

WELCOME EXHIBITOR

PAGE
1
OF 25

Show Name MEMO 2025		Deadline Date September 10, 2025
Show Date October 1-3, 2025	Show Venue Telus Convention Centre	Show Code MEMO10010325

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at MEMO 2025. We would like to assist in making your participation successful.

As the official contractor for the show, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately. To use online ordering the code for this event is MEMO10010325.

Please Note: The deadline to qualify for early bird prices is September 10, 2025. All orders processed after the deadline date would be considered a late order; regular prices will apply and are subject to a 35% late order surcharge. Goodkey Show Services requires payment in full at the time orders are placed. Canceled Orders: There is a 50% cancellation fee.

This kit is digitally fillable! Just open it in Adobe Acrobat or a similar program to complete.
If you wish to order online, please cross reference the "How to Order" page or head over to

 www.goodkey.com 

SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move In	Tuesday	30/09/25	12:00pm	4:00pm
Show Hours	Wednesday	01/10/25	5:00pm	8:00pm
Show Hours	Thursday	02/10/25	10:00am	6:00pm
Show Hours	Friday	03/10/25	10:00am	6:00pm
Exhibitor Move Out	Friday	03/10/25	6:00pm	10:00pm

IMPORTANT INFORMATION

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

10' x 10' booth with the following:

8'h backwall drape (black)

3'h sidewall drape (black)

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

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

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



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

 Follow us!



HOW TO ORDER

PAGE
2
OF 25

Show Name MEMO 2025		Deadline Date September 10, 2025
Show Date October 1-3, 2025	Show Venue Telus Convention Centre	Show Code MEMO10010325

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



Follow us!

PAGE LIST

PAGE
3
OF 25

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

- | | | |
|--------------------------|----|------------------------------------|
| <input type="checkbox"/> | 1 | WELCOME / SHOW INFO |
| <input type="checkbox"/> | 2 | ONLINE ORDERING |
| <input type="checkbox"/> | 3 | PAGE LIST |
| <input type="checkbox"/> | 4 | CARPET |
| <input type="checkbox"/> | 5 | FURNITURE |
| <input type="checkbox"/> | 6 | OPTIMUM FURNITURE |
| <input type="checkbox"/> | 7 | DRAPE & TABLES |
| <input type="checkbox"/> | 8 | ACCESSORIES |
| <input type="checkbox"/> | 9 | DISPLAY ACCESSORIES |
| <input type="checkbox"/> | 10 | OCTANORM BOOTHS 10 X 10 |
| <input type="checkbox"/> | 11 | OCTANORM BOOTHS 10 X 20 |
| <input type="checkbox"/> | 12 | OCTANORM ACCESSORIES |
| <input type="checkbox"/> | 13 | SIGNAGE & DIGITAL PRINTING |
| <input type="checkbox"/> | 14 | PRINT READY GRAPHIC GUIDELINES |
| <input type="checkbox"/> | 15 | AUDIO VISUAL |
| <input type="checkbox"/> | 16 | EXHIBIT BOOTH VACUUMING & CLEANING |
| <input type="checkbox"/> | 17 | INSTALLATION & DISMANTLE LABOUR |
| <input type="checkbox"/> | 18 | POST SHOW STORAGE |
| <input type="checkbox"/> | 19 | MATERIAL HANDLING |
| <input type="checkbox"/> | 20 | MATERIAL HANDLING AGREEMENT |
| <input type="checkbox"/> | 21 | EXHIBITOR PAYMENT POLICY |
| <input type="checkbox"/> | 22 | TERMS & CONDITIONS |
| <input type="checkbox"/> | 23 | TERMS & CONDITIONS |
| <input type="checkbox"/> | 24 | METHOD OF PAYMENT |
| <input type="checkbox"/> | 25 | PAYMENT OPTIONS |

Show Name MEMO 2025		Name of Company		Booth Number	
Show Date October 1-3, 2025		Deadline Date September 10, 2025			

