.com](http://www.encore-can.com)



# Marketplace Appointments Hours

**Wednesday, May 28, 2025**

**8:00 AM - 6:00 PM**

**Thursday, May 29, 2025**

**8:00 AM - 5:00 PM**

**Friday, May 30, 2025**

**8:00 AM - 3:30 PM**

Please note all times are in  
Central Daylight Time



## Advanced Move-in:

**Monday, May 26, 2025**

**4:00 PM – 8:00 PM**

Provincial and Territorial organizations (PMO), National Sellers and Tourism Partners (TP) only, including exhibitor-appointed contractors/display houses may have access to the marketplace floor for the purpose of installing provincial or territorial branding, or large booth displays/installations. To gain access, a written request must be submitted to [rvc@rendezvouscanada.ca](mailto:rvc@rendezvouscanada.ca) no later than April 18, 2025.

**Please note:** For organizations that have contracted with the Official RVC Service Contractor (Goodkey Show Services) your booth/display installation will be completed by May 27.

Should you require additional time and need to work later than 8 PM, this can be arranged in advance by contacting the RVC Project Office no later than **April 18, 2025**. Additional labor and security charges may apply.

## Move-in Information

**Tuesday, May 27, 2025**

**8:00 AM – 4:00 PM**

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

### Set-up/Tear-down passes:

Individuals requiring access to the Marketplace on Tuesday, May 27 for set-up only, can obtain a set-up pass (wristband) at the Registration Desk. Set-up crew must show a photo ID and sign a waiver before being granted access to the Marketplace. Set-up passes (wristbands) for Monday, May 26 must be approved in advance and must be submitted to [rvc@rendezvouscanada.ca](mailto:rvc@rendezvouscanada.ca) with your request for advance move-in no later than **April 18, 2025**.

## Move-out Information

**Friday, May 30, 2025**

**3:30 PM – 8:00 PM**

Dismantling of booth/displays can commence after the last appointment on **Friday, May 30, 2025**. Return of crates and boxes to individual booths will commence once delegates vacate the Marketplace floor.

**Forced Freight:** Any unpacked booth materials by Friday, May 30 as of 8:00 PM shall become forced freight and consigned to Goodkey Show Services for removal from the marketplace floor and return shipping to the Seller's home address. The Seller will be liable for all costs associated with the same.

## Networking Zones

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

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

Networking zones are required to supply plans for their space to RVC for approval by April 4, 2025. Designs must show all top view, elevations front, and sides with full dimension measurements, for all elements.

## Booth Design

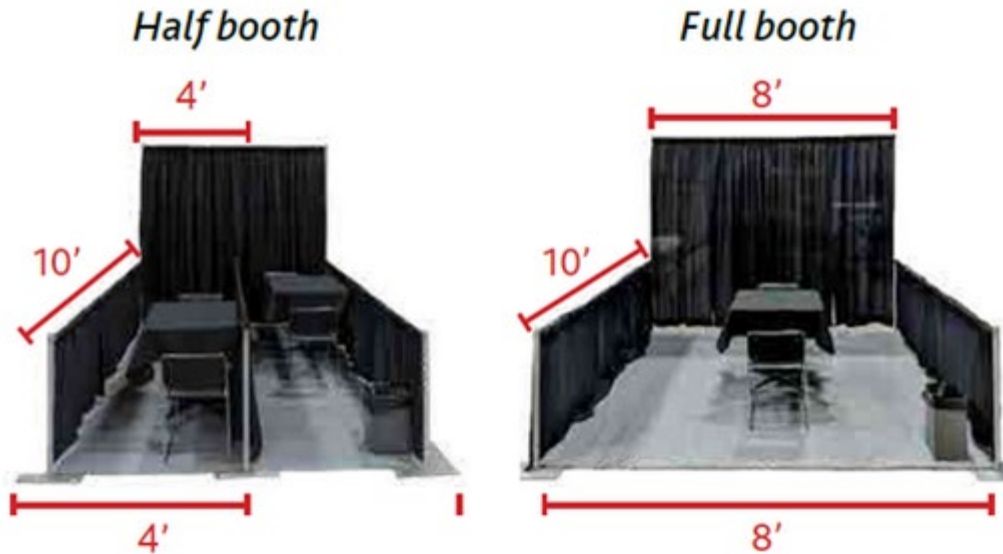
The event is designed as a "tabletop" marketplace, providing an ideal setting for Buyers and Sellers to engage in business discussions. Rendez-vous Canada takes ownership of all aisles and airspace, ensuring a seamless and professional atmosphere. Exhibitors are advised that no displays or promotional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

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

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

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

**Sellers in a Provincial or Territorial zone should also refer to their Provincial/Territorial lead contact for specific instructions within their zone, to ensure that any items do not interfere with the Provincial branding and setup:** <https://rendezvouscanada.ca/rvc-project-office/provincial-territorial-representatives/>



### Provincial, Territorial, and National Booth Inclusion:

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

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

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

Hanging and rigging are not included and may be purchased separately by Encore. Electrical, lighting services, and booth cleaning services are not included and may be purchased separately through the Winnipeg Convention Centre.

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

### Booth Design Approvals

Sellers interested in utilizing custom booths are welcome to do so, as long as they adhere to the specified booth dimensions. To seek approval, detailed drawings encompassing top views, elevations from the front and sides, along with comprehensive dimension measurements for all elements, must be submitted in writing by **March 31, 2025**.

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

### **Furnishings**

Soft furnishings such as tables chairs, or carpet may be substituted at the expense of the Seller without pre-approval. However, the Seller must notify the RVC office 4 weeks (Friday, April 25) in advance of the show opening date. This applies to all booths and Networking zones.

### **Sound**

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

### **Care of Exhibits**

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

### **Booth Decor**

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

### **Samples and Giveaways**

In our ongoing commitment to enhance the sustainability of RVC 2025, we invite you to reconsider the nature of samples or giveaways at your booth. Should you choose to distribute samples or giveaways, we encourage the use of sustainable materials or items with a meaningful purpose. We advocate for the adoption of eco-friendly practices, such as providing guests with QR codes leading to web links instead of traditional printed materials. Your thoughtful consideration in promoting sustainability at our event is highly appreciated.

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

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

### **Security of Exhibits**

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

### **Insurance and Liability**

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

### **Recycling and Waste Management**

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

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

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

### **Electricity/Rigging**

The Winnipeg Convention Centre and Encore have exclusivity rights for providing electrical and lighting services inside the Winnipeg Convention Centre walls. The online ordering site for exhibitors is live and ready to begin accepting orders and booth layout. Please access the direct online ordering link below with Google Chrome to view pricing and/or order online by May 2, 2025.

Order Form Link: <https://www.wcc.mb.ca/exhibitors/order-forms/>

### **Wi-Fi**

Wi-Fi intended for casual email service, not streaming data, is complimentary within the WCC. Hardwire internet and dedicated Wi-Fi service may be purchased separately if required through the convention centre.

### **Food and Beverage**

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



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

Any distribution of food and beverage is subject to a written request and must be approved by the RVC Project Office, and the Convention Centre. All requests are due by **May 2, 2025**.

For Service Orders please contact:

**Name:** Sarah Fetterly

**Telephone:** +1 204 957 4506

**Email:** [services@wcc.mb.ca](mailto:services@wcc.mb.ca)

Order through the WCC by filling out the form: <https://www.wcc.mb.ca/exhibitors/order-forms/>. This link also includes the rules and regulations related to electrical, fire & safety, shipping, housekeeping, and more.

Exhibitors and sellers can place their orders online by clicking the blue “Click to Order Online” button. This will direct you to the online portal—simply scroll down the list to find the event, click on it, and proceed with ordering the services you need. If you have any questions, please contact [services@wcc.mb.ca](mailto:services@wcc.mb.ca).

### **Audio Visual (AV)**

CCR Solutions is the official Audio Visual and Technology Services provider for RVC 2025 Marketplace floor. For your booth’s Audio-Visual and Technology needs, please go to [ccrsolutions.boomerecommerce.com](https://ccrsolutions.boomerecommerce.com), create an account, select the storefront RVC 2025, and begin your order.

All equipment listed is typical of exhibitor needs, but CCR Solutions’ capabilities far exceed those listed. For questions and for any needs not listed, please email [Madalena Morais](mailto:Madalena.Morais).

## **Direct Materials Handling + Loading Dock**

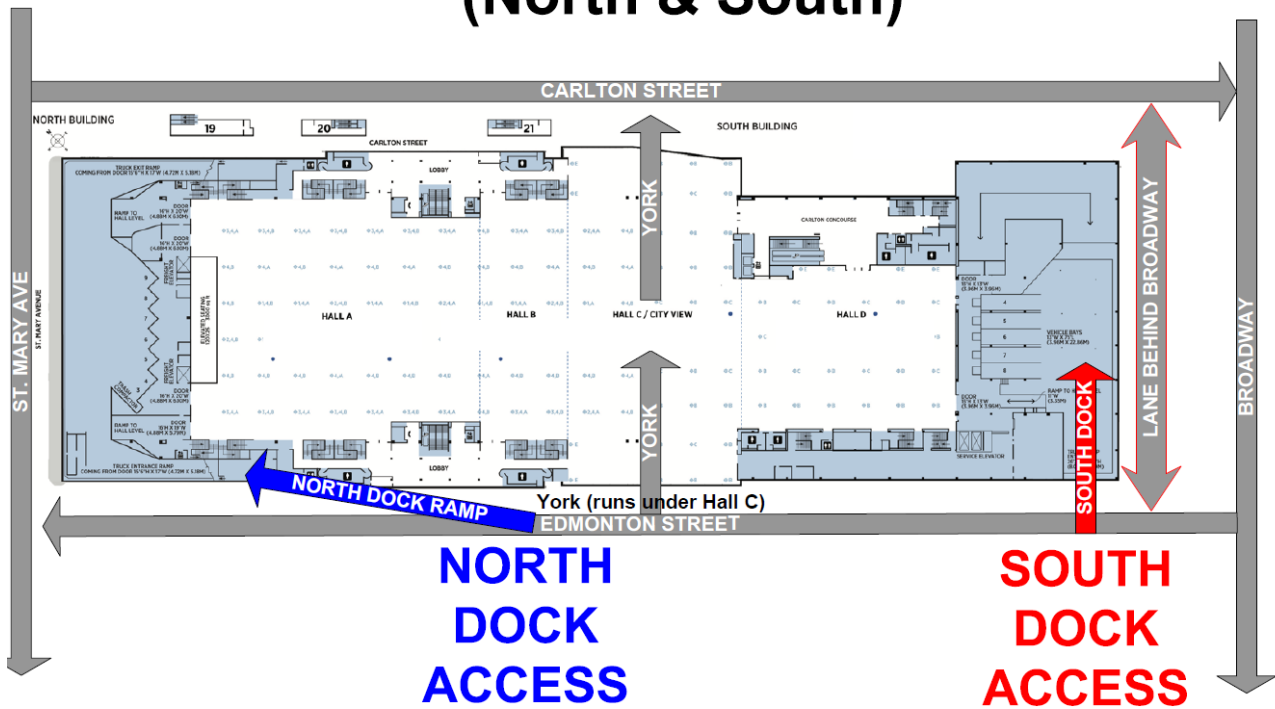
Below are directions to the Winnipeg Convention Centre loading dock (375 York Ave, Winnipeg, MB R3C 3J3).

Three loading dock maps at the WCC provide directions to access the 3rd-floor docks (North and South).

