

Rendez-vous Canada 2026

Toronto, Ontario

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 Rendez-vous Canada Project Office. Your successful booth experience is our propriety, and we are here to assist you every step of the way.

Please note: The Exhibitor Kit is available in English only.

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WELCOME ABOARD!

Rendez-vous Canada (Rendez-vous Canada) is Canada's signature international tourism marketplace, co-produced by Destination Canada and the Tourism Industry Association of Canada (TIAC). For nearly 50 years, this event has shone the spotlight on Canada, connecting international travel buyers with Canadian tourism businesses and creating meaningful opportunities from coast to coast to coast.

We are thrilled to be hosting Rendez-vous Canada 2026 in Toronto, Ontario, the heartbeat of Canadian urban life, **May 26–29, 2026**, at the **Metro Toronto Convention Centre**.

In Canada, awe-inspiring landscapes and warm-hearted people come naturally, and even the most ordinary moments can feel extraordinary. Our open hearts foster a sense of belonging, our open spaces, a sense of awe and wonder, and our open minds fuel refreshing perspectives. It's precisely this unique blend of openness and authenticity that sets Canada apart, and it's what we hope you will experience at Rendez-vous Canada 2026.

RENDEZ-VOUS CANADA PROJECT CONTACTS



Kelsey Brown
Manager, Events – Registration
E: kbrown@tiac-aitc.ca



Alexandra Melbourn
Manager, Events and Program
E: amelbourne@tiac-aitc.ca



Cassandra Ouellett
Sponsorship Liaison
E: couellette@tiac-aitc.ca

Rendez-vous Canada Project Office

1300-180 Elgin Street Ottawa, ON K2P 2K3
+1-613-238-4080
rvc@rendezvouscanada.ca
<https://rendezvouscanada.ca/>

KEY EVENT CONTACTS

Exclusive Rendez-vous Canada Partners

Official Exhibit Service Contractor



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

Official AV Supplier



Contact: Madalena Morais
Telephone: 416-886-7391
E: madalenam@ccrsolutions.com
Website: ccrsolutions.boomerecommerce.com

Direct Booth Service Orders



Contact: Exhibitor Services
Telephone: 416-585-8387
E: exhibitor-services@mtccc.com
Website: Online Ordering Tool - MTCC

Rigging, Power & Lighting Services



Telephone: 905-283-0550
Website: Online Ordering Tool - Showtech

Official Sponsored Showcase Manager



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

KEY DATES AND DEADLINES

Early-Bird Sellers/ Tourism Partner registration opens	November 12 2025
Buyer Registration Opens	December 3 2025
FAM Tour Registration Opens (Buyers & Media only)	January 14 2026
Media Registration Opens	January 15 2026
Seller/Tourism Partner Regular Registration Opens	January 15 2026
Seller/Tourism Partner Regular Registration Closes	January 29 2026
Seller/Tourism Partner Booth Cancellation Deadline	January 29 2026
Seller/Tourism Partner Registration Still Open (Late Fees Now Apply)	January 30 2026
Deadline To Submit Changes to Profile Description	February 25 2026
One-Day Seller Registration Early Fees Begin	March 4 2026
Deadline To Submit Appointment Mapping/Country Opt-Out	March 4 2026
Online Profile Directory Posted	March 4 2026
FAM Tour Registration Deadline	March 6 2026
City Tour Registration Begins	March 10 2026
Buyer And All Other Seller Appointment Requests Begin	March 12 2026
Deadline to submit plans for Booth Design to Rendez-vous Canada for approval	March 27 2026
Deadline to submit plans for Networking Zone design to Rendez-vous Canada for approval	March 27 2026
FAM Tour Confirmation Sent (Buyers & Media Only)	April 9 2026
Registration Deadline For Buyers	April 9 2026
Buyer Cancellation Deadline	April 9 2026
Deadline For Buyer Payments	April 9 2026
Deadline for Sample Distribution Plan to MTCC and Rendez-vous Canada Office	April 9 2026
Deadline For Appointment Requests	April 15 2026
Deadline to Request Marketplace Early Move-in, Late Move-in or Set-up Passes	April 17 2026
Seller Hotel Accommodations Deadline	April 18 2026
Buyer Hotel Accommodations Deadline	April 18 2026
Fire Safety Reply Deadline	April 21 2026
City Tour Registration Deadline	April 22 2026
Appointments Posted	April 29 2026
Manual Appointment Requests Begin	April 29 2026
Media Appointment Requests Begin	April 29 2026
Deadline for SHOWTECH Discount Pricing	May 4 2026
Early Bird Deadline for Goodkey Discount Pricing	May 5 2026
Early Bird Deadline for Parking, Cleaning, Internet, and Telecommunications	May 5 2026
One-Day Seller Registration Deadline	May 6 2026
One-Day Seller Registration Early Fees End (Late Fees In Effect)	May 6 2026
Advance Shipping Deadline for Goodkey Show Services	May 19 2026
Early Seller Move-In (By Request Only)	May 25 2026
Seller Move-In	May 26 2026

City Tours	May 26 2026
Destination Canada's Inside Track	May 26 2026
Badge Pick-Up (All Delegates)	May 26 2026
Marketplace Open for Sellers Only	May 26 2026
'Welcome To Canada' Opening Reception - CN Tower	May 26 2026
Marketplace Open for All Delegates	May 27 2026
Rendez-vous Canada Appointments Begin	May 27 2026

MARKETPLACE APPOINTMENT HOURS



Show hours

Wednesday, May 27

9:00 AM - 5:00 PM

Thursday, May 28

8:30 AM - 5:00 PM

Friday, May 29

8:30 AM - 3:00 PM

*Show hours are in
Eastern Daylight Time (EDT)*

ADVANCED MOVE-IN:

Monday, May 25, 2026 | 4:00 PM – 8:00 PM

Provincial and Territorial organizations (PMO) and National Sellers 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 amelbourne@tiac-aitc.ca no later than April 17, 2026

Please note: For organizations that have contracted with the Official Rendez-vous Canada Service Contractor (Goodkey Show Services) your booth/display installation will be completed by May 26.

Should you require additional time and need to work later than 8 PM, this can be arranged in advance by contacting the Rendez-vous Canada Project Office no later than April 17, 2026. Additional labor and security charges may apply.

MOVE-IN INFORMATION

Tuesday, May 26, 2026 | 8:00 AM – 5:00 PM

All selling organizations with appointment-taking booths have access to the marketplace floor. No prior request is required. Please note, the floor closes at 5:00 PM sharp with everyone needing to exit the space at this time. If a seller causes the floor to remain open, additional security expenses may be applied to their show fees.

Set-up/Tear-down passes:

Individuals requiring access to the Marketplace on Tuesday, May 26 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 25 must be approved in advance and must be submitted to rvc@rendezvouscanada.ca with your request for advance move-in no later than April 17, 2026.

MOVE-OUT INFORMATION

Friday, May 29, 2026 | 4:00 PM – 8:00 PM

Dismantling of booth/displays can commence after the last appointment on **Friday, May 29, 2026**. 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 29 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 **20' x 40'** zone includes:

- A footprint of 20' by 40'
- Continuous beverage service provided by Rendez-vous Canada (including power service for coffee if required)
- Standard facility tables and chairs, including food station tables.
- Option to enhance meal selection at additional cost.
- Option to enhance decor at additional cost.
- Option to place a branded halo over the zone at no additional cost.

Networking zones are required to supply plans for their space to Rendez-vous Canada for approval by March 27, 2026. Designs must show all footprints, elevations front, and sides with full dimension measurements, for all elements.

If you wish to add food to your Networking Zone or enhance the beverage options, please contact:

Contact: Exhibitor Services | Telephone: 416-585-8387 | E: exhibitor-services@mtccc.com

Additional food and enhanced beverage costs is the responsibility of the sponsor. Food and beverage served must comply with the MTCC rules and regulations and proper applications for approval to both Rendez-vous Canada Project Office and the MTCC. Please note that menu design will ultimately determine if the Catering Team at the MTCC would require space for service. Please consult with them as you design your menu planning to confirm details and space planning.

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 Rendez-vous Canada, 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).