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10' Single Booth		\$320.00	\$432.00	
10' x 20' Double Booth		\$596.00	\$805.00	
10' x 30' Triple Booth		\$972.00	\$1,313.00	
CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @ \$2.75 per sq.ft		\$3.00/sq.ft	\$4.10/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
CLASSIC CARPET COLOR CHOICE Please check one <input checked="" type="checkbox"/>				
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> RED</div> <div style="text-align: center;"> <input type="checkbox"/> BLUE</div> <div style="text-align: center;"> <input type="checkbox"/> GREY</div> <div style="text-align: center;"> <input type="checkbox"/> BLACK</div> <div style="text-align: center;"> <input type="checkbox"/> FOREST GREEN</div> </div>				
ADDITIONAL ITEMS				
Carpet Underlay		\$1.40/sq.ft	\$1.90/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Double Underlay		\$2.60/sq.ft	\$3.50/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Poly (Visqueen)		\$1.20/sq.ft	\$1.60/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
IMPORTANT: A replacement cost of the carpet will be assessed if the rented carpet was intentionally damaged and/or deemed unusable after the event. If you will need under carpet wire cuts, or any other cuts, please fill out the cost below.				
UNDER CARPET WIRING CUT (does not include install)				
Booth Size: _____ ft x _____ ft = _____ sq/ft		\$1.70/sq.ft		
SPECIAL INSTRUCTIONS				

designer carpet line by
GOODKEY
SHOW SERVICES LTD.

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

DESCRIPTION & QTY	REGULAR PRICE	TOTAL
DESIGNER CARPET		
100 - 700 sq.ft	\$4.40/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$4.10/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
DESIGNER CARPET COLOR CHOICE Please check one <input checked="" type="checkbox"/>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SNOW WHITE <input type="checkbox"/> </div> <div style="width: 45%;"> GRAPE PURPLE PMS 525 <input type="checkbox"/> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> ALPINE GREEN PMS 356 <input type="checkbox"/> </div> <div style="width: 45%;"> APPLE GREEN PMS 368 <input type="checkbox"/> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> OCEAN BLUE PMS 286 <input type="checkbox"/> </div> <div style="width: 45%;"> SPICY PINK PMS 226 <input type="checkbox"/> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> LEMON YELLOW PMS 115 <input type="checkbox"/> </div> <div style="width: 45%;"> TANGERINE ORANGE PMS 1375 <input type="checkbox"/> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> SILKY BEIGE PMS 7530 <input type="checkbox"/> </div> <div style="width: 45%;"> CHOCOLATE PMS 469 <input type="checkbox"/> </div> </div>		

****PRICES INCLUDE DELIVERY AND INSTALLATION**

FURNITURE

PAGE
5
OF 25












Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					SEATING				
Chrome Cruiser Table 30" dia - 40" tall			\$159.00	\$215.00	Leather Side Chair Black Leather Seat			\$90.00	\$122.00
Cruiser Table 30" dia - 40" tall			\$149.00	\$202.00	Stool with Backrest Black Fabric			\$74.00	\$100.00
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$48.00	\$65.00	Mini Bar Stool Black Faux Leather 25" tall			\$77.00	\$104.00
Pedestal Table 30" dia - 29" tall			\$81.00	\$110.00	Bar Stool Black Faux Leather 30" tall			\$108.00	\$146.00
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$44.00	\$60.00	DESCRIPTION REGULAR PRICE TOTAL				
Wood Top Square Table Cruiser 40" tall			\$81.00	\$110.00	FURNITURE COMBOS				
Wood Top Square Table Pedestal 29" tall			\$81.00	\$110.00	Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)			\$184.00	
Wood Top Round Table Cruiser 40" tall			\$81.00	\$110.00	Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)			\$270.00	
Wood Top Round Table Pedestal 29" tall			\$81.00	\$110.00	**PRICES INCLUDE DELIVERY AND INSTALLATION				
Coffee Table 30" dia - 18" tall			\$70.00	\$95.00	SUBTOTAL				
SPECIAL INSTRUCTIONS					OFFICE USE ONLY 50% CANCELLATION FEE				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620			