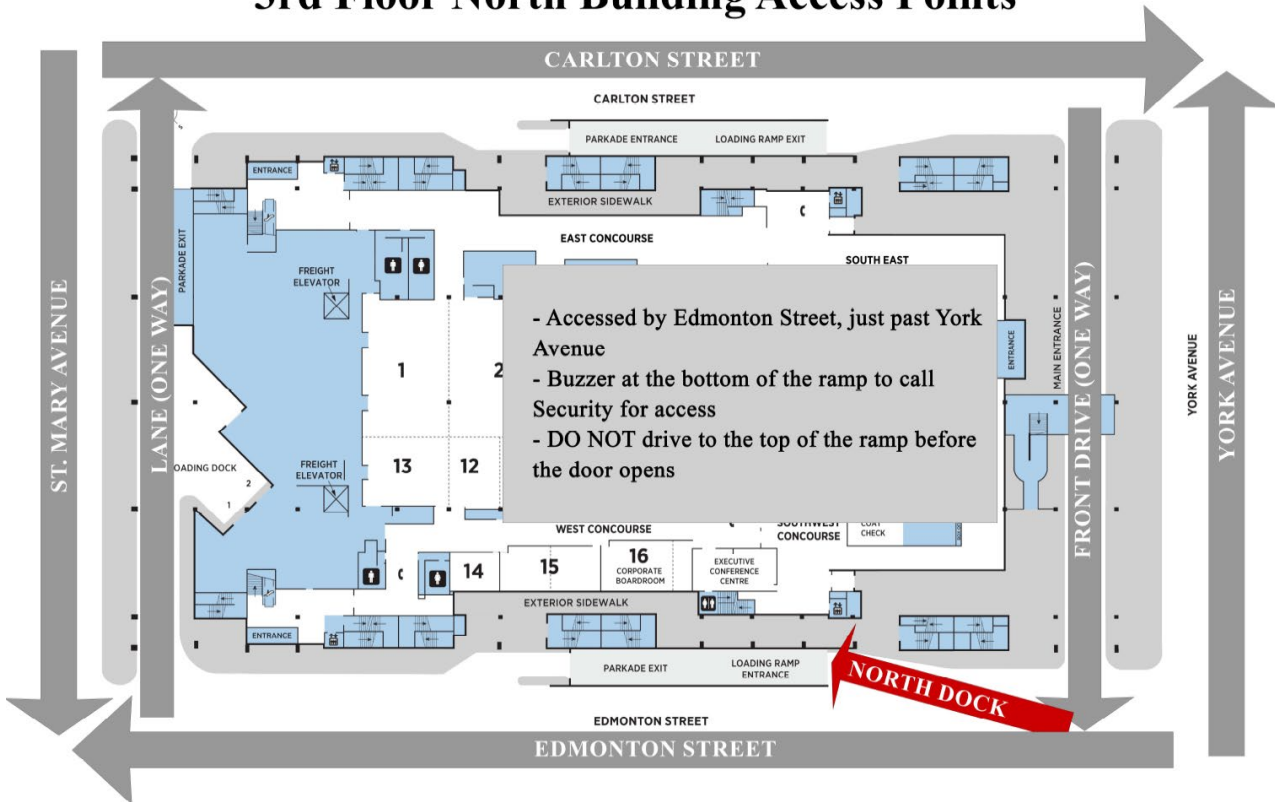
The North 3rd-floor dock is restricted to city cabs only, as sleeper cabs are unable to make the turn. The South 3rd-floor dock, however, permits both city and sleeper cabs.

Please review the maps carefully to ensure smooth access and unloading. If you have any questions, feel free to contact [Sarah Fetterly](mailto:Sarah.Fetterly).

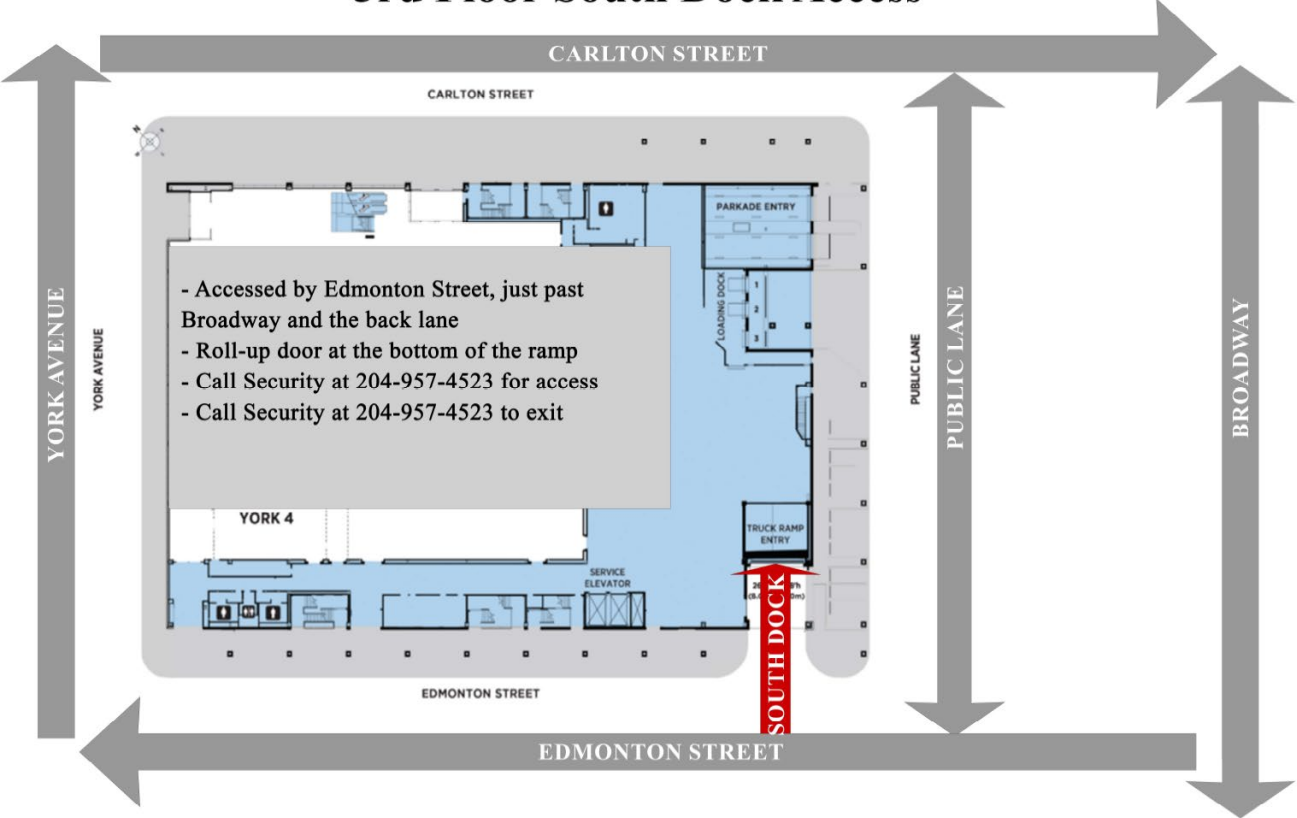
# RBC Convention Centre 3<sup>rd</sup> Floor Dock Access Points (North & South)



## RBC Convention Centre 3rd Floor North Building Access Points



# RBC Convention Centre 3rd Floor South Dock Access



## Shipping

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

### Advance Shipping

Opens: April 30, 2025

Closes: May 21, 2025

#### To:

SELLER COMPANY NAME & BOOTH NUMBER

Rendez-vous Canada 2025

c/o GOODKEY SHOW SERVICES LTD.

ABF Rosser, MB Service Center: 371 Direct

3040 Red Fife Road

Rosser, Manitoba

R0H 1E0 Canada

#### From:

SELLER COMPANY NAME & ADDRESS

### Direct Shipping to the Winnipeg Convention Centre

Not Accepted before: Tuesday, May 27, 2025

Starting at 8 am

#### To:

375 York Avenue

Winnipeg, Manitoba

R3C 3J3 Canada

c/o Rendez-vous Canada 2025

GOODKEY SHOW SERVICES LTD.

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

**Note:** Direct shipments arriving before **May 27**, will not be accepted by either the WCC or RVC. Such shipments will be refused and returned to the shipper, at the shipper's expense.

## Parking

The RBC Convention Centre Winnipeg has two separate climate-controlled underground parkades (North and South) with 729 parking stalls. Accessible parking stalls are located adjacent to each elevator with charging stations in the south parkade for electric vehicles. For parking options, please visit: <https://www.wcc.mb.ca/venue/parking/>

## Registration Information

### Badges

Access to Rendez-vous Canada is restricted to registered delegates only. All booth staff and activation staff must be registered for RVC 2025. Please see the registration information [here](#).

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

### Guests/VIPs/Accompanying Persons Policy

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

### Solicitation and Sale of Advertising Space

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

## Notice to Sellers/RVC Seller Responsibilities

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

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



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



# **EXHIBITOR KIT**

# **+ FORMS**

## **2025**

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Show Services Order Form

Vehicle Display Application Form

WCC Shipping Label South3rd

WCC Shipping Label North3rd

WCC Exhibitor Regulations

Show Management Regulations

# WELCOME SELLERS

Show Name <b>Rendez-vous Canada 2025</b>		Deadline Date <b>May 7, 2025</b>
Show Date <b>May 28-30, 2025</b>	Show Venue <b>RBC Convention Centre</b>	Show Code <b>RVC05283025</b>

Dear SELLER,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Rendez-vous Canada 2025. 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 RVC05283025.

Please Note: The deadline to qualify for early bird prices is May 7, 2025. 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. If you wish to order online, please cross reference the "How to Order" page or head over to***

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

## SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Early Seller Move-In (As per assigned schedule)	Monday	26/05/25	04:00 pm	08:00 pm
Seller Move-In	Tuesday	27/05/25	08:00 am	04:00 pm
Show Hours	Wednesday	28/05/25	08:30 am	06:00 pm
Show Hours	Thursday	29/05/25	08:30 am	05:00 pm
Show Hours	Friday	30/05/25	08:30 am	03:30 pm
Seller Move-Out	Friday	30/05/25	03:30 pm	08:00 pm

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

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

 Follow us!



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

## SHIPPING, LABELING, AND MATERIAL HANDLING

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

### ADVANCED WAREHOUSE RECEIVING

Between: April 30 - May 21, 2025 ONLY

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

### DIRECT SHIPPING RECEIVING

Not Accepted before: May 28, 2025

Starting at 8am

To: Seller Company Name & Booth Number

Rendez-vous Canada 2025

c/o GOODKEY SHOW SERVICES LTD.

ABF Rosser, MB Service Center: 371 Direct

3040 Red Fife Road

Rosser, Manitoba

R0H 1E0 Canada

375 York Avenue

Winnipeg, Manitoba

R3C 3J3 Canada

c/o Rendez-vous Canada 2025

GOODKEY SHOW SERVICES LTD.

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

From: Seller Company Name & Address

### ONSITE LABELING

Rendez-vous Canada 2025 – Hall A and B

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

375 York Avenue

Winnipeg, Manitoba

R3C 3J3 Canada

## IMPORTANT INFORMATION

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

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

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

booth carpet (charcoal)

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

Wastepaper Basket

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

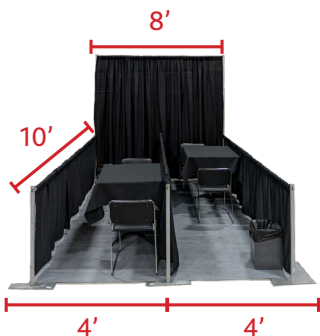
8'h backwall drape (black) & 3'h sidewall drape (black)

booth carpet (charcoal)

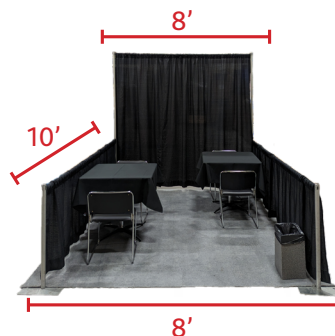
2 32" x 32" table w/ black table cloth & 4 Chairs

Wastepaper Basket

*Half booth*



*Full booth*



# HOW TO ORDER

Show Name <b>Rendez-vous Canada 2025</b>		Deadline Date <b>May 7, 2025</b>
Show Date <b>May 28-30, 2025</b>	Show Venue <b>RBC Convention Centre</b>	Show Code <b>RVC05283025</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.