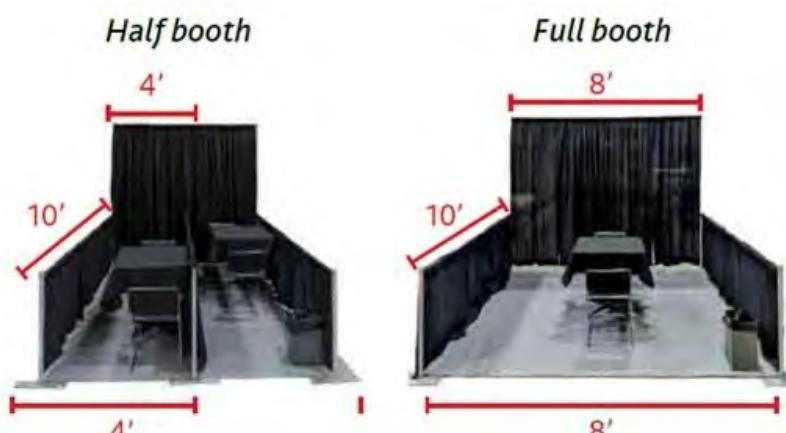
To maintain a visually unobstructed environment, Sellers are prohibited from placing any items that may impede lighting or visibility in adjacent booths. **The maximum background height allowed is 8 feet.** For single and corner zones, sidewalls should not surpass 3 feet to ensure an unobstructed view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



* You also have the option of securing a 6' skirted table which is selected at registration.

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 services are not included and may be purchased separately by SHOWTECH. Electrical and lighting services may also be ordered through SHOWTECH. Booth cleaning services are not included and may be purchased separately through the Convention Centre.

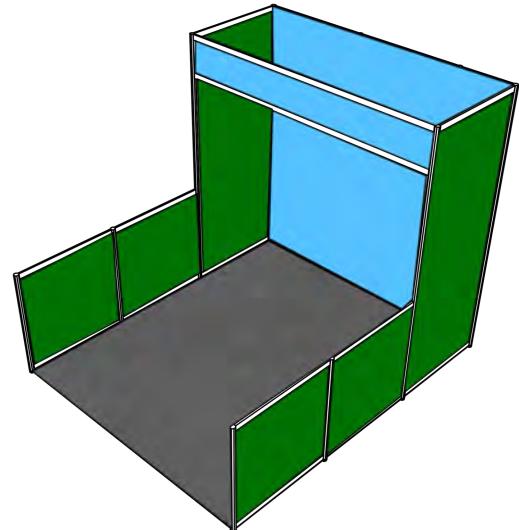
Material handling, additional furnishings, other carpet colors, display accessories, and other services can be purchased by filling out the forms in the [Goodkey Exhibitor Kit](#).

NEW FOR 2026 | National Seller Booths

We have introduced some changes for Rendez-vous Canada 2026. Based on buyer feedback and to match the high standard set by our Provincial and Territorial partners, we are introducing enhanced booths for all National Sellers. This is not an option.

The new National Seller Booth registration fee will include:

- Hard Wall Booth with Raised Header – no more pipe and drape; your presence will match the professional look buyers expect.
- Premium White PVC Panels with Silver Uprights/Extrusions – a clean, modern design that makes your booth pop.
- Full Graphic Package – booth rental, set-up, and graphics are all included, giving you a turnkey solution.



For illustrative purposes.
Please note single, double, triple and quad configurations are available.
Final graphics to be customized to the vendor.
Print ready artwork will be required.
If vendor needs additional graphic support, additional fees may apply.
Goodkey would be the exclusive partner and could provide support.

Note: National Sellers who have already invested in a built branded booth display (custom back and side wall units), requiring no drape, are required to provide floor plan details by April 10, 2026.

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 27, 2026.

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 and chairs, or carpet may be substituted at the expense of the Seller without pre-approval. However, the Seller must notify the Rendez-vous Canada office 4 weeks (Friday, April 29) 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.

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

The distribution of souvenirs is left to the discretion of the Seller, provided their intrinsic value is nominal, sustainable, and recyclable. The consumption, distribution, or sampling of any alcoholic beverages (whether open or closed) is strictly prohibited. Food and Beverage samples may be permitted provided they fit within the rules and regulations of the Convention Centre and proper applications are applied for and approved by both the Rendez-vous Canada Project Office and the Convention Centre.

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://www.agco.ca/en>

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 Metro Toronto Convention Centre are not responsible for any loss or damage of any materials on Rendez-vous Canada premises.

Insurance and Liability

Sellers must have their own liability insurance at their expense (\$2 million minimum). Rendez-vous Canada, the Metro Toronto 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.

Exhibit Care, 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.

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.

Please note: cleaning is an exclusive service and only MTCC staff can perform any type of cleaning.

Electricity/Rigging

SHOWTECH has exclusivity rights for providing electrical, lighting and rigging services inside the Metro Toronto Convention Centre. Exhibitors can access the direct online ordering link below with Google Chrome to view pricing and/or order online. You will need your booth assignment to complete the forms. To take advantage of the discount pricing, please order online by Monday, May 4, 2026.

Please order here: [Online Ordering Tool - Showtech](#)

Please note that there is a three-tier pricing model available:

Advance: Discount pricing available until 3 weeks before move-in.

Standard: Available after the advance price date has passed and up before move-in.

On-site: Available when move-in begins.

For example, here's the 2026 pricing for a basic power outlet:

Advance: \$237.00

Standard: \$340.00

On-site: \$408.00

Wi-Fi

Wi-Fi intended for casual email service, not streaming data, is complimentary from Rendez-vous Canada within the Convention Centre. Hardwire internet and dedicated Wi-Fi service may be purchased separately if required through the Convention Centre.

Fire Safety

Please review the Fire Regulations for Exhibitors document found in the MTCC Exhibitor Kit to ensure that your exhibit meets both the Ontario Building and Fire Code. In some instances, aspects of your exhibit must be approved in advance by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department, and the City of Toronto Building Department.

The [Fire Safety Reply](#) deadline is: **Tuesday, April 21, 2026**

Food and Beverage

The Metro Toronto 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 Metro Toronto Convention Centre rules and regulations and proper applications are applied for and approved to both the Rendez-vous Canada Project Office, and the MTCC.

(a.) Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum 3 oz / 89 ml sample size.

(b.) Sample food items must be approved by the Catering Department and will be limited to a maximum of 4" x 2" inches / 10cm x 5cm or 4oz / 114gr portions.

The sale of samples and distribution of alcoholic beverage samples is prohibited at all times in Seller booths or networking zones.

Any distribution of food and beverage is subject to a written request and must be approved by the Rendez-vous Canada Project Office, and the Convention Centre. All requests are due by **April 9, 2026.**

For sampling questions please contact:

Name: Denitsa Meteva **Telephone:** +1 416-585-8327 **Email:** dmeteva@mtccc.com

You will need to request the distribution of samples through the MTCC by filling out the form: [Food and/or Beverage Distribution Sampling Request Form](#).

Audio Visual (AV)

CCR Solutions is honoured to be the official Audio Visual and Technology Services provider for Rendez-vous Canada 2026 Marketplace floor! For your booth's Audio-Visual and Technology needs, please go to ccrsolutions.boomerecommerce.com, create an account, select the storefront Rendez-vous Canada 2026, and begin your order.