OPTIMUM FURNITURE

PAGE
6
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
SEATING					TABLES				
Corbusier Chair <i>Black Leather</i> 33"(w) x 28" (h) x 29"(l)			\$386.00	\$522.00	Wood Top Chrome End Table 18" x 18"			\$137.00	\$185.00
Corbusier Chair <i>White Leather</i> 33"(w) x 28" (h) x 29"(l)			\$386.00	\$522.00	Wood Top Chrome Coffee Table 24" x 48"			\$147.00	\$199.00
Corbusier Loveseat <i>Black Leather</i> 57"(w) x 28" (h) x 28"(l)			\$600.00	\$810.00	Wood Top Chrome Coffee Table 36" x 36"			\$158.00	\$214.00
Corbusier Loveseat <i>White Leather</i> 57"(w) x 28" (h) x 28"(l)			\$600.00	\$810.00					
Corbusier Sofa <i>Black Leather</i> 80"(w) x 28" (h) x 29"(l)			\$680.00	\$919.00					
Corbusier Sofa <i>White Leather</i> 80"(w) x 28" (h) x 29"(l)			\$680.00	\$919.00					
Mini Chrome Flop Back <i>White Leather Seat</i> 33" tall			\$107.00	\$145.00					
Chrome Flop Back <i>Black Leather Seat</i> 45" tall			\$142.00	\$192.00					
Chrome Flop Back <i>White Leather Seat</i> 45" tall			\$142.00	\$192.00					
SPECIAL INSTRUCTIONS					OPTIMUM FURNITURE COMBOS				
					Square Wood Top Combo <i>Includes:</i> - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)			\$392.00	
					Round Wood Top Combo <i>Includes:</i> - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)			\$392.00	
					Boardroom Combo <i>Includes:</i> - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs			\$864.00	
					**PRICES INCLUDE DELIVERY AND INSTALLATION				
					SUBTOTAL				
					OFFICE USE ONLY 50% CANCELLATION FEE				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620			

DRAPE & TABLES





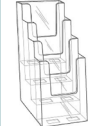

















PAGE
7
OF 25

Show Name MEMO 2025				Name of Company				Booth Number	
Show Date October 1-3, 2025				Deadline Date September 10, 2025					

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					DRAPE PARTITIONING			
6'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$202.00	\$273.00		3' High Drape- per linear foot	\$4.90/LF	\$6.60/LF	
8'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$202.00	\$273.00		Size: _____ ft x _____ ft= _____			
Upgrade Decorated Table to 4 sides draped ADD		\$47.00	\$64.00		8' High Drape- per linear foot	\$7.60/LF	\$10.00/LF	
4'x2'x29"[h] <i>Decorated Table (4 sides draped)</i>		\$202.00	\$273.00		Size: _____ ft x _____ ft= _____			
COUNTERS					DRAPE COLOR CHOICE Please check one <input checked="" type="checkbox"/>			
6'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$221.00	\$299.00		<input type="checkbox"/> WHITE	<input type="checkbox"/> BLUE	<input type="checkbox"/> GREY	
8'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$221.00	\$299.00		<input type="checkbox"/> BLACK	<input type="checkbox"/> RED	<input type="checkbox"/> NAVY	
Upgrade Decorated Counter to 4 sides draped ADD		\$57.00	\$77.00		<input type="checkbox"/> TEAL	<input type="checkbox"/> GOLD	<input type="checkbox"/> FOREST GREEN	
4'x2'x40"[h] <i>Decorated Table (4 sides draped)</i>		\$221.00	\$299.00		<input type="checkbox"/> BURGUNDY			
SKIRT COLOR CHOICE Please check one <input checked="" type="checkbox"/>					DESCRIPTION QTY EARLY BIRD REGULAR PRICE TOTAL			
<input type="checkbox"/> WHITE	<input type="checkbox"/> BLUE	<input type="checkbox"/> GREY			HARDWARE ACCESSORIES (Installation not included)			
<input type="checkbox"/> BLACK	<input type="checkbox"/> RED	<input type="checkbox"/> NAVY			Labour to install			
<input type="checkbox"/> TEAL					Baseplate			
					4' - 7' Slider			
					6' - 10' Slider			
					7' - 12' Slider			
					4' solid			
					3' high upright <i>(Baseplate not included)</i>			
					8' high upright <i>(Baseplate not included)</i>			
					12' high upright <i>(Baseplate not included)</i>			
UNDECORATED TABLES					**PRICES INCLUDE DELIVERY AND INSTALLATION			
4'x2'x29"[h]		\$59.00	\$80.00		SUBTOTAL			
6'x2'x29"[h]		\$59.00	\$80.00		OFFICE USE ONLY			
8'x2'x29"[h]		\$59.00	\$80.00		50% CANCELLATION FEE			
					5% G.S.T.			
					TOTAL AMOUNT DUE			
SPECIAL INSTRUCTIONS					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620			