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.

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

Tel: **780.426.2211**

Fax: **780.426.5734**

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



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# PAGE LIST

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<input type="checkbox"/>	1	WELCOME / SHOW INFO
<input type="checkbox"/>	2	SHOW INFO
<input type="checkbox"/>	3	ONLINE ORDERING
<input type="checkbox"/>	4	PAGE LIST
<input type="checkbox"/>	5	PAGE LIST
<input type="checkbox"/>	6	CARPET
<input type="checkbox"/>	7	FURNITURE
<input type="checkbox"/>	8	OPTIMUM FURNITURE
<input type="checkbox"/>	9	SIGNATURE SERIES
<input type="checkbox"/>	10	DRAPE & TABLES
<input type="checkbox"/>	11	ACCESSORIES
<input type="checkbox"/>	12	DISPLAY ACCESSORIES
<input type="checkbox"/>	13	SIGNAGE & DIGITAL PRINTING
<input type="checkbox"/>	14	PRINT READY GRAPHIC GUIDELINES
<input type="checkbox"/>	15	AUDIO VISUAL
<input type="checkbox"/>	16	INSTALLATION & DISMANTLE LABOUR
<input type="checkbox"/>	17	EXHIBIT BOOTH VACUUMING & CLEANING
<input type="checkbox"/>	18	POST SHOW STORAGE
<input type="checkbox"/>	19	MATERIAL HANDLING
<input type="checkbox"/>	20	MATERIAL HANDLING AGREEMENT
<input type="checkbox"/>	21	ADVANCE WAREHOUSE SHIPPING LABEL
<input type="checkbox"/>	22	ONSITE SHIPPING LABEL
<input type="checkbox"/>	23	GROUND TRANSPORTATION QUOTE REQUEST
<input type="checkbox"/>	24	CUSTOMS BROKERAGE
<input type="checkbox"/>	25	CUSTOMS & TRANSPORTATION ORDER FORM EXAMPLE
<input type="checkbox"/>	26	CUSTOMS & TRANSPORTATION ORDER FORM
<input type="checkbox"/>	27	COMMERCIAL INVOICE EXAMPLE
<input type="checkbox"/>	28	COMMERCIAL INVOICE
<input type="checkbox"/>	29	CUSTOMS BROKERAGE LIMITS OF LIABILITY
<input type="checkbox"/>	30	SELLER APPOINTED CONTRACTOR
<input type="checkbox"/>	31	SELLER PAYMENT POLICY



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# PAGE LIST

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

- 32 TERMS & CONDITIONS
- 33 TERMS & CONDITIONS
- 34 METHOD OF PAYMENT
- 35 PAYMENT OPTIONS

Multiple horizontal bars for marking page(s) with filled orders.



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# CARPET

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</b>	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>CARPET FOR STANDARD SIZE BOOTHS</b>				
10' x 10'		\$281.00	\$380.00	
10' x 20'		\$563.00	\$760.00	
10' x 30'		\$960.00	\$1,295.00	

**CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)**

Other sizes laid @ \$3.60/sq.ft \$4.90/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		\$1.80/sq.ft	\$2.40/sq.ft
Size: _____ ft x _____ ft = _____ sq/ft			
Double Underlay		\$3.50/sq.ft	\$4.70/sq.ft
Size: _____ ft x _____ ft = _____ sq/ft			
Poly (Visqueen)		\$1.40/sq.ft	\$1.90/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

\$4.80/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	\$5.90/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$5.50/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**

SUBTOTAL		
<b>OFFICE USE ONLY</b>		
<input type="checkbox"/> 50% CANCELLATION FEE		
7% P.S.T.		
5% GST		
<b>TOTAL AMOUNT DUE</b>		

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

# FURNITURE

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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			\$216.00	\$292.00	Leather Side Chair Black Leather Seat			\$123.00	\$166.00												
Cruiser Table 30" dia - 40" tall			\$201.00	\$271.00	Stool with Backrest Black Fabric			\$156.00	\$211.00												
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$67.00	\$89.00	Mini Bar Stool Black Faux Leather 25" tall			\$106.00	\$142.00												
Pedestal Table 30" dia - 29" tall			\$110.00	\$147.00	Bar Stool Black Faux Leather 30" tall			\$146.00	\$197.00												
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$60.00	\$81.00	<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>\$219.00</td> <td></td> </tr> <tr> <td>Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)</td> <td>\$370.00</td> <td></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)	\$219.00		Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)	\$370.00	
DESCRIPTION	REGULAR PRICE	TOTAL																			
<b>FURNITURE COMBOS</b>																					
Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)	\$219.00																				
Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)	\$370.00																				
Wood Top Square Table Cruiser 40" tall			\$110.00	\$147.00																	
Wood Top Square Table Pedestal 29" tall			\$110.00	\$147.00																	
Wood Top Round Table Cruiser 40" tall			\$110.00	\$147.00																	
Wood Top Round Table Pedestal 29" tall			\$110.00	\$147.00																	
Coffee Table 30" dia - 18" tall			\$93.00	\$125.00																	

**SPECIAL INSTRUCTIONS**

<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>		
<b>SUBTOTAL</b>		
<b>OFFICE USE ONLY</b>		
<input type="checkbox"/> 50% CANCELLATION FEE		
7% P.S.T.		
5% GST		
<b>TOTAL AMOUNT DUE</b>		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620

# OPTIMUM FURNITURE

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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)			\$541.00	\$731.00	Wood Top Chrome End Table 18" x 18"			\$173.00	\$234.00
Corbusier Chair White Leather 33"(w) x 28" (h) x 29"(l)			\$541.00	\$731.00	Wood Top Chrome Coffee Table 24" x 48"			\$208.00	\$281.00
Corbusier Loveseat Black Leather 57"(w) x 28" (h) x 28"(l)			\$842.00	\$1,135.00	Wood Top Chrome Coffee Table 36" x 36"			\$208.00	\$281.00
Corbusier Loveseat White Leather 57"(w) x 28" (h) x 28"(l)			\$842.00	\$1,135.00	<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)			\$931.00	\$1,258.00	<b>OPTIMUM FURNITURE COMBOS</b>				
Corbusier Sofa White Leather 80"(w) x 28" (h) x 29"(l)			\$931.00	\$1,258.00	Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)			\$385.00	
Mini Chrome Flop Back White Leather Seat 33" tall			\$146.00	\$197.00	Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)			\$491.00	
Chrome Flop Back Black Leather Seat 45" tall			\$195.00	\$264.00	Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs			\$1,176.00	
Chrome Flop Back White Leather Seat 45" tall			\$195.00	\$264.00	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
<b>SPECIAL INSTRUCTIONS</b>					SUBTOTAL				
					<b>OFFICE USE ONLY</b>				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					7% P.S.T.				
					5% GST				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				



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# SIGNATURE SERIES

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</b>	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	
<b>SEATING</b>					<b>TABLES</b>					
Jagan Armchair 26"(w) x 29"(h) 32"(l) 		\$495.00	\$668.00		Acacia Plank Coffee Table 29"(w) x 16" (h) x 48"(l) 		\$200.00	\$270.00		
Ablon Chair 33"(w) x 33" (h) x 39"(l) 		\$495.00	\$668.00		Rustic Oak 29" dia - 16" tall 		\$200.00	\$270.00		
Ablon Sofa 37"(w) x 33" (h) x 96"(l) 		\$888.00	\$1199.00		Round Old Elm 36" dia - 16" tall 		\$200.00	\$270.00		
Aisha Loveseat 32"(w) x 33" (h) x 70"(l) 		\$771.00	\$1041.00		White Tulip 31" dia - 29" tall 		\$185.00	\$250.00		
Mesh Back Black Soft Seat w/ Metal Legs 		\$110.00	\$149.00		Large Tulip (White) 40" dia - 29" tall 		\$185.00	\$250.00		
Black Leather Seat w/ Chrome Leg Kearl Tufted 		\$110.00	\$149.00		Large Tulip (Black) 40" dia - 29" tall 		\$185.00	\$250.00		
Eiffel Chair 18"(w) x 31"(h) X 20"(l) 		\$100.00	\$135.00		Eiffel Ped (White) 32" dia - 30" tall 		\$123.00	\$166.00		
Eiffel Stool 22"(w) x 43"(h) X 22"(l) 		\$140.00	\$189.00		Eiffel Ped (Black) 32" dia - 30" tall 		\$123.00	\$166.00		
Metal Stool 		\$85.00	\$115.00		Glass Ped Table 31.5" dia - 40" tall 		\$194.00	\$262.00		
Brad Pitt 16"(w) x 40"(h) x 16"(l) 		\$245.00	\$331.00		Coaster Cruiser Table 36" dia - 36" tall 		\$200.00	\$270.00		
Effron Chair (White) w/ Cushion 19"(w) x 33"(h) x 17"(l) 		\$100.00	\$135.00		Charging Cube 21"(w) x 27"(h) X 21"(l) Counter with outlets 		\$450.00	\$608.00		
Effron Chair (Black) w/ Cushion 19"(w) x 33"(h) x 17"(l) 		\$100.00	\$135.00		Charging Cube w/ Full Color Graphic 21"(w) x 27"(h) X 21"(l) Counter with outlets Image Size: 535mm[w] x 535mm[h] 		\$550.00	\$743.00		
<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>										
<b>SUBTOTAL</b>										
<b>OFFICE USE ONLY</b>										
<input type="checkbox"/> 50% CANCELLATION FEE										
7% P.S.T.										
5% G.S.T.										
<b>TOTAL AMOUNT DUE</b>										
GST REGISTRATION#: 121717813 RT						PST REGISTRATION#: PST-1013-7620				



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# DRAPE & TABLES

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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>		\$142.00	\$192.00		3' High Drape- per linear foot	\$6.80	\$9.20		
8'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$142.00	\$192.00		Size: _____ ft x _____ ft= _____				
Upgrade Decorated Table to 4 sides draped ADD		\$56.00	\$76.00		8' High Drape- per linear foot	\$11.00	\$53.00		
4'x2'x29"[h] <i>Decorated Table (4 sides draped)</i>		\$142.00	\$192.00		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>		\$211.00	\$285.00		 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY		
8'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$211.00	\$285.00		 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY		
Upgrade Decorated Counter to 4 sides draped ADD		\$73.00	\$99.00		 <input type="checkbox"/> TEAL	 <input type="checkbox"/> GOLD	 <input type="checkbox"/> FOREST GREEN		
4'x2'x40"[h] <i>Decorated Table (4 sides draped)</i>		\$211.00	\$285.00		 <input type="checkbox"/> BURGUNDY				
<b>SKIRT COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/></b>					<b>DESCRIPTION</b> <b>QTY</b> <b>EARLY BIRD</b> <b>REGULAR PRICE</b> <b>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		\$38.00		
 <input type="checkbox"/> TEAL					Baseplate		\$28.00	\$38.00	
<b>UNDECORATED TABLES</b>					4' - 7' Slider		\$28.00	\$38.00	
4'x2'x29"[h]		\$80.00	\$108.00		6' - 10' Slider		\$28.00	\$38.00	
6'x2'x29"[h]		\$80.00	\$108.00		7' - 12' Slider		\$28.00	\$38.00	
8'x2'x29"[h]		\$80.00	\$108.00		4' solid		\$28.00	\$38.00	
<b>SPECIAL INSTRUCTIONS</b>					3' high upright <i>(Baseplate not included)</i>		\$28.00	\$38.00	
					8' high upright <i>(Baseplate not included)</i>		\$28.00	\$38.00	
					12' high upright <i>(Baseplate not included)</i>		\$28.00	\$38.00	
					<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
					SUBTOTAL				
					<b>OFFICE USE ONLY</b>				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					7% P.S.T.				
					5% GST				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT   PST REGISTRATION#: PST-1013-7620				