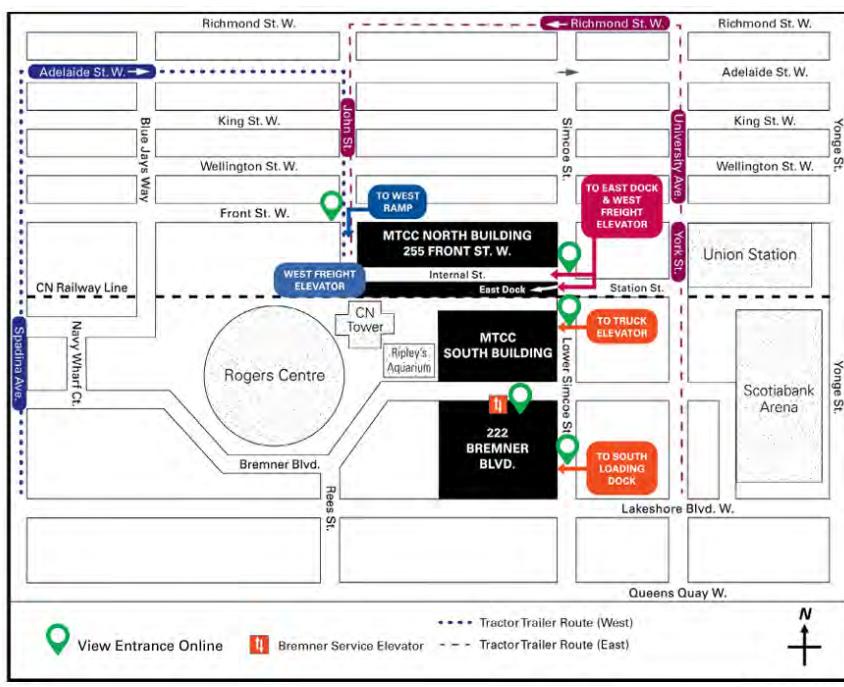
All equipment listed is typical of exhibitor needs, but CCR Solutions' capabilities far exceed what is listed. Please call or email if your needs require a custom touch, such as: LED Walls, Tablet stands, Lighting, etc, or if you have any questions. Thank you for the opportunity to highlight your message at Rendez-vous Canada 2026.

Direct Materials Handling + Loading Dock

Goodkey Show Services is the exclusive provider of material handling services for Rendez-vous Canada 2026.

In accordance with the Metro Toronto Convention Centre Policy, all exhibitor materials and freight must be moved in and moved out through the Metro Toronto Convention Centre loading dock only. You can bring in your own materials if it can be hand-carried, via the front doors without use of dolly equipment. If it is brought in through the freight doors and loading dock, it must be delivered to your booth using the official display company, Goodkey Show Services, and subject to applicable materials handling fees. No exceptions as this is for security and liability reasons.

Below are directions to the Metro Toronto Convention Centre loading dock (255 Front Street West Toronto, Ontario, M5V 2W6)



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

Please refer to the Advanced Shipping Information and Shipping Label in the Goodkey Package.

Note: Direct shipments arriving before **May 26**, will not be accepted by either the WCC or Rendez-vous Canada. Such shipments will be refused and returned to the shipper, at the shipper's expense.

Parking

The Metro Toronto Convention Centre has 1,700 indoor parking spaces between the North and South Buildings. The Convention Centre is committed to providing a fully accessible environment for people with disabilities, from special elevators and parking to custom phones and washrooms. The North garage has 12 disabled parking spaces located on Level 4A. For parking options, please visit: <https://www.mtccc.com/locations/getting-here/?tab=parking>

Online Ordering (MTCC)

The online ordering tool is now active for exhibitors to place orders. You can visit www.mtccc.com/order to submit your requests. In addition, the MTCC has expanded their Business Centre — they now offer a full range of print services, merchandise, and apparel.

Registration Information

Badges

Access to Rendez-vous Canada is restricted to registered delegates only. All booth staff and activation staff must be registered for Rendez-vous Canada 2026. 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

With the exception of 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 Rendez-vous Canada event, and accreditation privileges will be withdrawn.

Notice to Sellers/Rendez-vous Canada 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 Rendez-vous Canada Show Management or the Metro Toronto 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 Metro Toronto Convention Centre property.

1. The MTCC 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 MTCC 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. All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), including CSA approved (or equivalent) safety shoes, high visibility vests, hard hats, harnesses, gloves, and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario Regulation 213/91 – Construction Projects and Ontario Regulation 851/90 – Industrial Establishments. Anyone found not wearing approved safety shoes will be immediately asked to leave the exhibit hall. 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 immediately report any unsafe condition or accident of which you have knowledge to a security guard, or Metro Toronto Convention Centre greeting staff.
8. Helium balloons, animals, birds or pets of any description require written authorization. You may find these forms in Exhibitor Forms Package (www.mtccc.com/exhibitors-forms-guidelines)
9. No material may be taken through the Main Entrance of the Metro Toronto 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 Goodkey Show Services.
10. 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.

Rendez-vous Canada 2026

Toronto, Ontario

Exhibitor Forms

Show Services Order Form



WELCOME SELLERS

Show Name Rendez-vous Canada 2026	Deadline Date May 5, 2026
Show Date May 26-29, 2026	Show Venue Metro Toronto Convention Centre (North Building Halls A & B)

Dear SELLER,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Rendez-vous Canada 2026. 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 RVC05262926.

Please Note: The deadline to qualify for early bird prices is May 5, 2026. 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. Orders over \$1000.00 will have a 2% service fee added after tax on credit card charges.

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 

SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Early Seller Move-In (As per assigned schedule)	Monday	25/05/26	04:00 pm	08:00 pm
Seller Move-In	Tuesday	26/05/26	08:00 am	05:00 pm
Show Hours	Tuesday	26/05/26	08:00 am	05:00 pm
Show Hours	Wednesday	27/05/26	08:30 am	05:00 pm
Show Hours	Thursday	28/05/26	08:30 am	05:00 pm
Show Hours	Friday	29/05/26	08:30 am	03:30 pm
Seller Move-Out	Friday	29/05/26	04:00 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
By telephone: **780.426.2211**
By fax: **780.426.5734**

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



Decorating | Graphic Design | Logistics | Customer Service

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver 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
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SHOW INFO

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** 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 28 - May 19, 2026 ONLY

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

DIRECT SHIPPING RECEIVING

Not Accepted before: May 26, 2026

Starting at 8am

To: Seller Company Name & Booth Number

Rendez-vous Canada 2026

c/o GOODKEY SHOW SERVICES LTD.

Brampton, ON Service Center

15 Strathearn Avenue

Brampton, ON

L6T 4P1 Canada

From: Seller Company Name & Address

TBD, Booth #

255 Front Street,

Toronto, Ontario

M5V 2W6 Canada

c/o Rendez-vous Canada 2026

GOODKEY SHOW SERVICES LTD.

(NAME OF SELLER) - BOOTH#_____

ONSITE LABELING

Rendez-vous Canada 2026 – Hall A and B

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

255 Front Street,

Toronto, Ontario

M5V 2W6 Canada

IMPORTANT INFORMATION

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

Complimentary Wi-Fi (For Casual email service only, no streaming)

4' x 10' Half booth with the following:

Booth Sign w/ company name and booth number

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:

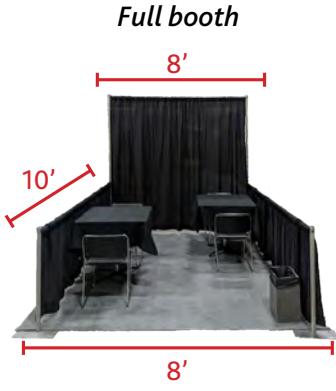
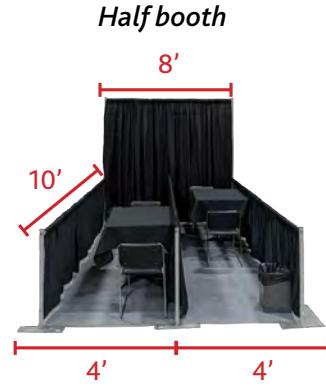
Booth Sign w/ company name and booth number

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

booth carpet (charcoal)

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

Wastepaper Basket



HOW TO ORDER

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Show Name Rendez-vous Canada 2026	Deadline Date May 5, 2026	
Show Date May 26-29, 2026	Show Venue Metro Toronto Convention Centre (North Building Halls A & B)	Show Code RVC05262926

Go to www.goodkey.com

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

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

We're here for you

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

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

National Service Centre

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

Tel: **780.426.2211**

Fax: **780.426.5734**

Email: **info@goodkey.com**



Decorating | Graphic Design | Logistics | Customer Service

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

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

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



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- 32 CUSTOMS BROKERAGE LIMITS OF LIABILITY
- 33 SELLER APPOINTED CONTRACTOR
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- 36 TERMS & CONDITIONS
- 37 METHOD OF PAYMENT
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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number																																																																																																																																																																																																																																																
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FURNITURE