ACCESSORIES

PAGE
8
OF 25

Show Name MEMO 2025					Name of Company					Booth Number	
Show Date October 1-3, 2025					Deadline Date September 10, 2025						
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"			\$150.00	\$203.00		Draw Barrel			\$86.00	\$117.00	
Single Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$44.00	\$60.00		Mini Fridge			\$234.00	\$316.00	
3 to 4 Tier Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$69.00	\$94.00		Water Cooler Includes 1 jug of water + 250 cups	Water Cooler		\$194.00	\$262.00	
						Additional Water Jug		\$32.00	\$44.00		
						Desk			\$354.00	\$478.00	
BUSINESS CARD HOLDERS						Coat Tree			\$48.00	\$65.00	
Single Business Card Fits standard card Clear Acrylic			\$16.00	\$22.00		Bag Holder			\$112.00	\$152.00	
4 Tier Business Card Fits standard card Clear Acrylic			\$28.00	\$38.00		Garment Rack Chrome on casters			\$86.00	\$117.00	
4 Double Tier Business Card Fits standard card Clear Acrylic			\$69.00	\$94.00		Chrome Sign Holder Holds 22" x 28"			\$86.00	\$117.00	
LIVE PLANTS						Easel Free Standing			\$66.00	\$90.00	
3' Potted Plant Live Tropical			\$80.00	\$108.00		Eco-Friendly Garbage Pail			\$37.00	\$50.00	
4' Potted Plant Live Tropical			\$82.00	\$111.00		**PRICES INCLUDE DELIVERY AND INSTALLATION					
5' Potted Plant Live Tropical			\$105.00	\$142.00		SUBTOTAL					
Small Floral Arrangement			PRICE TBD	PRICE TBD		OFFICE USE ONLY 50% CANCELLATION FEE					
Medium Floral Arrangement			PRICE TBD	PRICE TBD							
Large Floral Arrangement			PRICE TBD	PRICE TBD		5% G.S.T.					
						TOTAL AMOUNT DUE					
						GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620			



Decorating | Graphic Design | Logistics | Customer Service

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





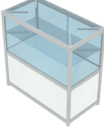

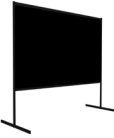









Follow us!