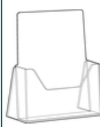





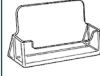















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# ACCESSORIES

Show Name <b>Rendez-vous Canada 2025</b>					Name of Company					Booth Number	
Show Date <b>May 28-30, 2025</b>					Deadline Date <b>May 7, 2025</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			\$117.00	\$159.00		
Single Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$41.00	\$55.00	Mini Fridge			\$318.00	\$429.00		
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		\$264.00	\$357.00		
					Additional Water Jug		\$32.00	\$44.00			
					Desk			\$371.00	\$501.00		
<b>BUSINESS CARD HOLDERS</b>					Coat Tree			\$64.00	\$88.00		
Single Business Card Fits standard card Clear Acrylic			\$16.00	\$21.00	Bag Holder			\$120.00	\$163.00		
4 Tier Business Card Fits standard card Clear Acrylic			\$28.00	\$37.00	Garment Rack Chrome on casters			\$85.00	\$114.00		
4 Double Tier Business Card Fits standard card Clear Acrylic			\$71.00	\$96.00	Chrome Sign Holder Holds 22" x 28"			\$95.00	\$129.00		
<b>LIVE PLANTS</b>					Easel Free Standing			\$37.00	\$49.00		
3' Potted Plant Live Tropical			\$83.00	\$112.00	Eco-Friendly Garbage Pail			\$54.00	\$72.00		
4' Potted Plant Live Tropical			\$86.00	\$115.00	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>						
5' Potted Plant Live Tropical			\$109.00	\$147.00	<b>SUBTOTAL</b>						
Small Floral Arrangement			PRICE TBD	PRICE TBD	<b>OFFICE USE ONLY</b>						
Medium Floral Arrangement			PRICE TBD	PRICE TBD	<input type="checkbox"/> 50% CANCELLATION FEE						
Large Floral Arrangement			PRICE TBD	PRICE TBD	7% P.S.T.						
					5% GST						
					<b>TOTAL AMOUNT DUE</b>						
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620				



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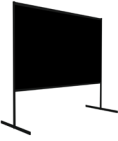



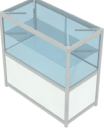






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# DISPLAY ACCESSORIES

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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]			\$288.00	\$389.00	Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive			\$153.00	\$206.00																		
<b>COUNTER WITH FULL COLOR GRAPHIC</b> ~Be noticed! Doors & storage shelf			\$424.00	\$572.00	Hook Velcro 6 yards per box Self Adhesive			\$38.00	\$52.00																		
			<i>Display a company logo or branding!</i>		Loop Velcro 6 yards per box Self Adhesive			\$38.00	\$52.00																		
			<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>		<div style="background-color: #00728f; color: white; padding: 10px;"> <p><b>SPECIAL INSTRUCTIONS</b></p> <p style="text-align: center; color: red; font-weight: bold;">**PRICES INCLUDE DELIVERY AND INSTALLATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">SUBTOTAL</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>OFFICE USE ONLY</b></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> 50% CANCELLATION FEE</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">7% P.S.T.</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5% GST</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>TOTAL AMOUNT DUE</b></td> <td></td> <td></td> </tr> </table> <p>GST REGISTRATION#: 121717813 RT    PST REGISTRATION#: PST-1013-7620</p> </div>					SUBTOTAL			<b>OFFICE USE ONLY</b>			<input type="checkbox"/> 50% CANCELLATION FEE			7% P.S.T.			5% GST			<b>TOTAL AMOUNT DUE</b>		
SUBTOTAL																											
<b>OFFICE USE ONLY</b>																											
<input type="checkbox"/> 50% CANCELLATION FEE																											
7% P.S.T.																											
5% GST																											
<b>TOTAL AMOUNT DUE</b>																											
Show Case Two shelves 20"[d]x38"[w]x40"[h]			\$433.00	\$584.00																							
Jewelry Case One shelf with lights 20"[d]x38"[w]x40"[h]			\$384.00	\$518.00																							
Computer Counter 29"[d]x40"[w]x40"[h]			\$350.00	\$472.00																							
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]			\$475.00	\$641.00																							
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall			\$420.00	\$567.00																							
Single Show Case 20"[d]x20"[w]x40"[h]			\$211.00	\$285.00																							
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]			\$211.00	\$285.00																							



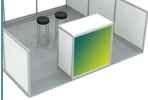









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# SIGNAGE & DIGITAL PRINTING

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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>			\$121.00	\$163.00
Freestanding Flush Backwall - Single Sided 2930mm (w) x 2480mm (h) <i>(Wall rental and graphics included)</i>			\$1,688.00	\$2,278.00
<b>FABRIC SIGNAGE</b>				
Fabric Hybridwall - Single Sided 2966mm (w) x 2444mm (h) <i>(Comes with frame and printed fabric skin)</i>			\$3,510.00	\$4,739.00
Fabric Hybridwall - Single Sided 5936mm (w) x 2444mm (h) <i>(Comes with frame and printed fabric skin)</i>			\$7,020.00	\$9,477.00
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>			\$470.00	\$634.00
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>			\$322.00	\$435.00
<b>DESIGN WORK &amp; STORAGE</b>				
If artwork is not supplied as print ready, a minimum of \$65 will be charged to modify art files			\$65.00	
Have the Goodkey in house design team create the artwork & vectorize logos			\$65.00/ per hour	
<b>SIGNAGE STORAGE</b> <i>Indicate if you will be needing the signage again, if not it will be recycled after the event</i>			Call for quote	

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

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

<b>SPECIAL INSTRUCTIONS</b>	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>		
	SUBTOTAL		
	<b>OFFICE USE ONLY</b>		
	<input type="checkbox"/> 50% CANCELLATION FEE		
	7% P.S.T.		
	5% GST		
	TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT			PST REGISTRATION#: PST-1013-7620



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# PRINT READY GRAPHIC GUIDELINES

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</b>	

Color space has to be CMYK.

Please size each graphic to be the same size as each panel.

Each panel should be a separate file labeled appropriately. (showname\_companyname\_panel)  
ex. ABC18\_Company\_P1

Fonts should be converted to outline. If fonts are not outlined, send the font as an attachment.

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

Send files by email | [wettransfer.com](http://wettransfer.com) | [dropbox.com](https://dropbox.com)

Send All Artwork Files To

**\*IMPORTANT:** We do not print directly from PDF files. We will open PDFs in Illustrator to prepare artwork for printing. It is critical that all fonts are outlined, and all linked images embedded prior to creating the PDF. Files not submitted correctly will be bounced for resubmission.

Send

To: [signsondemand@goodkey.com](mailto:signsondemand@goodkey.com)  
Subject: Show Name - Company Name - Booth Number

ABC18\_Company\_P1


SCALE artwork to full size

EMBED all links

RESOLUTION for images: min 100dpi

CONVERT all text to outlines

Metal Posts


**VECTOR ARTWORK IS KEY!**

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.

REPRESENTS panel break and will not print  
DO NOT INCLUDE LINES

AVOID text going through the panel break



Vector art  
Ex. ai, eps, pdf



Raster art  
Ex. jpg, tiff, png



# AUDIO VISUAL

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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)		\$424.00	\$572.00	
Freestanding Octanorm Stand with graphic - 782mm x 302mm (see illustration below)		\$472.00	\$637.00	
Freestanding Gondola with graphic (see illustration below)		\$333.00	\$450.00	
Wall-mount Bracket (Monitor not included, requires hardwall rental to mount to)		\$81.00	\$108.00	



SPECIAL INSTRUCTIONS	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>	
		SUBTOTAL
	<b>OFFICE USE ONLY</b>	
	<input type="checkbox"/> 50% CANCELLATION FEE	
	7% P.S.T.	
	5% GST	
	<b>TOTAL AMOUNT DUE</b>	
	GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620

# INSTALLATION & DISMANTLE LABOUR

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</b>	

## INSTALLATION & DISMANTLE RATES

<b>Regular Time (RT):</b>	8:00 am - 4:00 pm Monday to Friday	\$163.00/hr.
<b>Overtime (OT):</b>	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday	\$244.00/hr.
<b>Double Time (DT):</b>	All other hours including Sundays and statutory holidays	\$488.00/hr.

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

Labourers	Hours	\$163.00/hr. (RT)	\$
Labourers	Hours	\$244.00/hr. (OT)	\$
Labourers	Hours	\$488.00/hr. (DT)	\$

Date Required: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish: \_\_\_\_\_

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

Labourers	Hours	\$163.00/hr. (RT)	\$
Labourers	Hours	\$244.00/hr. (OT)	\$
Labourers	Hours	\$488.00/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: \_\_\_\_\_

<b>SPECIAL INSTRUCTIONS</b>	TOTAL ESTIMATED CHARGE	
	25% SUPERVISION FEE	
	SUBTOTAL	
	<b>OFFICE USE ONLY</b>	
	<input type="checkbox"/> 50% CANCELLATION FEE	
	7% P.S.T.	
	5% GST	
	TOTAL AMOUNT DUE	
	GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620

# EXHIBIT BOOTH VACUUMING & CLEANING

Show Name <b>Rendez-vous Canada 2024</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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 \$0.81 = \_\_\_\_\_  
(min 100 Sq.Ft.)

## LATE-ORDERS

Booth Width \_\_\_\_\_ x Booth Depth \_\_\_\_\_ + Square Feet \_\_\_\_\_ x Number of Days \_\_\_\_\_ x \$1.10 = \_\_\_\_\_  
(min 100 Sq.Ft.)

## SPECIAL INSTRUCTIONS

	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>	
	SUBTOTAL	
	<b>OFFICE USE ONLY</b>	
	<input type="checkbox"/> 50% CANCELLATION FEE	
	7% P.S.T.	
	5% GST	
	<b>TOTAL AMOUNT DUE</b>	
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620



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# POST SHOW STORAGE

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</b>	

## FREIGHT INFORMATION

CARRIER NAME: _____	# OF PIECES _____
---------------------	-------------------

TOTAL WEIGHT	COST	CONDITIONS
<input type="checkbox"/> 001 - 600 lbs	\$520.00	<ul style="list-style-type: none"> <li>• SELLERS NEED TO FILL OUT THE FORM</li> <li>• SELLERS MUST MAKE ARRANGEMENTS TO OWN CARRIER</li> <li>• THE ABOVE FEE MUST BE PAID BEFORE RELEASE OF FREIGHT</li> </ul>
<input type="checkbox"/> 600 - 1200 lbs	\$832.00	
<input type="checkbox"/> 1201 + lbs	\$1,112.00	

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

## NOTES

SPECIAL INSTRUCTIONS	SUBTOTAL		
	<b>OFFICE USE ONLY</b>		
	<input type="checkbox"/> 50% CANCELLATION FEE		
	7% P.S.T.		
	5% GST		
	<b>TOTAL AMOUNT DUE</b>		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</b>	

### ADVANCED MATERIAL HANDLING

Starting: April 30, 2025

Deadline: May 21, 2025

- 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 SELLER ARRANGED OUTBOUND CARRIER

**\$1.50** per pound (lbs.) (\$300.00/200lbs minimum charge)

Weight \_\_\_\_\_ @ \$1.50/lbs \_\_\_\_\_

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

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

SUBTOTAL		
<b>OFFICE USE ONLY</b>		
<input type="checkbox"/> 50% CANCELLATION FEE		
7% P.S.T.		
5% GST		
<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: SELLERS 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 2025**

**NAME OF EXHIBITING COMPANY - BOOTH #**

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

**ABF Rosser, MB Service Center: 371 Direct**

**3040 Red Fife Road**

**Rosser, MB R0H 1E0**

### 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 SELLER 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 SELLERS 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 SELLER 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 \$1 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 \_\_\_\_\_



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# 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:**

ABF Service Center: 371 Direct  
3040 Red Fife Road  
Rosser, MB  
ROH 1E0  
SHIPPED FROM: EVENT/FACILITY/CITY  
Rendez-vous Canada 2025