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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					SEATING				
					Folding Chair <i>Black Faux Leather</i>			\$57.00	\$77.00
Cruiser Table 30" dia - 40" tall			\$208.00	\$28000					
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		\$70.00	\$92.00		Stool with Backrest <i>Black Fabric</i>		\$161.00	\$218.00	
Pedestal Table 30" dia - 29" tall		\$114.00	\$152.00						
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		\$62.00	\$84.00		Mini Bar Stool <i>Black Faux Leather</i> 25" tall		\$110.00	\$147.00	
Wood Top Square Table <i>Cruiser 40" tall</i>		\$114.00	\$15200						
Wood Top Square Table <i>Pedestal 29" tall</i>		\$114.00	\$152.00		Bar Stool <i>Black Faux Leather</i> 30" tall		\$151.00	\$203.00	
Wood Top Round Table <i>Cruiser 40" tall</i>		\$114.00	\$152.00						
Wood Top Round Table <i>Pedestal 29" tall</i>		\$114.00	\$152.00		DESCRIPTION				
Coffee Table 30" dia - 18" tall		\$96.00	\$129.00		REGULAR PRICE				
SPECIAL INSTRUCTIONS					TOTAL				

OPTIMUM FURNITURE

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

DESCRIPTION					QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION					QTY	EARLY BIRD	REGULAR PRICE	TOTAL									
SEATING																										
Corbusier Chair Black Leather 33"(w) x 28" (h) x 29"(l)			\$558.00	\$753.00					Wood Top Chrome End Table 18" x 18"				\$179.00	\$242.00												
Corbusier Chair White Leather 33"(w) x 28" (h) x 29"(l)			\$558.00	\$753.00					Wood Top Chrome Coffee Table 24" x 48"				\$215.00	\$290.00												
Corbusier Loveseat Black Leather 57"(w) x 28" (h) x 28"(l)			\$868.00	\$1,170.00					Wood Top Chrome Coffee Table 36" x 36"				\$215.00	\$290.00												
Corbusier Loveseat White Leather 57"(w) x 28" (h) x 28"(l)			\$868.00	\$1,170.00					DESCRIPTION					REGULAR PRICE	TOTAL											
Corbusier Sofa Black Leather 80"(w) x 28" (h) x 29"(l)			\$959.00	\$1,296.00					OPTIMUM FURNITURE COMBOS																	
Corbusier Sofa White Leather 80"(w) x 28" (h) x 29"(l)			\$959.00	\$1,296.00					Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)				\$397.00													
Mini Chrome Flop Back White Leather Seat 33" tall			\$151.00	\$203.00					Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)				\$506.00													
Chrome Flop Back Black Leather Seat 45" tall			\$201.00	\$272.00					Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs				\$1,212.00													
Chrome Flop Back White Leather Seat 45" tall			\$201.00	\$272.00					**PRICES INCLUDE DELIVERY AND INSTALLATION																	
SPECIAL INSTRUCTIONS																										
SUBTOTAL																										
OFFICE USE ONLY																										
<input type="checkbox"/> 50% CANCELLATION FEE																										
13% H.S.T.																										
2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)																										
TOTAL AMOUNT DUE																										
GST REGISTRATION#: 121717813 RT												PST REGISTRATION#: PST-1013-7620														



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SIGNATURE SERIES

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Show Name Rendez-vous Canada 2026					Name of Company					Booth Number
Show Date May 26-29, 2026					Deadline Date May 5, 2026					
DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE
SEATING										TABLES
Jagan Armchair 26"(w) x 29"(h) 32"(l)			\$510.00	\$689.00		Acacia Plank Coffee Table 29"(w) x 16"(h) x 48"(l)			\$206.00	\$279.00
Ablon Chair 33"(w) x 33"(h) x 39"(l)			\$510.00	\$689.00		Rustic Oak 29" dia - 16" tall			\$206.00	\$279.00
Ablon Sofa 37"(w) x 33"(h) x 96"(l)			\$915.00	\$1,235.00		Round Old Elm 36" dia - 16" tall			\$206.00	\$279.00
Aisha Loveseat 32"(w) x 33"(h) x 70"(l)			\$795.00	\$1,073.00		White Tulip 31" dia - 29" tall			\$191.00	\$258.00
Mesh Back Black Soft Seat w/ Metal Legs			\$114.00	\$154.00		Large Tulip (White) 40" dia - 29" tall			\$191.00	\$258.00
Black Leather Seat w/ Chrome Leg Kearl Tufted			\$114.00	\$154.00		Large Tulip (Black) 40" dia - 29" tall			\$191.00	\$258.00
Eiffel Chair 18"(w) x 31"(h) X 20"(l)			\$103.00	\$140.00		Eiffel Ped (White) 32" dia - 30" tall			\$127.00	\$171.00
Eiffel Stool 22"(w) x 43"(h) X 22"(l)			\$145.00	\$195.00		Eiffel Ped (Black) 32" dia - 30" tall			\$127.00	\$171.00
Metal Stool			\$88.00	\$119.00		Glass Ped Table 31.5" dia - 40" tall			\$200.00	\$270.00
Brad Pitt 16"(w) x 40"(h) x 16"(l)			\$253.00	\$341.00		Coaster Cruiser Table 36" dia - 36" tall			\$206.00	\$279.00
Effron Chair (White) w/ Cushion 19"(w) x 33"(h) x 17"(l)			\$103.00	\$140.00		Charging Cube 21"(w) x 27"(h) X 21"(l) Counter with outlets			\$464.00	\$627.00
Effron Chair (Black) w/ Cushion 19"(w) x 33"(h) x 17"(l)			\$103.00	\$140.00		Charging Cube w/ Full Color Graphic 21"(w) x 27"(h) X 21"(l) Counter with outlets Image Size: 535mm[w] x 535mm[h]			\$567.00	\$766.00
**PRICES INCLUDE DELIVERY AND INSTALLATION										
SUBTOTAL										
OFFICE USE ONLY										
<input type="checkbox"/> 50% CANCELLATION FEE										
13% H.S.T.										
2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)										
TOTAL AMOUNT DUE										
GST REGISTRATION#: 121717813 RT						PST REGISTRATION#: PST-1013-7620				

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
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SEATING

Jagan Armchair
26"(w) x 29"(h) 32"(l)



Ablon Chair
33"(w) x 33"(h) x 39"(l)



Ablon Sofa
37"(w) x 33"(h) x 96"(l)



Mesh Back Black
Soft Seat w/
Metal Legs



Aisha Loveseat
32"(w) x 33"(h) x 70"(l)



Black Leather Seat
w/ Chrome Leg
Kearl Tufted



SIGNATURE SERIES

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
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SEATING

Eiffel Chair

18"(w) x 31"(h) X 20"(l)



Eiffel Stool

22"(w) x 43"(h) X 22"(l)



Metal Stool



Brad Pitt

16"(w) x 40"(h) x 16"(l)



**Effron Chair
(Black)**

w/ Cushion
19"(w) x 33"(h) x 17"(l)



**Effron Chair
(White)**

w/ Cushion
19"(w) x 33"(h) x 17"(l)



SIGNATURE SERIES

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
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TABLES



Rustic Oak
29" dia - 16" tall



Round Old Elm
36" dia - 16" tall



Acacia Plank Coffee Table
29"(w) x 16" (h) x 48"(l)

SIGNATURE SERIES

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

TABLES

White Tulip
31" dia - 29" tall



Glass Ped Table
31.5" dia - 40" tall



Large Tulip (White)
40" dia - 29" tall
LargeTulip (Black)
40" dia - 29" tall



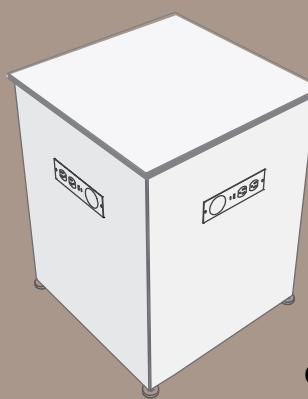
Coaster Cruiser Table
36" dia - 36" tall



Eiffel Ped (White)
32" dia - 30" tall
Eiffel Ped (Black)
32" dia - 30" tall



Charging Cube
21"(w) x 27"(h) X 21"(l)
Counter with outlets



Charging Cube
w/ Full Color Graphic
21"(w) x 27"(h) X 21"(l)
Counter with outlets
Image Size:
535mm[w] x 535mm[h]