DISPLAY ACCESSORIES

PAGE
9
OF 25

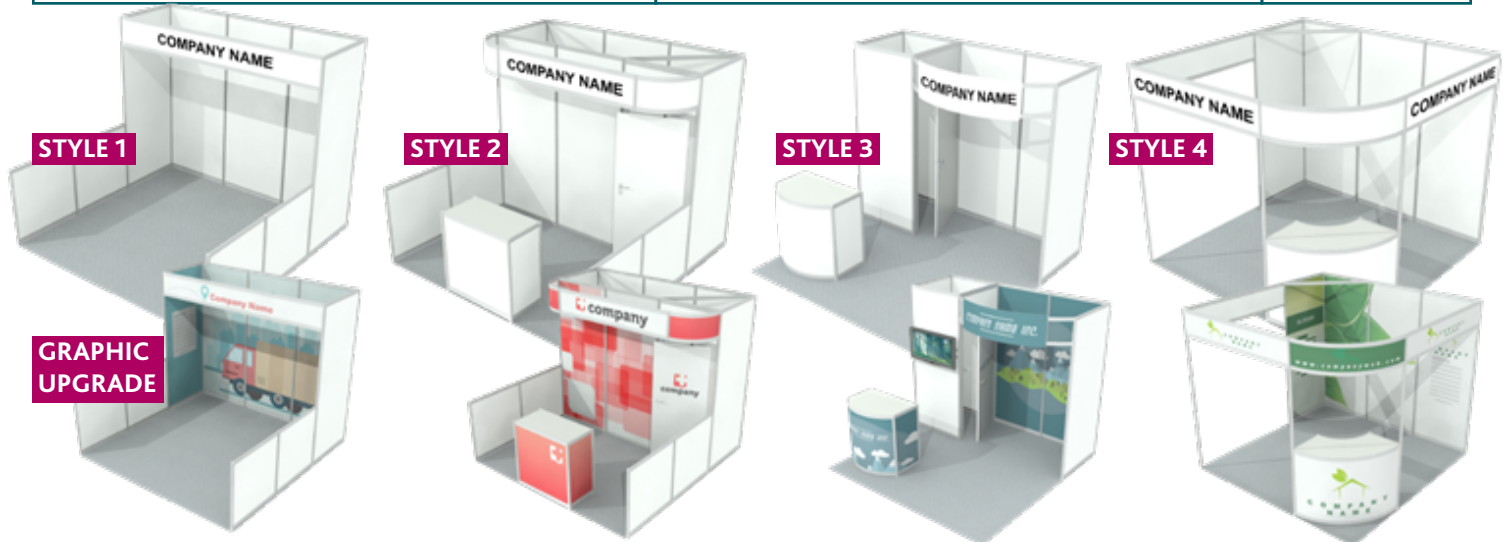
Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM COUNTERS AND RISERS					OCTANORM DISPLAY SYSTEMS				
Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]			\$342.00	\$462.00	Shelf Gondola White 3 Glass Shelves 9" x 38" 20" x 38" x 98"[h]			\$412.00	\$557.00
COUNTER WITH FULL COLOR GRAPHIC ~Be noticed!			\$431.00	\$582.00					
Doors & storage shelf 		Display a company logo or branding!			Slat Wall Gondola Brackets not included 20" x 38" x 98"[h]			\$412.00	\$557.00
		<ul style="list-style-type: none"> • Full color digital printing • Image size: 962mm[w] x 912mm[h] Send logo in .eps format along with directions to signsondemand@goodkey.com an email will be sent confirming receipt of logo and proof of signage.							
Show Case Two shelves 20"[d]x38"[w]x40"[h]			\$352.00	\$476.00	POSTER DISPLAY SYSTEMS				
Jewelry Case One shelf with lights 20"[d]x38"[w]x40"[h]			\$339.00	\$458.00	Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive			\$111.00	\$150.00
Computer Counter 29"[d]x40"[w]x40"[h]			\$257.00	\$347.00	Hook Velcro 6 yards per box Self Adhesive			\$28.00	\$38.00
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]			\$349.00	\$472.00	Loop Velcro 6 yards per box Self Adhesive			\$28.00	\$38.00
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall			\$300.00	\$405.00	**PRICES INCLUDE DELIVERY AND INSTALLATION				
Single Show Case 20"[d]x20"[w]x40"[h]			\$155.00	\$210.00	SUBTOTAL				
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]			\$155.00	\$210.00	OFFICE USE ONLY 50% CANCELLATION FEE				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