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 SELLER'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			

SELLER SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCURRED. SELLER'S SIGNATURE (OR THE SIGNATURE OF THE SELLER'S AGENT) BELOW DENOTES ACCEPTANCES OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THE FORM. SELLER OR ITS AGENT CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS, OR IF FREIGHT CONTAINS SUCH MATERIALS, THAT THE SELLER 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	
SELLER	FINISH TIME	DRIVER
SIGNATURE	DATE	PIECES RECEIVED
PRINT NAME		

# ADVANCE WAREHOUSE SHIPPING LABEL



## LOGISTICS

FROM:

EXHIBITION FREIGHT

**ADVANCE  
LOCATION**

EVENT NAME: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHIP TO: ABF Rosser, MB Service Center: 371 Direct  
3040 Red Fife Road  
Rosser, MB R0H 1E0

CARRIER: \_\_\_\_\_ No. OF PIECES: \_\_\_\_\_ OF \_\_\_\_\_

Location receiving hours are Monday - Friday, 8:00 am to 5:00 pm | Tel: 1-780-426-2211



## LOGISTICS

FROM:

EXHIBITION FREIGHT

**ADVANCE  
LOCATION**

EVENT NAME: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHIP TO: ABF Rosser, MB Service Center: 371 Direct  
3040 Red Fife Road  
Rosser, MB R0H 1E0

CARRIER: \_\_\_\_\_ No. OF PIECES: \_\_\_\_\_ OF \_\_\_\_\_

Location receiving hours are Monday - Friday, 8:00 am to 5:00 pm | Tel: 1-780-426-2211



# ONSITE SHIPPING LABEL



## LOGISTICS

FROM:

EXHIBITION FREIGHT

**ONSITE**

EVENT NAME: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHIP TO: 375 York Avenue  
Winnipeg, Manitoba  
R3C 3J3 Canada

CARRIER: \_\_\_\_\_ No. OF PIECES: \_\_\_\_\_ OF \_\_\_\_\_

Location receiving hours are Monday - Friday, 8:00 am to 5:00 pm | Tel: 1-780-426-2211



## LOGISTICS

FROM:

EXHIBITION FREIGHT

**ONSITE**

EVENT NAME: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHIP TO: 375 York Avenue  
Winnipeg, Manitoba  
R3C 3J3 Canada

CARRIER: \_\_\_\_\_ No. OF PIECES: \_\_\_\_\_ OF \_\_\_\_\_

Location receiving hours are Monday - Friday, 8:00 am to 5:00 pm | Tel: 1-780-426-2211

# GROUND TRANSPORTATION QUOTE REQUEST

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</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 2025</b> <b>NAME OF EXHIBITING COMPANY - BOOTH #</b> <b>c/o ABF Service Center: 371 Direct</b> <b>3040 Red Fife Road</b> <b>Rosser, MB R0H 1E0</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 <span style="float: right;">SERVICE WILL BE CHARGED ON ACTUAL WEIGHTS AND DIMENSIONS</span>			
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 SELLER 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 SELLERs 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 \$1 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



# 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"/> \$390.00	<input type="checkbox"/> \$463.00
Shipment value from \$1,501.00 - \$3,000.00	<input type="checkbox"/> \$488.00	<input type="checkbox"/> \$510.00
Shipment value from \$3,000.00 - \$5,000.00	<input type="checkbox"/> \$1,008.00	<input type="checkbox"/> \$1,235.00
Shipment value from \$5,000.00 - \$7,500.00	<input type="checkbox"/> \$1,390.00	<input type="checkbox"/> \$1,713.00
Shipment value from \$7,500.00 - \$10,000.00	<input type="checkbox"/> \$1,525.00	<input type="checkbox"/> \$1,596.00
Shipment value from \$10,000.00 and up	<input type="checkbox"/> \$2,299.00	<input type="checkbox"/> \$2,849.00

*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"/> \$51.00
U.S. Customs Clearance at border	<input type="checkbox"/> \$134.00
Single Trip Bond (private vehicle when required)	<input type="checkbox"/> \$150.00
Carnet Handling	<input type="checkbox"/> \$150.00
Re-Manifesting when required	<input type="checkbox"/> \$102.00
ACE Manifest / SCAC for Private Vehicles	<input type="checkbox"/> \$351.00
Terminal Fees / Handling fees	<input type="checkbox"/> Equal to Payout

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

Signature _____  Date _____	SUBTOTAL		
	<b>OFFICE USE ONLY</b>		
	<input type="checkbox"/> 50% CANCELLATION FEE		
	7% P.S.T.		
	5% GST		
	<b>TOTAL AMOUNT DUE</b>		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

# Customs & Transportation Services Order Form



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:

- 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
- 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

Powered by:



**CROSSCONNECT**  
CUSTOMS & EVENT LOGISTICS  
Tel: 416-639-2176  
E-mail: info@crossconnectcl.com

## Services Required (please check all that apply):

Transportation  Customs Clearance  Advance Warehouse

Event & Exhibitor	Shipment Delivering to (please check one):	<input type="checkbox"/> Direct to Event/Show Site	<input checked="" type="checkbox"/> Advance Warehouse
	Exhibitor Name: ABC COMPANY	Booth #: 1001	
	Event Name: NAME OF THE SHOW / EVENT YOU ARE ATTENDING	Event Dates: 05-Jul-21 to 07-Jul-21	
	Facility/Venue Name: NAME OF CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD		
	Facility/Venue Address: ADDRESS OF THE CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD		
	City: TORONTO	State/Province: ON	Zip/Postal Code: MOX X0X
	On-site Contact: JOHN SMITH	Cell #: 555-555-0000	
	E-mail: JSMITH@DOMAIN.COM	Importer # (if applicable): 123456789RM0001	

Shipper	Company Name: ABC COMPANY	IRS #: 12-3456789	
	Address: 123 SOMEPLACE AVENUE, SUITE 3		
	City: NEW YORK	State/Province: NY	Zip/Postal Code: 10093
	Contact Name: JOHN SMITH	Tel: 555-555-0000	
	E-mail: JSMITH@DOMAIN.COM		

Return Freight	<input checked="" type="checkbox"/> Same as Shipper <input type="checkbox"/> No Return Shipment		
	Company Name: ABC COMPANY	IRS / Importer #: 12-3456789	
	Address: 123 SOMEPLACE AVENUE, SUITE 3		
	City: NEW YORK	State/Province: NY	Zip/Postal Code: 10093
	Contact Name: JOHN SMITH	Tel: 555-555-0000	

PLEASE LEAVE BLANK

PLEASE LEAVE BLANK

Shipment / Freight	# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height		Per Piece	Total
		2	SKIDS	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each
	1	CRATE	@ Dimensions (Inches) Each	41	52	50	@ Weight (lbs) Each	1,000
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	3		@ Dimensions (Inches) Each				@ Weight (lbs) Each	1,800

Requested Service Level:  Air  2<sup>nd</sup> Day  Truck  Other: \_\_\_\_\_  
 Additional Services Required:  Lift Gate  Inside Pick-up  Inside Delivery  Weekend Pick-up  Weekend Delivery

Total Shipment Value: \$ 10,000.00 Carrier Name & Contact Info: IF USING CARRIER OTHER THAN CROSS CONNECT, PROVIDE INFO.  
 Available for Pick-up Date: 15-Jun-21 Shipper Hours of Operation: 8:00 am to 4:00 pm Must Deliver By: 30-Jun-21 @ 4:00 pm

### Cargo Insurance / Declared Value

This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

## Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect 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.

### Client Signature

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

Signature: *John Smith*  
 Printed Name: JOHN SMITH

Date: 10-Jun-21  
 Title: CEO

### Cross Connect Internal Use Only

Accepted by:  
 Date:  
 Signature:

# Customs & Transportation Services Order Form



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

Powered by:



**CROSSCONNECT**  
CUSTOMS & EVENT LOGISTICS  
Tel: 416-639-2176  
E-mail: info@crossconnectcl.com

## Services Required (please check all that apply):

Transportation  Customs Clearance  Advance Warehouse

**Event & Exhibitor**

Shipment Delivering to (please check one):  Direct to Event/Show Site  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: State/Province: Zip/Postal Code:  
 City: State/Province: Zip/Postal Code:  
 Contact Name: Tel:  
 E-mail:

**Return Freight**

Same as Shipper  No Return Shipment

Company Name: IRS / Importer #:  
 Address: State/Province: Zip/Postal Code:  
 City: State/Province: Zip/Postal Code:  
 Contact Name: Tel:  
 E-mail:



# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	Per Piece	Total
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	@ Dimensions (Inches) Each				@ Weight (lbs) Each	

Requested Service Level:  Air  2<sup>nd</sup> Day  Truck  Other: \_\_\_\_\_  
 Additional Services Required:  Lift Gate  Inside Pick-up  Inside Delivery  Weekend Pick-up  Weekend Delivery

Total Shipment Value: Carrier Name & Contact Info:  
 Available for Pick-up Date: Shipper Hours of Operation: to Must Deliver By:

**Cargo Insurance / Declared Value**  
 This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

## Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect 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.

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

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

Signature: Date:  
 Printed Name: Title:

## Cross Connect Internal Use Only

Accepted by:  
 Date:  
 Signature:



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**

**\*IMPORTANT:**  
**MUST be completed in full.**

Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093  JOHN SMITH - 555-555-0000	Consignee (Ship To): ABC COMPANY, BOOTH # 1001 C/O NAME OF SHOW/EVENT VENUE NAME VENUE ADDRESS  ONSITE CONTACT NAME & CELL PHONE #	Importer/Owner of Goods: <input checked="" type="checkbox"/> Same as Shipper ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093  JOHN SMITH - 555-555-0000  Does this company have a Canadian Office? No	Shipped Via: TRANSPORTATION COMPANY NAME Shipped To: <input checked="" type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site IRS #: 12-3456789 Pieces: 3 Weight: 1,800 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs Currency: USD Ship Date: 06/15/2021 (mm/dd/yyyy)	*REMARKS ("X" each item)  *A - TEMPORARY IMPORT *B - PERMANENT IMPORT *C - GIVEN AWAY / SOLD
--	---	--	---	---

# 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 (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	400	48	48	48	1.81	9403.20	X			5,250.00	5,250.00
1	CRATE	2	50" LED TV'S - LG MODEL# 55EG9100	CHINA	50	41	52	50	1.75	8528.72	X			700.00	1,400.00
		2	WEIGHTED METAL TV STANDS	JAPAN	950					9403.20	X			500.00	1,000.00
1	SKID	5000	ADVERTISING LITERATURE	USA	200	48	48	48	1.81	4911.10			X	0.15	750.00
		1000	BALL POINT PENS	CHINA	48					9608.10			X	0.35	350.00
		400	CATALOGS	USA	150					4911.10			X	3.00	1,200.00
		2	POSTERS	USA	2					4911.91		X		25.00	50.00

**\*Electronic equipment MUST include Brand Name & Model #.**

**\*Each commodity MUST be listed on its own line; DO NOT group items.**  
  
**\*Specific descriptions required; Vague descriptions such as "Give Aways", "Display Materials", or "Trade Show Samples" will NOT be accepted.**

**\*Values need to reflect the cost of goods (price paid), or the selling price of the goods (price payable); whichever is greater.**  
  
**\*\$0 values will NOT be accepted.**

**\*Indicate the Country of Manufacture (where the goods are made); NOT the country of purchase.**

\*\*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:	10,000.00
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	10,000.00

\*\*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"), 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/wp-content/uploads/2021/06/Transportation\\_STC.pdf](https://crossconnectcl.com/wp-content/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: 7,650.00  
 PERMANENT IMPORT VALUE: 2,350.00

Signature: John Smith Date: 06/10/2021

**FOR CUSTOMS CLEARANCE BY:**  
**Cross Connect Customs And Event Logistics Inc.**

**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**

In partnership with:



**CROSSCONNECT**  
 CUSTOMS & EVENT LOGISTICS

Shipper:	Consignee (Ship To):	Importer/Owner of Goods: <input type="checkbox"/> Same as Shipper	Shipped Via: 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:	*REMARKS ("X" each item)  *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
Does this company have a Canadian Office?				