DRAPE & TABLES

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OF 38

Show Name Rendez-vous Canada 2026	Name of Company			Booth Number				
Show Date May 26-29, 2026	Deadline Date May 5, 2026							
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					DRAPE PARTITIONING			
6'x2'x29"[h] Decorated Table (3 sides draped)		\$147.00	\$198.00		3' High Drape- per linear foot	\$7.00	\$10.00	
8'x2'x29"[h] Decorated Table (3 sides draped)		\$147.00	\$19800		Size: _____ ft x _____ ft = _____			
Upgrade Decorated Table to 4 sides draped ADD		\$58.00	\$79.00		8' High Drape- per linear foot	\$12.00	\$16.00	
4'x2'x29"[h] Decorated Table (4 sides draped)		\$147.00	\$198.00		Size: _____ ft x _____ ft = _____			
COUNTERS					DRAPE COLOR CHOICE Please check one <input checked="" type="checkbox"/>			
6'x2'x40"[h] Decorated Table (3 sides draped)		\$218.00	\$294.00		<input type="checkbox"/> WHITE	<input type="checkbox"/> BLUE	<input type="checkbox"/> GREY	
8'x2'x40"[h] Decorated Table (3 sides draped)		\$218.00	\$294.00		<input type="checkbox"/> BLACK	<input type="checkbox"/> RED	<input type="checkbox"/> NAVY	
Upgrade Decorated Counter to 4 sides draped ADD		\$76.00	\$10200		<input type="checkbox"/> TEAL	<input type="checkbox"/> GOLD	<input type="checkbox"/> FOREST GREEN	
4'x2'x40"[h] Decorated Table (4 sides draped)		\$218.00	\$294.00		<input type="checkbox"/> BURGUNDY			
SKIRT COLOR CHOICE Please check one <input checked="" type="checkbox"/>								
<input type="checkbox"/> WHITE	<input type="checkbox"/> BLUE	<input type="checkbox"/> GREY						
<input type="checkbox"/> BLACK	<input type="checkbox"/> RED	<input type="checkbox"/> NAVY						
<input type="checkbox"/> TEAL								
UNDECORATED TABLES					HARDWARE ACCESSORIES (Installation not included)			
4'x2'x29"[h]		\$83.00	\$112.00		Labour to install		\$40.00	
6'x2'x29"[h]		\$83.00	\$112.00		Baseplate		\$29.00	\$40.00
8'x2'x29"[h]		\$83.00	\$112.00		4' - 7' Slider		\$29.00	\$40.00
					6' - 10' Slider		\$29.00	\$40.00
					7' - 12' Slider		\$29.00	\$40.00
					4' solid		\$29.00	\$40.00
					3' high upright (Baseplate not included)		\$29.00	\$40.00
					8' high upright (Baseplate not included)		\$29.00	\$40.00
					12' high upright (Baseplate not included)		\$2900	\$40.00
SPECIAL INSTRUCTIONS					**PRICES INCLUDE DELIVERY AND INSTALLATION			
					SUBTOTAL			
					OFFICE USE ONLY <input type="checkbox"/> 50% CANCELLATION FEE			
					13% H.S.T.			
					2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)			
					TOTAL AMOUNT DUE			
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	



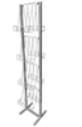
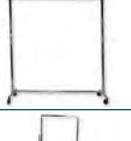
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ACCESSORIES

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Show Name Rendez-vous Canada 2026					Name of Company					Booth Number	
Show Date May 26-29, 2026					Deadline Date May 5, 2026						
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL		
LITERATURE DISPLAYS						MISCELLANEOUS					
Chrome Literature Rack 8 wire slots Fits 8.5" x 11"			\$163.00	\$220.00		Draw Barrel			\$121.00	\$164.00	
Single Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$43.00	\$57.00		Mini Fridge			\$328.00	\$442.00	
3 to 4 Tier Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$74.00	\$99.00		Water Cooler Includes 1 jug of water + 250 cups	Water Cooler 		\$272.00	\$368.00	
							Additional Water Jug		\$33.00	\$46.00	
BUSINESS CARD HOLDERS						Desk			\$383.00	\$517.00	
Single Business Card Fits standard card Clear Acrylic			\$17.00	\$22.00		Coat Tree			\$66.00	\$91.00	
4 Tier Business Card Fits standard card Clear Acrylic			\$29.00	\$39.00		Bag Holder			\$124.00	\$168.00	
4 Double Tier Business Card Fits standard card Clear Acrylic			\$74.00	\$99.00		Garment Rack Chrome on casters			\$88.00	\$118.00	
LIVE PLANTS						Chrome Sign Holder Holds 22" x 28"			\$98.00	\$133.00	
3' Potted Plant Live Tropical			\$86.00	\$116.00		Easel Free Standing			\$39.00	\$51.00	
4' Potted Plant Live Tropical			\$89.00	\$119.00		Eco-Friendly Garbage Pail			\$56.00	\$75.00	
5' Potted Plant Live Tropical			\$113.00	\$152.00		**PRICES INCLUDE DELIVERY AND INSTALLATION					
Small Floral Arrangement		PRICE TBD	PRICE TBD			SUBTOTAL					
Medium Floral Arrangement		PRICE TBD	PRICE TBD			OFFICE USE ONLY					
Large Floral Arrangement		PRICE TBD	PRICE TBD			<input type="checkbox"/> 50% CANCELLATION FEE					
						13% H.S.T.					
						2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)					
						TOTAL AMOUNT DUE					
						GST REGISTRATION#: 121717813 RT					
						PST REGISTRATION#: PST-1013-7620					



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DISPLAY ACCESSORIES

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM COUNTERS AND RISERS									
Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]			\$297.00	\$401.00					
COUNTER WITH FULL COLOR GRAPHIC ~Be noticed!			\$437.00	\$590.00					
 <p>Display a company logo or branding!</p> <ul style="list-style-type: none"> Full color digital printing Image size: 962mm[w] x 912mm[h] <p>Send logo in .eps format along with directions to signsondemand@goodkey.com an email will be sent confirming receipt of logo and proof of signage.</p>									
Show Case Two shelves 20"[d]x38"[w]x40"[h]			\$446.00	\$602.00					
Jewelry Case One shelf with lights 20"[d]x38"[w]x40"[h]			\$396.00	\$534.00					
Computer Counter 29"[d]x40"[w]x40"[h]			\$361.00	\$487.00					
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]			\$490.00	\$661.00					
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall			\$433.00	\$585.00					
Single Show Case 20"[d]x20"[w]x40"[h]			\$218.00	\$294.00					
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]			\$218.00	\$294.00					
POSTER DISPLAY SYSTEMS									
Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive								\$158.00	\$213.00
Hook Velcro 6 yards per box Self Adhesive							\$40.00	\$54.00	
Loop Velcro 6 yards per box Self Adhesive							\$40.00	\$54.00	
SPECIAL INSTRUCTIONS									
**PRICES INCLUDE DELIVERY AND INSTALLATION									
SUBTOTAL									
OFFICE USE ONLY									
<input type="checkbox"/> 50% CANCELLATION FEE									
13% H.S.T.									
2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)									
TOTAL AMOUNT DUE									
GST REGISTRATION#: 121717813 RT					PST REGISTRATION#: PST-1013-7620				



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SIGNAGE & DIGITAL PRINTING

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number		
Show Date May 26-29, 2026	Deadline Date May 5, 2026			
DESCRIPTION				
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES				
Full Color Counter Upgrade - Single Sided 962mm (w) x 912mm (h) <i>(Counter rental required)</i>		\$125.00	\$168.00	
Freestanding Flush Backwall - Single Sided 2930mm (w) x 2480mm (h) <i>(Wall rental and graphics included)</i>		\$1,739.00	\$2,347.00	
FABRIC SIGNAGE				
Fabric Hybridwall - Single Sided 2966mm (w) x 2444mm (h) <i>(Comes with frame and printed fabric skin)</i>		\$3,616.00	\$4,882.00	
Fabric Hybridwall - Single Sided 5936mm (w) x 2444mm (h) <i>(Comes with frame and printed fabric skin)</i>		\$7,231.00	\$9,762.00	
Hanging Fabric Halo - Many Custom Designs available 10' (w) x 3' (h) generic size <i>(Does not include hanging fee, allow 3 weeks min. for order)</i>	FLAT  ROUND  SQUARE  TRIANGLE 	Call for quote		
STAND ALONE SIGNAGE				
Vinyl Banner - Single Sided 119" (w) x 36" (h) hanging off backwall with S hooks <i>(Cost includes banner, installation hardware and labour to install)</i>		\$485.00	\$654.00	
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>		\$332.00	\$449.00	
DESIGN WORK & STORAGE				
If artwork is not supplied as print ready, a minimum of \$67 will be charged to modify art files		\$67.00		
Have the Goodkey in house design team create the artwork & vectorize logos		\$67.00/ per hour		
SIGNAGE STORAGE <i>Indicate if you will be needing the signage again, if not it will be recycled after the event</i>		Call for quote		
Contact us for a consultation about custom sizes, items, and printing options. Subject availability of supplies and time-lines.				
ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE				
SPECIAL INSTRUCTIONS	**PRICES INCLUDE DELIVERY AND INSTALLATION			
	SUBTOTAL			
	OFFICE USE ONLY			
	<input type="checkbox"/> 50% CANCELLATION FEE			
	13% H.S.T.			
	2% SERVICE FEE <i>(ONLY ON CREDIT CARD ORDERS OVER \$1000)</i>			
	TOTAL AMOUNT DUE			
	GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620			



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PRINT READY GRAPHIC GUIDELINES

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
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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** | **wetransfer.com** | **dropbox.com**

Send All Artwork Files To

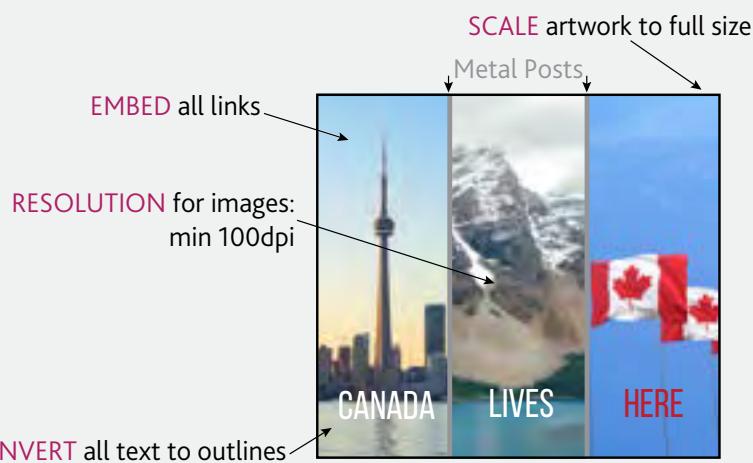
Send

To: **signsondemand@goodkey.com**
Subject: Show Name - Company Name - Booth Number



ABC18_Company_P1 ✓

*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.



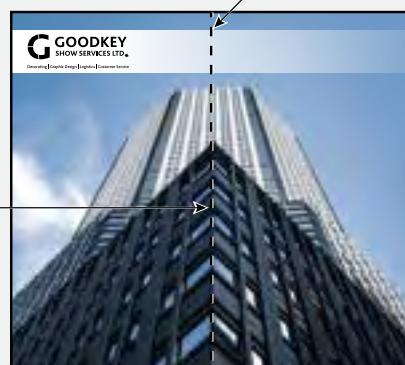
To check if a file is **vectored** zoom in as much as you can to the art. Match what it looks like below.



Vector art
Ex. ai, eps, pdf



Raster art
Ex. jpg, tiff, png



AUDIO VISUAL

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
ACCESSORIES (the items below do not include monitor rentals)				
Counter with graphic - 962mm x 912mm (see illustration below)		\$437.00	\$590.00	
Freestanding Octanorm Stand with graphic - 782mm x 302mm (see illustration below)		\$487.00	\$657.00	
Freestanding Gondola with graphic (see illustration below)		\$343.00	\$464.00	
Wall-mount Bracket (Monitor not included, requires hardwall rental to mount to)		\$84.00	\$112.00	



*TV not included, shown just for positioning

SPECIAL INSTRUCTIONS

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL

OFFICE USE ONLY

50% CANCELLATION FEE

13% H.S.T.

**2% SERVICE FEE
(ONLY ON CREDIT CARD ORDERS OVER \$1000)**

TOTAL AMOUNT DUE

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



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Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com

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INSTALLATION & DISMANTLE LABOUR

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

INSTALLATION & DISMANTLE RATES

Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday	\$168.00/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday	\$252.00/hr.
Double Time (DT):	All other hours including Sundays and statutory holidays	\$503.00/hr.

INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS

Labourers	Hours	\$168.00/hr. (RT)	\$
Labourers	Hours	\$252.00/hr. (OT)	\$
Labourers	Hours	\$503.00/hr. (DT)	\$

Date Required: _____ Start Time: _____ Finish: _____

DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS

Labourers	Hours	\$168.00/hr. (RT)	\$
Labourers	Hours	\$252.00/hr. (OT)	\$
Labourers	Hours	\$503.00/hr. (DT)	\$

Date Required: _____ Start Time: _____ Finish: _____

Client Supervised? YES NO If yes, Supervisors name: _____

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

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

Ladders Required:

SPECIAL INSTRUCTIONS	TOTAL ESTIMATED CHARGE	
	25% SUPERVISION FEE	
	SUBTOTAL	
	OFFICE USE ONLY	
	<input type="checkbox"/> 50% CANCELLATION FEE	
	13% H.S.T.	
	2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)	
	TOTAL AMOUNT DUE	
	GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620



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POST SHOW STORAGE

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

FREIGHT INFORMATION

CARRIER NAME: _____

OF PIECES _____

TOTAL WEIGHT	COST	CONDITIONS
<input type="checkbox"/> 001 - 600 lbs	\$536.00	
<input type="checkbox"/> 600 - 1200 lbs	\$857.00	
<input type="checkbox"/> 1201 - 3000 lbs	\$1,146.00	
<input type="checkbox"/> Over 3000 lbs	Will be quoted separately	<ul style="list-style-type: none"> SELLERS NEED TO FILL OUT THE FORM SELLERS MUST MAKE ARRANGEMENTS TO OWN CARRIER THE ABOVE FEE MUST BE PAID BEFORE RELEASE OF FREIGHT

Signature _____ Date _____

NOTES

SPECIAL INSTRUCTIONS

SUBTOTAL		
OFFICE USE ONLY		
<input type="checkbox"/> 50% CANCELLATION FEE		
13% H.S.T.		
2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	



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[f](https://www.facebook.com/goodkeyshowservices) [i](https://www.instagram.com/goodkeyshowservices/) [in](https://www.linkedin.com/company/goodkey-show-services-ltd/) Follow us!

Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

ADVANCED MATERIAL HANDLING

Starting: April 28, 2026

Deadline: May 19, 2026

- 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

\$1.60 per pound (lbs.) (\$320.00/200lbs minimum charge)

Weight _____ @ \$1.60/lbs _____

Carrier Name: _____ # of pcs. _____

Bill of Lading # _____

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY		
<input type="checkbox"/> 50% CANCELLATION FEE		
13% H.S.T.		
2% SERVICE FEE (ONLY ON CREDIT CARD ORDERS OVER \$1000)		
TOTAL AMOUNT DUE		

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

CONDITIONS

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

*RESHIPPING: 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 2026

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

Brampton, ON Service Center

15 Strathearn Avenue

Brampton, ON, L6T 4P1 Canada

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 \$2 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

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5506 - 48 ST NW
Edmonton, AB T6B 2Z1

TEL - 1.780.426.2211
FAX - 1.888.426.5734

PLACE PRO NUMBER HERE

SHIPPER'S NUMBER

DATE/TIME RECEIVED:

AM
PM

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

FROM:

Metro Toronto Convention Centre (North Building Halls A & B)

255 Front Street

Toronto, Ontario

M5V 2W6 Canada

SHIPPED FROM: EVENT/FACILITY/CITY

Rendez-vous Canada 2026

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

SIGNATURE

RE-ROUTE VIA _____ BY _____

DATE _____ TIME _____ AM/PM

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 OR ITS AGENT) BELOW DENOTES ACCEPTANCE OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS 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 CLASSED, 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.