# 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:	
<b>**TOTAL CIF VALUE:</b>	

\*\*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"), 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/wp-content/uploads/2021/06/Transportation\\_STC.pdf](https://crossconnectcl.com/wp-content/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: \_\_\_\_\_

Date: \_\_\_\_\_



## 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 \$3 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

# SELLER APPOINTED CONTRACTOR

Show Name <b>Rendez-vous Canada 2025</b>	Name of Company	Booth Number
Show Date <b>May 28-30, 2025</b>	Deadline Date <b>May 7, 2025</b>	

A SELLER appointed contractor (SAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The SAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an SAC, please submit this form along with a **valid Certificate of Insurance** to **Goodkey Show Services** by 30 days prior to show start. The Notice of Intent to use an SAC must be completed for every third party (as well as any other third party ordering or requesting services from **Goodkey Show Services** on behalf of SELLER) at the above show.

Failure to provide the above items may result in restricting the SAC's company personnel from working on the exhibit floor. The SAC may be required to hire installation and dismantling labour from **Goodkey Show Services** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

Yes - We will employ the services of (name of SAC): \_\_\_\_\_

Certificate of Insurance Attached

Certificate of Insurance to Follow

Full Name of SAC: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City, Province/State: \_\_\_\_\_

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

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

SAC "Show Site" Representative: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

**Return this form to:**  
**Goodkey Show Services c/o Rendez-vous Canada 2025**  
**SELLER Services Department**  
**5506 48 St NW, Edmonton, AB T6B 2Z1**  
**tel no: 780 468 8110 fax no: 780 426 5734**  
**info@goodkey.com**  
**www.goodkey.com**

Goodkey Show Services shall have no liability to any party for damage or injuries caused by SELLER or its 3rd party agents. It is the SELLER's responsibility to provide its SELLER appointed contractors with all show rules and regulations as set forth in the SELLER space leased and the SELLER Service Manual. SELLER agrees to indemnify and defend Goodkey Show Services for the actions of its agents and SELLER appointed contractors. The SELLER is responsible for any losses, damages, or injuries that are caused by or attributed to SELLER appointed contractors that are not covered or provided by SELLER appointed contractor's insurance.

## SELLER 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 \$NaN

### 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 \$36 service charge applicable for CAD wire transfers and \$59 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 \$177 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 x W x 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 SELLER 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 \$531 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 SELLER requests labor to begin later than the start of the working day.

### 9. LABOR PROVIDED UNDER SELLER SUPERVISION

SELLER shall be responsible for the performance of labor provided under this option. The SELLER shall supervise labor secured through Goodkey Show Services in a reasonable manner to prevent bodily injury and/or property damage. It is the SELLERS' 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

SELLER 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. SELLER 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 SELLER 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 SELLER Payment Policy by Goodkey Show Services. The Terms and Conditions will be binding as of the date that the SELLER 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 SELLER, 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 SELLER 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 "SELLER" means the SELLER, its employees, agents, representatives, and any SELLER Appointed Contractor (SAC). Furthermore, it is understood and agreed that the "SELLER" 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 SELLER having to pay in cash in advance for future services. GSS is authorized to charge SELLER credit card for any unpaid charges for services provided to SELLER including charges for return shipping. All 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 SELLER. 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 SELLERS 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. \$531 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 SELLER does not pick up shipment(s) within 4 hours following close of exhibits. Where no disposition is made by SELLER., materials will be taken to GSS warehouse to await SELLER shipping instructions and SELLER 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.** SELLER 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 SELLER.**

## 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 SELLER. 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.

## SELLER RESPONSIBILITIES

It is agreed and understood that the SELLER 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 not under GSS' direct supervision and control. GSS shall not be responsible for

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



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 SELLER to ensure that all goods are packaged correctly prior to shipment or movement on or off the exhibit floor.

**INDEMNIFICATION**

SELLER 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:

- SELLER'S negligent supervision of any labor secured through GSS, or the negligent supervision of such labor by any of SELLER'S employees, agents, representatives, customers, invites and/or any SELLER Appointed Contractor (SAC).
- SELLERS negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of SELLER'S employees, agents, representatives, customers, invitees, and/or (SAC) 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.
- SELLER'S violation of federal, provincial, or local ordinance.

- SELLER'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 SELLER in amounts and for perils determined by EXHIBITOR. SELLER agrees to provide GSS with a release and waiver of subrogation to the extent of any insurance settlement received.

**CLAIM(S) FOR LOSS**

SELLER 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 SELLER'S materials are delivered to the carrier for transportation from show site. SELLER 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 SELLER'S materials and SELLER'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 SELLER to GSS for material handling services during the show or exposition under this contract.

**MISCELLANEOUS**

SELLER, 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 SELLER 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 SELLER'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 SELLER 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 far any damages caused by SELLER'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 SELLER Payment Policy by Goodkey Show Services. The Terms and Conditions will be binding as of the date that the SELLER 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.

GST REGISTRATION # 121717813 RT		
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 SELLER 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.  SELLER 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 Avenue 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 #:** CC001003269

**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: \_\_\_\_\_





### VEHICLE DISPLAY APPLICATION FORM

#### Vehicle Display Terms and Conditions:

- Please forward the application form and the Credit Card Authorization Form to your car dealership.
- Application must be submitted 15 calendar days prior to event.

#### Arrival and Removal Time:

- The vehicle must arrive and be removed at the agreed upon time.
- The Centre will confirm the arrival times to the dealership within 3 days of the event. Arrival times are subject to change.
- All vehicles must be removed from the event space within 1 hour of the conclusion of event (Time provided by the Centre).
- Vehicles not delivered or removed at the agreed upon times will be subject to a fee to the car dealership and may not be permitted into the event space.

#### Security and Key Handling:

- The vehicle keys must be left with the RBC Convention Centre security before the event starts.

#### Fuel and Battery Requirements

- The vehicle must not have more than 1/4 tank of gas.

#### CAR DEALERSHIP INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Postal/ZIP: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### VEHICLE DETAILS

Make and Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Make and Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Make and Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Make and Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Make and Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

#### NOTE

- This application form need to be accompanied with a Credit Card Authorization Form.

By signing below, I agree to the terms and conditions outlined in this form and confirm that the information provided is accurate and complete.

Car Dealership Authorized Signature

Date MM/DD/YY

#### APPROVAL (RBC Convention Centre Use Only)

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Removal Time: \_\_\_\_\_ (Within 1 hour of the conclusion of event)

RBC Convention Centre Authorized Signature

Name & Title of Authorized Representative

Date MM/DD/YY



**RBC Convention Centre**  
WINNIPEG

# Internal Delivery Directions

**ATTENTION : Sarah Fetterly**

**RBC Convention Centre Winnipeg** – 375 York Avenue, Winnipeg, Manitoba, R3C 3J3  
Third Floor Loading Dock (**South Building** – ramp on Edmonton Street, just past  
Broadway)

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Event Name \_\_\_\_\_ Event # \_\_\_\_\_

Date of Event \_\_\_\_\_

Room \_\_\_\_\_

Amount of boxes \_\_\_\_\_

**\*\*PLEASE NOTE:  
THIS IS NOT AN  
ADDRESS LABEL**

PLEASE ATTACH TO THE SIDE OF **EACH  
BOX/PACKAGE** THAT IS BEING SHIPPED TO  
THE RBC CONVENTION CENTRE WINNIPEG



**RBC Convention Centre**  
WINNIPEG

# Internal Delivery Directions

**ATTENTION:** Sarah Fetterly

**RBC Convention Centre Winnipeg** – 375 York Avenue, Winnipeg, Manitoba, R3C 3J3  
Third Floor Loading Dock (**North** Building - access off Edmonton Street)

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Event Name \_\_\_\_\_ Event # \_\_\_\_\_

Date of Event \_\_\_\_\_

Room \_\_\_\_\_

Amount of boxes \_\_\_\_\_

PLEASE ATTACH TO THE SIDE OF **EACH**  
**BOX/PACKAGE** THAT IS BEING SHIPPED TO  
THE RBC CONVENTION CENTRE WINNIPEG

**\*\*PLEASE NOTE:  
THIS IS NOT AN  
ADDRESS LABEL**



# EXHIBITOR REGULATIONS 2021-2022

## General Policy

- **The RBC Convention Centre Winnipeg is the exclusive supplier of Food & Beverage, Electrical, Plumbing, Overhead work, Internet and Technology and Housekeeping. If you require further information, please contact Exhibitor Services at (204) 957-4538 or [services@wcc.mb.ca](mailto:services@wcc.mb.ca) during business hours.**
- Please ensure you complete the necessary forms or place online orders for the services you require. Online ordering and exhibitor forms are available on our website [www.wcc.mb.ca/exhibitors/order-forms/](http://www.wcc.mb.ca/exhibitors/order-forms/)
- Each service is sold on a per booth or per exhibitor basis.
- Supplying of services by outside contractors within the RBC Convention Centre Winnipeg may result in a fee charged to the exhibitor. The RBC Convention Centre Winnipeg must approve such services in advance of the event.
- Exhibitors are not allowed to use the RBC Convention Centre Winnipeg's plug-in receptacles. Before any electronic equipment can be connected, the equipment must have a CSA approval sticker.
- The RBC Convention Centre Winnipeg will not rent any material handling equipment, other than the Scissor Lift or Forklift at applicable labour charges. Forklifts are not permitted on any carpeted surface. Please bring your own tools, ladders and dollies etc. to build or transport your exhibit.
- While on-site at the RBC Convention Centre Winnipeg, there will be a Service Desk on the Exhibition floor clearly marked. All services not previously arranged and paid for must be paid at the Service Desk upon request of the service
- Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the RBC Convention Centre Winnipeg in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc.) or adhesive fastening (tape, glue, sticky Velcro, etc.) and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50 minimum penalty per occurrence to the client. Labour/Repair charges will apply to remove prohibited tapes/decals from the RBC Convention Centre Winnipeg.
- See fire and safety regulations for further information <https://www.wcc.mb.ca/download/Fire-Safety-Regulations.pdf>
- All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg for fire prevention. Draping cannot be used on electrical boxes.
- You are required to report immediately any unsafe condition or accident of which you have knowledge to a security guard or the show management.

## On-Site Policy

- Alcohol consumption is prohibited during move-in and move-out of shows.
- In accordance with the City of Winnipeg Smoking by-law all RBC Convention Centre property/facility is designated non-smoking. It is prohibited to smoke or use E-cigarettes within the confines of the Centre.
- Smoking and/or vaping of cannabis is prohibited within the Centre. Medicinal users are permitted to consume outdoors, but must be 8 metres from a building entrance.



- Unique regulations exist by Federal and Provincial Regulations on the use, sales and promotion of cannabis in Manitoba. Please see the **Exhibitor Cannabis Regulations** relevant to your show type for information.
- As per the Manitoba Employment Standard Code, children under 16 years of age are not permitted on the show floor during move-in or tear down. Please also note, that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move-out activity is taking place.
- All deliveries for exhibits on the 3<sup>rd</sup> Floor are to be made directly to the 3<sup>rd</sup> floor, via the truck entrance ramp off Edmonton Street. Drivers are to be notified that they are to wait until the ramp doors are completely open before proceeding into the building. The same applies when leaving through the Carlton Street exit. The Dockmaster controls the access/traffic to the loading and receiving areas. All deliveries to the ground floor meeting rooms are to be made solely through the Edmonton and St. Mary Street ground level loading dock.
- All food and beverage is exclusively provided by the RBC Convention Centre Winnipeg. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
- Food and beverage sampling and distribution is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the RBC Convention Centre Winnipeg. Please see online request form. Note: Water, snacks and other traffic promotion items must be approved in advance and must be purchased from the Centre.
- Animals or pets, with the exception of Service Animals are not permitted in the RBC Convention Centre Winnipeg. Exceptions are for approved exhibit, activity or performance requiring use of animals. Please see our online request form.
- All helium-filled balloons or other inflatables are permitted if approved by the facility. A deposit is required in case of the removal of helium balloons, which have come untethered. Helium balloons must not be handed out. Please see our online request form to enquire about approval.
- Anyone who is soliciting during the exhibitions without show management authorization will be asked to leave by the RBC Convention Centre Winnipeg.