CHECKER SIGNATURE

DATE LOADED

TRAILER NO.

START TIME

FINISH TIME

SELLER

SIGNATURE

PRINT NAME

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

BILL FREIGHT CHARGES TO:

CARRIER

DRIVER

DATE PIECES RECEIVED

ADVANCE WAREHOUSE SHIPPING LABEL

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LOGISTICS

FROM:

EXHIBITION FREIGHT

ADVANCE
LOCATION

EVENT NAME: _____

EXHIBITING COMPANY: _____ BOOTH #: _____

SHIP TO: Brampton, ON Service Center
15 Strathearn Avenue
Brampton, ON L6T4P1

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: Brampton, ON Service Center
15 Strathearn Avenue
Brampton, ON L6T4P1

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

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LOGISTICS

FROM:

EXHIBITION FREIGHT

ONSITE

EVENT NAME: _____

EXHIBITING COMPANY: _____ BOOTH #: _____

SHIP TO: 255 Front Street

Toronto, Ontario
M5V 2W6 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: 255 Front Street

Toronto, Ontario
M5V 2W6 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

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Show Name Rendez-vous Canada 2026	Name of Company		Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026		
SHIPPER INFORMATION			
Name of Company:	Contact:	Email:	
Address:		Telephone no.	Pick-up Date:
City, Province, State:	Postal Code:	Fax no.	Pick-up Location (Loading dock, office, etc...)

Customs Papers Attached: Yes No If yes, Broker name: _____ Contact: _____ Telephone: _____

I will be shipping to the Advance Warehouse: Yes No

DESTINATION Rendez-vous Canada 2026 NAME OF EXHIBITING COMPANY - BOOTH # c/o Brampton, ON Service Center 15 Strathearn Avenue Brampton, ON L6T4P1	Company Name:	Delivery Date:	Booth Number:
	On-Site Contact:	Delivery Time:	

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

ITEM DESCRIPTION		SERVICE WILL BE CHARGED ON ACTUAL WEIGHTS AND DIMENSIONS	
TOTAL NUMBER OF PIECES		DIMENSIONS	ESTIMATED WEIGHT
	CARTONS (CARDBOARD)	L _____ x W _____ x H _____	
	TRUNKS/ CASES (FIBER) (COLOR) _____	L _____ x W _____ x H _____	
	CRATES (WOODEN)	L _____ x W _____ x H _____	
	SKIDS/ PALLETS	L _____ x W _____ x H _____	
	CARPETS (COLOR) _____	L _____ x W _____ x H _____	
	OTHER _____	L _____ x W _____ x H _____	

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 SELLER's 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 \$2 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 its term and conditions

Signature _____ Date _____

Please Print Name _____



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CUSTOMS BROKERAGE

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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"/> \$402.00	<input type="checkbox"/> \$477.00
Shipment value from \$1,501.00 - \$3,000.00	<input type="checkbox"/> \$503.00	<input type="checkbox"/> \$526.00
Shipment value from \$3,001.00 - \$5,000.00	<input type="checkbox"/> \$1,039.00	<input type="checkbox"/> \$1,273.00
Shipment value from \$5,001.00 - \$7,500.00	<input type="checkbox"/> \$1,432.00	<input type="checkbox"/> \$1,933.00
Shipment value from \$7,501.00 - \$10,000.00	<input type="checkbox"/> \$1,571.00	<input type="checkbox"/> \$1,644.00
Shipment value from \$10,001.00 and up	<input type="checkbox"/> \$2,368.00	<input type="checkbox"/> \$2,935.00

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"/> \$53.00
U.S. Customs Clearance at border	<input type="checkbox"/> \$139.00
Single Trip Bond (private vehicle when required)	<input type="checkbox"/> \$155.00
Carnet Handling	<input type="checkbox"/> \$155.00
Re-Manifesting when required	<input type="checkbox"/> \$106.00
ACE Manifest / SCAC for Private Vehicles	<input type="checkbox"/> \$362.00
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
-------------------	--------------	------------------

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

<p>Signature _____</p> <p>Date _____</p>	SUBTOTAL		
	OFFICE USE ONLY		
	<input type="checkbox"/> 50% CANCELLATION FEE		
	13% H.S.T.		
	2% SERVICE FEE <i>(ONLY ON CREDIT CARD ORDERS OVER \$1000)</i>		
	TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	



Decorating | Graphic Design | Logistics | Customer Service

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Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com
 Follow us!

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 L4V 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:



Services Required (please check all that apply):

<input checked="" type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Customs Clearance	<input checked="" type="checkbox"/> 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: M0X 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
	Contact Name: JOHN SMITH	Zip/Postal Code: 10093
E-mail: JSMITH@DOMAIN.COM	Tel: 555-555-0000	

Return Freight	<input checked="" type="checkbox"/> Same as Shipper	<input type="checkbox"/> No Return Shipment	IRS / Importer #: 12-3456789
	Company Name: ABC COMPANY		
	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			

PLEASE LEAVE BLANK

PLEASE LEAVE BLANK

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Dimensions (Inches) Each	Length	Width	Height	Weight (lbs) Each	Per Piece	Total
2	SKIDS	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	800
1	CRATE	@ Dimensions (Inches) Each	41	52	50	@ Weight (lbs) Each	1,000	1,000
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3								1,800

Requested Service Level:	<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input checked="" type="checkbox"/> Truck	<input type="checkbox"/> Other: _____	
Additional Services Required:	<input checked="" type="checkbox"/> Lift Gate	<input type="checkbox"/> Inside Pick-up	<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Weekend Pick-up	<input type="checkbox"/> 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. Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

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

Client Signature		Cross Connect Internal Use Only	
I have read and agree to the terms of this contract.		Accepted by:	
Signature: 		Date: 10-Jun-21	Date:
Printed Name: JOHN SMITH		Title: CEO	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



Services Required (please check all that apply):

<input type="checkbox"/> Transportation	<input type="checkbox"/> Customs Clearance	<input type="checkbox"/> Advance Warehouse
-----------------------------------------	--------------------------------------------	--------------------------------------------

Event & Exhibitor	Shipment Delivering to (please check one):	<input type="checkbox"/> Direct to Event/Show Site	<input type="checkbox"/> Advance Warehouse
	Exhibitor Name:	Booth #:	
	Event Name:	Event Dates: to	
	Facility/Venue Name:	State/Province:	
	Facility/Venue Address:	Zip/Postal Code:	
	City:	On-site Contact:	Cell #:

Shipper	Company Name:	IRS #:	
	Address:		
	City:	State/Province:	Zip/Postal Code:
	Contact Name:	Tel:	

Return Freight	<input type="checkbox"/> Same as Shipper	<input type="checkbox"/> No Return Shipment	IRS / Importer #:
	Company Name:		
	Address:		
	City:	State/Province:	Zip/Postal Code:

Shipment / Freight	# 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 2nd 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. Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

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

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

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

Signature:	Date:	Cross Connect Internal Use Only Accepted by:
Printed Name:	Title:	Date:
		Signature:

FOR CUSTOMS CLEARANCE BY:

Cross Connect Customs And Event Logistics Inc.

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



In partnership with:



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	Shipped Via: <input checked="" type="checkbox"/> 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
Does this company have a Canadian Office? No				

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & 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

*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. 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

12/22

FOR CUSTOMS CLEARANCE BY:

Cross Connect Customs And Event Logistics Inc.