## Exhibit Guidelines

- It is recommended that exhibits or booths be numbered to allow for easy identification by tradesmen, show or convention delegates. Often the sign on the booth of exhibit is different from the given trade name, which allows for confusion unless a standard number system is utilized.
- All booth decorations and exhibit materials must be kept within the confines of the rented booth dimensions.
- No booth decorations or exhibit materials will block the visibility of another exhibits. Painting or fastening to walls, floors, ceiling or any part of the building is not permitted. Attaching signs or display material to the show contractor's equipment will be by approved methods only. Balloons, stick-on decals, or similar products will not be permitted within the building. If an exhibitor's carpet is not installed by the Office Show Contractor, then removal of tape/residue/any other adhesive material used is the responsibility of the exhibitor; otherwise, the cost of removal will be billed back to the exhibitor. Any damage to the building or show dressings will be the responsibility of the exhibitor. Exhibitor shall promptly pay for any and all damages to the RBC Convention Centre Winnipeg, booth equipment or the property of others caused by exhibitor.
- Distribution of samples and printed matter of any kind, and any promotional material, is restricted to the exhibitor booth. All exhibits shall display products or service in a tasteful manner. The aisles, passageways and overhead spaces remain strictly under control of Master Promotions and no signs, decorations, banners, advertising material, or special exhibits will be permitted in the aisles except by written permission of Master Promotions. The sale of raffle tickets, lotteries and/or gambling is not permitted. Master Promotion reserves the right to limit any audio or visual activity within the exhibit space, if they deem it to be disruptive or inappropriate for the event.



## Floor Covering

- Contact RBC Convention Centre Winnipeg's Exhibitor Services at 204-957-4538 or [services@wcc.mb.ca](mailto:services@wcc.mb.ca) to discuss all floor covering regulations and acceptable adhesive.
- The cost of booth carpet/floor covering is not included in the booth rental; exhibitors must bring or rent their own with floor covering.
- Painting, nailing or drilling of floor is not permitted. Exhibitors wishing to lay tile or other floor covering, or build any structure, may not adhere it directly to the building floor. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the building floor.
- Upon removal of each booth, the RBC Convention Centre Winnipeg and Show Management will inspect each space for any damages incurred by the exhibitor and to check that all materials, including tape residue left on the floor, are properly removed. Any charges to make good the exhibit space will be passed on to the exhibitor. All garbage and disposal of leftover materials are the responsibility of the exhibitor if materials are left in the booth and the fee for disposal will be passed on to the exhibitor.

## Ingress and Egress

- Delivery or pick-up vehicles are not allowed on the Exhibition Floor without prior permission from the RBC Convention Centre Winnipeg. Any vehicles that are not part of the exhibit are to be removed from the exhibit floor 3 hours prior to the opening to allow for aisle cleaning.
  - \*NO vehicle with studded tires will be allowed on the exhibit hall floor.
  - \*NO vehicle that is wet, muddy or snow covered will be allowed on the exhibit floor until clean and dry.
  - \*NO parking of private vehicles will be allowed on the 3<sup>rd</sup> floor loading dock or in the ground floor loading dock area. If illegally parked, they will be removed at the owner's expense.
- The RBC Convention Centre Winnipeg will not accept shipments of any kind for trade show/exhibitions. All materials should be consigned to the contracted display company for the show.
- Passenger elevators and escalators are not to be used for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc. The upper parkade level in the north building is serviced by two freight elevators which must be used to move any display units or other goods from the parkade level to the Centre's function rooms. Display units, goods and other materials are not allowed to be transported via the passenger elevators.
- The RBC Convention Centre has the right to refuse hanging any banner that is deemed unsafe.
- Out of safety concerns for guests, employees, and Centre, as well as concerns for individual privacy, the Centre prohibits the operations or use of unmanned aerial systems (UAS), or drones, by anyone – including recreational users and hobbyists – without prior written authorization from the Centre.
- Use of masking, clear packaging and plastic/based tape are prohibited. Labour/Repair charges will apply to remove prohibited tapes from the Centre's property. A "clean" facility will be provided for each show, and it must be left in the same condition upon the show's egress.
- All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the Centre. To enquire about lost and found items, please contact the Security Desk at (204) 957-4523.
- Aisles are maintained by the RBC Convention Centre Winnipeg staff. Vendors are asked to bring any of their waste to the designated locations during the show, including pallets. Packing material and construction waste (e.g. carpet, wood, bricks, concrete etc.) after the show are not to be placed into these bins. These materials should be removed by the Exhibitor, as



they are not handled by the RBC Convention Centre. The RBC Convention Centre personnel are not expected and will not be aiding carriers to lift and move heavy articles and/or crates.

- Any materials that are not removed from the RBC Convention Centre at the stipulated time will be handed over to a storage company for holding at the expense of the exhibitor or show management. The exhibitor agrees that the RBC Convention Centre Winnipeg has the right to dismantle and pack any property of the exhibitor who has failed to do so in the time allotted at the sole expense of the exhibitor without incurring any liability for damage or loss.





# SHOW MANAGEMENT REGULATIONS

This package is for Show Management only.

The Centre will require a representative of the Show Management Company (or the Show Manager), to make themselves available for a pre-ingress/post-egress facility inspection. A “clean” facility will be provided for each show, and it must be left in the same condition upon the show’s egress. In the event that the Centre must undertake extensive cleaning of any sort in the exhibit halls, these costs will be invoiced directly to the show management, along with any costs relative to the delay in the ingress of a succeeding show.

## Show/Exhibitor Floor Plans

- The Centre should receive your show/exhibitor floor plans a minimum of 2 months prior to the date of the show. This time allows for the distribution of exhibitor packages and allows the Coordinators to examine and approve the exhibitor packages.
- The final floor plans must be provided to the Centre a minimum of 30 days prior to the show date.
- It is strongly recommended that any changes to booth assignments or floor plan be submitted to the Centre to ensure accuracy of online ordering.
- All floor plans must meet local Fire Department Regulations.

## Fire Department Regulations

- See fire department regulations for display instructions. All shows must meet the City of Winnipeg Fire Department Regulations and floor plans must be pre-approved. The show will not be allowed to open unless all regulations are met.
- Draping cannot be used on electrical boxes.
- All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg for fire prevention.
- You are required to report immediately any unsafe condition or accident of which you have knowledge to the Security Desk at 204-957-4523.
- Alcohol consumption is prohibited during move-in and move-out of shows.
- In accordance with the City of Winnipeg Smoking by-law all RBC Convention Centre property/facility is designated non-smoking. This includes but is not limited to cigarettes, e-cigarettes, recreational and medicinal use cannabis. Medicinal users are permitted to smoke outdoors, but must be 8 metres from a building entrance.
- As per the Manitoba Employment Standard Code, children under 16 years of age are not permitted on the show floor during move-in or tear down. Please also note, that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move-out activity is taking place.
- A Fire Extinguisher is required for any booth with awnings.
- All booths that have heating equipment (Stove, Chaffers, etc.) must be equipped with a Fire Extinguisher.
- Enclosed or covered structures are NOT permitted unless certified by the Winnipeg Fire and Paramedic Services, have an independent sprinkler system or are open to the ceiling. All materials used in the construction of such enclosures must be flameproof. All additional extinguishers must be supplied by exhibitors.
- Any display using flammable fuels must ensure that the container is properly sealed and protected so that it cannot be accidentally knocked over.

## Service Desk

A service desk is recommended and will be located on the floor of the exhibition and clearly marked. All services not previously arranged and paid for must be paid at the service desk upon request of services.

## Security

Work passes should be supplied by the show management. This would eliminate the need for security passes to be issued. This area is to be staffed by the Show Management or alternately by the Centre staff at the prevailing hourly rate during ALL ingress/egress periods.



## Show Security

It is the RBC Convention Centre Winnipeg's practice to provide, at the client's expense, security staff to trade shows. The number of staff and scheduled hours are determined in consultation with the client and a cost estimate is submitted to the client for review before being entered into the event details.

## Ingress and Egress

- All deliveries for exhibits on the 3rd Floor are to be made directly to the 3rd floor, via the truck entrance ramp off Edmonton Street. Drivers are to be notified that they are to wait until the ramp doors are completely open before proceeding into the building. The same applies when leaving through the Carlton Street exit. The Dockmaster controls the access/traffic to the loading and receiving areas. All deliveries to the ground floor meeting rooms are to be made solely through the Edmonton and St. Mary Street ground level loading dock.
- The RBC Convention Centre will not accept shipments of any kind for trade show/exhibitions. All materials should be consigned to the contracted display company for the show.
- Passenger elevators and escalators are not to be used for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc. The upper parkade level in the north building is serviced by two freight elevators which must be used to move any display units or other goods from the parkade level to the Centre's function rooms. Display units, goods and other materials are not allowed to be transported via the passenger elevators.

## Elevator Operator

The Centre will provide, at no additional charge to the client, one Elevator Operator, who will be responsible to provide access to the show floor to any attendees or participants who are unable to use the escalators or stairs. The Elevator Operator's schedule will be communicated, in the event details, by the Coordinator. Additional elevator operators are at the expense of the show.

## Dockmaster

The RBC Convention Centre Winnipeg will coordinate a dockmaster, via our in-house security provider. Reporting directly to the RBC Convention Centre Security Manager, the dockmaster's responsibilities encompass access to and traffic control of the loading and receiving areas; the dockmaster's responsibilities do not include any activity on the show floor (which is the responsibility of the show management). The Event Coordinator and the Client will determine the precise hours the dockmaster will be required, for both ingress and egress of the show.

## Electrical Permit

- The RBC Convention Centre will register for this permit from the City of Winnipeg with the fee included in the final invoice from the Centre to the show.
- Exhibitors are not allowed to use the RBC Convention Centre's plug in receptacles. Before any electronic equipment can be connected, the equipment must have a CSA approval sticker.
- Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the RBC Convention Centre Winnipeg in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc.) or adhesive fastening (tape, glue, sticky Velcro, etc.) and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50 minimum penalty per occurrence to the client. Labour/Repair charges will apply to remove prohibited tapes/decals from the Centre.

## Booth Layouts

- It is recommended that exhibits or booths be numbered to allow for easy identification by tradesmen, show or convention delegates. Often the sign on the booth of exhibit is different from the given trade name, which allows for confusion unless a standard number system is utilized. All booth decorations and exhibit materials must be kept within the confines of the rented booth dimensions.
- No booth decorations or exhibit materials will block the visibility of another Exhibits. Painting or fastening to walls, floors, ceiling or any part of the building is not permitted. Attaching signs or display material to the show contractor's equipment will be by approved methods only. Balloons, stick-on decals, or similar products will not be permitted within the building. If an exhibitor's carpet is not installed by the Office Show Contractor, then removal of tape/residue/any other adhesive



material used is the responsibility of the Exhibitor; otherwise, the cost of removal will be billed back to the Exhibitor. Any damage to the building or show dressings will be the responsibility of the Exhibitor. Exhibitor shall promptly pay for any and all damages to the Centre, booth equipment or the property of others caused by Exhibitor.