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



In partnership with:



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

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

*REMARKS
("X" each item)

*A - TEMPORARY IMPORT

*B - PERMANENT IMPORT

*C - GIVEN AWAY / SOLD

Shipper:			Consignee (Ship To):		Importer/Owner of Goods: <input type="checkbox"/> Same as Shipper					Shipped Via:			*REMARKS ("X" each item) *A - TEMPORARY IMPORT *B - PERMANENT IMPORT *C - GIVEN AWAY / SOLD		
										Shipped To:					
IRS #:															
Pieces:															
Weight:								<input type="checkbox"/> kg	<input type="checkbox"/> lbs						
Currency:															
Ship Date:															
Does this company have a Canadian Office?															
# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

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

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

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

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), 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. 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: _____

12/22

Customs Brokerage Limits of Liability

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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 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 \$4 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

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Show Name Rendez-vous Canada 2026	Name of Company	Booth Number
Show Date May 26-29, 2026	Deadline Date May 5, 2026	

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: _____	
<input type="checkbox"/> Yes - We will employ the services of (name of SAC): _____	
<input type="checkbox"/> Certificate of Insurance Attached	
<input type="checkbox"/> 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 2026
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.



Decorating | Graphic Design | Logistics | Customer Service

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

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 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 \$38 service charge applicable for CAD wire transfers and \$61 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 \$183 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 \$547 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 SELLER's 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. Any charges not paid within 30 days of delivery

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

INBOUND AND OUTBOUND SHIPMENTS

Consistent with standard industry practices, there may be a lapse of time between the delivery of shipments to the booth and the arrival of the **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 **SELLER**'s 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. \$547 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, invitees 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 for 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

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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"/> Cash / Wire Transfer / E-Transfer Please send all e-transfers to accounting@goodkey.com		
<input type="checkbox"/> Company Cheque (REQUIRE A CREDIT CARD BACKUP) Please make cheque payable to: Goodkey Show Services Ltd. Note: No cheques will be accepted after the order deadline date. Address: Goodkey Show Services Ltd. 5506 - 48 ST NW Edmonton, Alberta T6B 2Z1		
<input type="checkbox"/> Credit Card For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour and a service fee(Only if the final total is over \$1000). 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: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> CVC: <input type="text"/> <input type="text"/> <input type="text"/>		
<input type="checkbox"/> Third Party Authorization 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"/> 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="text"/>		
Third Party Agent: Account #: <input type="text"/> Expiration Date: <input type="text"/> <input type="text"/> <input type="text"/> CVC: <input type="text"/>		
<input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> COMPANY CREDIT CARD		
Cardholders name: <input type="text"/> Signature: <input type="text"/> Cardholders Billing Address Street: <input type="text"/> City/Province: <input type="text"/> Postal Code: <input type="text"/>		
*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: <input type="text"/>		
Print Name: <input type="text"/> Date: <input type="text"/>		
Phone Number: <input type="text"/> Fax Number: <input type="text"/> Email: <input type="text"/>		

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

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: _____



EXHIBITOR FORMS PACKAGE

2026/27

The MTCC Exhibitors Forms Package serves as a valuable planning tool and a comprehensive resource guide for events that incorporate exhibit components. This document contains essential information for organizing the exhibit segment of your event, making it a valuable addition to your exhibit manuals and a resource you can readily share with your exhibitors.



1. Service Excellence - Your MTCC Team

MEET THE DEPARTMENTS THAT WORK DIRECTLY WITH EXHIBITORS:

Exhibitor Services Centre

The Exhibitor Services Centre provides a one-stop shopping experience for exhibitors and the Exhibitor Services team works with each exhibitor as they prepare for the show and acts as a liaison for all services provided by the MTCC. Our team can assist with placing orders or for last-minute needs at our on-site service desk.

Phone: (416) 585-8387

Email: exhibitor-services@mtccc.com

Booth Cleaning Services

Interior booth cleaning is available from the Metro Toronto Convention Centre (MTCC) on an **exclusive** basis from our highly efficient Cleaning Services Department. Interior booth cleaning services include: vacuuming, dusting, emptying wastebaskets, and cleaning of tables. Additional exhibit booth cleaning options are available upon request.

www.mtccc.com/order

Business Centre Services

Our services include photocopying, faxing, printing, outbound courier service, internet access, and a selection of office supplies and tools. Please contact our Business Centre to arrange for large, customized printing projects well in advance.

North Building, Level 300: Mon – Fri: 8:00am – 4:00pm

South Building, Level 800: Mon – Fri: 8:30am – 4:30pm

Phone: (416) 585-8387

Email: businesscentre@mtccc.com

Food & Beverage / Catering Services

Our award-winning culinary team provides a full range of catering solutions to create a unique experience at your booth. Please contact our experienced food and beverage team to discuss your catering requirements. Food and beverage services are **exclusive** to the MTCC. Our team can also provide guidance on food sampling requests as well.

Phone: (416) 585-8144

Email: catering@mtccc.com

Internet / Telecom. Services

Internet and telecommunication services are available from the MTCC on an **exclusive** basis. Our technology specialists are available to provide you state-of-the-art services directly to your booth. Wireless and wired internet services are available to every exhibitor based on the requirements of each exhibit space. Please contact one of our specialists to discuss your requirements or for any technical questions.

Phone: (416) 585-3596

Email: technology@mtccc.com
www.mtccc.com/order

Parking Services

Exhibitor parking passes are available for each event in our easily accessible, security-patrolled indoor parking garages. With space for over 1,700 cars our garages available 24/7, and are located steps away from the show floor.

www.mtccc.com/order

Electrical Power

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas, and air services on an **exclusive** supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure. For questions or to place your electrical order, please contact SHOWTECH directly.

Phone: (905) 283-0550

Email: info@showtech.ca
www.showtech.ca

Emergency Contact

Should you experience an emergency during your time at the MTCC, please contact our Security Department at **(416) 585-8160**. Please also review our [emergency procedures document](#) included in this package.

2. Exhibiting Rules and Regulations

Safety is of utmost importance when participating in events at MTCC. To ensure the well-being of all attendees and the preservation of the venue's physical structure and equipment functionality, it is imperative that all exhibitors at the Metro Toronto Convention Centre adhere to the rules and regulations governing exhibitions. These guidelines encompass a wide spectrum, including general event regulations, fire safety protocols, rigging regulations, exhibitor emergency procedures, and compliance with Electrical Safety Authority requirements. To access the most current specifications in each category, please click on the links provided below. It is essential to note that submitting fire safety replies to the facility at least one month prior to the event is a mandatory requirement.



Guidelines for Exhibitors & Exhibitor Appointed Contractors (EAC's)

(Download PDF)



Fire Regulations for Exhibitors

(Download PDF)



Fire Safety Reply

(Download PDF)



Emergency Procedures

(Download PDF)



Guidelines for Securing Your Exhibit

(Download PDF)



Rigging / Overhead Work Policy

(Download PDF)



Unapproved / Approved Electrical Equipment

(Download PDF)

3. Exclusive In-House Services

Our MTCC teams provide exhibitors with a range of services designed to amplify their promotional initiatives efficiently and elevate their overall exhibition experience. We offer five core services, including **Cleaning, Parking, Internet, Catering, and Custom Printing / Business Centre** services. Below, you'll find flyers containing all relevant information for each service, as well as links to our online ordering at www.mtccc.com/order.



Parking, Cleaning, Internet, Telecommunications

(Download PDF)



Business Centre - Custom Printing

(Download PDF)



Catering

(Download PDF)

4. Move-In & Move-Out

The move-in and move-out process can be a demanding task for both exhibitors and event organizers. To facilitate and enhance the efficiency of this process, we offer a loading dock management system powered by Voyage Control. This system is designed to streamline deliveries, alleviate congestion, and boost overall productivity. To gain a deeper understanding of Voyage Control, please click on the link provided below.

Additionally, we have made available a loading docks map and outlined the Personal Protective Equipment (PPE) requirements for move-in. These resources serve as valuable tools for crafting effective communication with exhibitors during the move-in and move-out procedures.



Loading Docks Management System

(Download PDF)



Loading Docks Map

(Download PDF)



Personal Protective Equipment

(Download PDF)

5. Additional Considerations

Interested in understanding the procedures for exhibitors requesting to bring animals onto the show floor or looking to donate leftover materials or set up a food warm-up station in their booth? Our comprehensive section on additional considerations provides answers to these inquiries and more. For specific details and corresponding forms, please refer to the links provided below.



Exhibitor Recycling and Donation Program

(Download PDF)



Helium Authorization Request

(Download PDF)



Propane Cylinders, Butane & Natural Gas Appliances

(Download PDF)



Animal Authorization Request

(Download PDF)



Canada Customs Regulation

(Download PDF)