- Distribution of samples and printed matter of any kind, and any promotional material, is restricted to the exhibitor booth. All exhibits shall display products or service in a tasteful manner. The aisles, passageways and overhead spaces remain strictly under control of Master Promotions and no signs, decorations, banners, advertising material or special exhibits will be permitted in the aisles except by written permission of Master Promotions. The sale of raffle tickets, lotteries and/or gambling is not permitted. Master Promotions reserves the right to limit any audio or visual activity within the exhibit space if they deem it to be disruptive or inappropriate for the event.

### **Floor Covering**

- Contact RBC Convention Centre Winnipeg's Exhibitor Services at 204-957-4538 or [services@wcc.mb.ca](mailto:services@wcc.mb.ca) to discuss all floor covering regulations and acceptable adhesive.
- The cost of booth carpet/floor covering is not included in the booth rental; exhibitors must bring or rent their own with floor covering.
- Painting, nailing or drilling of floor is not permitted. Exhibitors wishing to lay tile or other floor covering, or build any structure, may not adhere it directly to the building floor. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the building floor.
- Upon removal of each booth, the RBC Convention Centre Winnipeg and Show Management will inspect each space for any damages incurred by the exhibitor and to check that all materials, including tape residue left on the floor, are properly removed. Any charges to make good the exhibit space will be passed on to the exhibitor. All garbage and disposal of leftover materials are the responsibility of the exhibitor if materials are left in the booth and the fee for disposal will be passed on to the exhibitor.

### **Housekeeping**

- All tape, etc. that is used to mark spaces on floors must be removed at the completion of the show. If this is not completed, the cost of removal of same will be charged to the show management.
- Nails, pins, tack, etc. as well as cellophane tape, duct tape, glue and foam stick are prohibited. Touch up of exhibits, etc., must be done in such a manner as not to deface or damage the RBC Convention Centre's property. Proper precautions must be taken, otherwise, repairs and cleaning will be carried out at the renter's expense.
- It is the responsibility of the show management that all construction waste (bricks, concrete, pallets, etc.) is removed from the RBC Convention Centre Winnipeg at the completion of every show. If the show management fails to do so fees for removal will apply.

### **Waste Diversion Program**

Please speak to your Event Coordinator regarding the waste diversion program appropriate to you requirements.

### **Parking**

There is no parking of private vehicles on the 3<sup>rd</sup> floor loading dock or in the ground floor loading dock area. If illegally parked, they will be removed at the owner's expense.

### **Licenses/Taxes**

The show/event management is responsible for all licenses and taxes due to the municipal, provincial and federal governments (includes municipal business and entertainment licenses/taxes if applicable).

### **Outside Contractors**

The supplying of services by outside contractors within the RBC Convention Centre Winnipeg may result in a fee charged to the supplier and/or client. The Centre must approve such services in advance of the event.



## **Soliciting at Shows**

Anyone who is soliciting during the exhibitions without show management authorization will be asked to leave by the Centre and/or event security.

## **Forklift Operation**

It is important that all forklift operators are informed to drive slowly as these units mark the floor if handled incorrectly. The Manitoba Labour Board and the RBC Convention Centre Winnipeg require that only experienced and licensed drivers handle this equipment. A valid license must be presented upon request.

## **Show Information**

The show office telephone number(s) and if applicable, the show Website should be included in all advertising. If any Celebrities will be appearing in the show, the show times, dates and admission prices should be provided. The Centre requests that the show telephone number and Website be provided in advance to the Centre's General Office in order that this information can be provided to the public upon request via the Centre's switchboard operator. Any printed advertising should include the Corporate Logo of the Centre. This can be provided by the Centre upon request in black & white or colour format.

## **Advertising**

The RBC Convention Centre reserves the right to assess a commission on all signage (static, electronic) and promotional advertising displays (window skins, stair skins, garbage can wraps, etc.) to the show management for which they generate revenue in both rented areas and common areas. Commission does not apply to signage hung over/in a booth with messaging related to the booth.

## **Signs & Banners**

The hanging of signs & banners within the Centre require advance notice via your Event Coordinator. The Centre's technicians handle the hanging of all signs & banners within the facility and advance notification is required in order to ensure that manpower is scheduled within normal business hours. An allowance for the number of signs & banners to be hung is dependent upon the event. Large numbers of signs and banners may be assessed a labour fee (in accordance to rates listed on our labour rate sheet). Also, the hanging of signs and banners during non-business hours may result in overtime and/or call in rates. Advance planning and delivery of the signs & banners is required.

## **Helium Balloons**

- Helium used for balloons and balloon decorations is restricted within the Centre.
- All helium-filled balloons or other inflatable's are permitted if approved by the facility.
- A deposit by the Exhibitor is required in case of the removal of helium balloons, which have come untethered. Therefore, the exhibitor must ensure that all balloons are secured and upon the completion of the show must be deflated.
- Helium balloons must not be handed out.
- Helium balloons are not allowed in the York Ballroom and Hall C.
- Please see our online request form to enquire about approval.

## **Drones**

Out of safety concerns for guests, employees, and Centre, as well as concerns for individual privacy, the Centre prohibits the operations or use of unmanned aerial systems (UAS), or drones, by anyone – including recreational users and hobbyists – without prior written authorization from the Centre. This prohibition includes drones used for any purpose whatsoever, whether filming or videotaping, for commercial or personal purposes, or by media or journalists.

## **Lost and Found**

All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the Security Desk at (204) 957-4523.

## **Animals**

Animals or pets, with the exception of Service Animals are not permitted in the RBC Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. Please see our online request form to enquire about approvals.



## Food and Beverage Concessionaires

- The RBC Convention Centre Winnipeg must approve, in advance, any concessions where consumable goods are sold. You can find the authorization form under [https://www.wcc.mb.ca/exhibitors/order-forms/F&B Concessionaire Authorization](https://www.wcc.mb.ca/exhibitors/order-forms/F&B%20Concessionaire%20Authorization). This form must be submitted prior to the show opening.
- A charge of \$125 per 8' x 10' booth per day will be applied to the Exhibitor and must be paid prior to show opening.
- Concessions will be limited to items applicable to the show and items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm.
- Only bulk or take home consumable items will be considered for approval.
- Extensive food preparation (prepping, cooking and washing on-site) may require a separate Temporary Food Service Establishment Permit from a Public Health Inspector and must adhere to all City of Winnipeg Environmental Health Services Guidelines. Go to <http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/tempfood.pdf>
- Concession fees for merchandise sold at concerts and entertainment events are negotiated on a separate basis.

## Food and Beverage Sample Distribution

- The Centre provides exclusive food and beverage services within the Centre.
- Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products applicable to their business and the show only upon written authorization. You can find the authorization form [https://www.wcc.mb.ca/exhibitors/order-forms/F&B Sample Distribution Authorization](https://www.wcc.mb.ca/exhibitors/order-forms/F&B%20Sample%20Distribution%20Authorization). This form must be submitted prior to the show opening.
- Food and/or beverage items used as traffic promoters (i.e.: popcorn, coffee, bottled water, bar service) **MUST** be purchased from the RBC Convention Centre Winnipeg.
- All alcoholic beverages are regulated under the regulations of the Liquor, Gaming and Cannabis Authority of Manitoba.
- Extensive food preparation (prepping, cooking and washing on-site) may require a separate Temporary Food Service Establishment Permit from a Public Health Inspector and must adhere to all City of Winnipeg Environmental Health Services Guidelines. Go to <http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/tempfood.pdf>

## RBC Convention Centre Cash Food Concessions

Where the show management requests a cash food concession, a minimum of \$150 in sales per hour must be achieved. If hourly minimums (on average by day) are not reached, the client will be charged at prevailing hourly rates for a minimum of 4 hours; or for total hours worked by staff. Staff assigned to concessions includes: servers, bus person and cashiers. The Centre maintains the right to decide on operation size, staffing levels and menus.

## Insurance

The RBC Convention Centre Winnipeg requires that all LICENSEES have comprehensive general liability insurance. Licensees will provide evidence of coverage (copy of certificate) for comprehensive general liability insurance to a minimum single combined limit of \$5 million bodily injury and property damage, or such other limit as the Centre may deem appropriate, and tenant's legal liability insurance to a minimum limit of \$500,000. The RBC Convention Centre Winnipeg reserves the right to specify increased limits respecting liability insurance per event. The Licensee further agrees that it will procure public liability, property damage, employer's liability and fire and extended perils coverage's in such limits as the RBC Convention Centre Winnipeg shall require and a certificate of insurance evidencing such coverage in form and content satisfactory to the Centre and shall be delivered to the RBC Convention Centre Winnipeg by Licensee at least FIVE DAYS prior to the date upon which the Licensee is to take possession of any of the designated areas. LICENSEE/Clients, who do not have an insurance company, can make application through the RBC Convention Centre Winnipeg to AON Reed Stenhouse/Sports-Can Insurance Consultants Ltd. An application form must be completed and received by the RBC Convention Centre Winnipeg a MINIMUM OF THREE WEEKS PRIOR to the date of the event. Coverage cannot be guaranteed by the Centre and is subject to all conditions/limitations as designated by the broker/insurance company. Consult the RBC Convention Centre's Comprehensive General Liability Insurance information sheet and application form.

## SOCAN

Pursuant to a license agreement between the Society of Composers, Authors and Music Publishers of Canada (SOCAN), the RBC Convention Centre Winnipeg is obligated to collect SOCAN license fees, in accordance with applicable tariffs, from all Licensees and users of the facility in respect of the performance of musical works on the premises which are arranged for authorized by the Licensee. If you have arranged for music at your event, the RBC Convention Centre Winnipeg will assess the SOCAN licensing fees payable by you, in accordance with the applicable tariffs. To obtain the fee for your event contact your Event Coordinator.



## **Re:Sound**

Re:Sound is a music licensing company empowered to collect license fees on behalf of artists and record companies in accordance with the Copyright Act. Pursuant to a License Agreement between the RBC Convention Centre Winnipeg and Re:Sound, the RBC Convention Centre Winnipeg is obligated to collect Re:Sound License Fees in accordance with applicable tariffs, from all licensees and users of the facility with respect to the performance in public of published sound recordings embodying musical works and performers' performances of such works on the premises which are arranged for or authorized by the licensee.

## **IATSE**

For any events requiring specialized lighting, sound and other theatrical equipment for event, performances, etc. labour must be contracted/completed by employees of Local 63 of the International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canada (I.A.T.S.E.). Local contact – Mr. Barry Kraft (204) 291-6778. This requirement is for the 3rd floor exhibition hall and does not include other event set up items such as: setting stages, seating maintenance of equipment, food & beverage set up, etc., as these are provided by the Centre. For further information on these services, contact your Event Coordinator.

## **RBC Convention Centre Ticketing**

For public shows/exhibitions, operation of event day box office in the Centre is carried out by the RBC Convention Centre Winnipeg. Contact [ticketing@wcc.mb.ca](mailto:ticketing@wcc.mb.ca) or directly (204) 957-4544 to make necessary arrangements. RBC Convention Centre Winnipeg will retain the box office receipts. Within three working days after the end of the event, the Centre will make settlement with the show management.

## **Ticket Takers**

For all public trade and consumer shows, the Centre requires that RBC Convention Centre Winnipeg ticket takers, at the expense of the client, shall work at all public entrance points to the show. Staffing level is assessed based on anticipated attendance and traffic to the show, as follows:

- For all shows with a projected attendance of 5,000 or more, two ticket takers will be required at all "Principal Entrances" (all those entrances where tickets are collected).
- For access to the third floor, there will always be a minimum of two ticket takers for either the East or West Gate entrances. When both entrances are used, two ticket takers at each will be required.
- RBC Convention Centre Winnipeg ticket takers will not be required for "Secondary Entrances" (those entrances where tickets are not collected, but where access may be controlled by checking for hand stamp or wrist band). Show management may control these Secondary Entrances with their own staff or contract the Centre to do so.
- The ticket takers are Security Department employees and their scheduled hours will be determined in consultation with the client. A cost estimate will be submitted and reviewed with the client before being entered into the event details by the Coordinator.