OCTANORM BOOTHS 10 X 10

PAGE
10
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

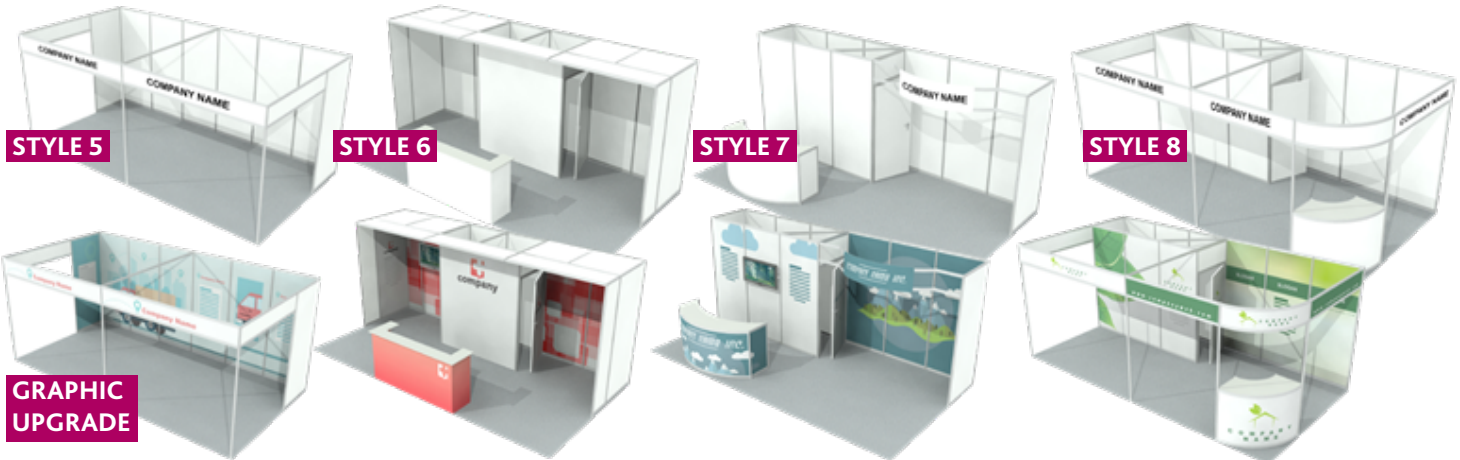


DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	PANEL & HARDWARE DISCLAIMER	
Style 1 - 10' x 10' • 1 Header Sign (2942mm [w]x 302mm[h])		\$1,216.00	\$1,641.00		If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth. You will be charged \$62.00/panel for cleaning or repair.	
With Graphic Upgrade Package		\$2,937.00	\$3,965.00			
Style 2 - 10' x 10' • 1 Header Sign (1952mm [w]x 302mm[h]) • Storage Area 3' x 9.6' w/ lockable door • Lockable counter 3.3' high		\$1,710.00	\$2,309.00		Many other custom designs are available! For more information CALL 780.426.2211	
With Graphic Upgrade Package		\$2,892.00	\$3,903.00			
Style 3 - 10' x 10' • 1 Curved Header Sign (1500mm [w]x 450mm[h]) • Corner storage area 3' x 3' • Lockable counter 3.3' high		\$1,803.00	\$2,434.00		**PRICES INCLUDE DELIVERY AND INSTALLATION	
With Graphic Upgrade Package		\$3,958.00	\$5,343.00			
Style 4 - 10' x 10' • 2 Header Signs (1952mm [w]x 302mm[h]) • Curved counter 3.3' high		\$1,545.00	\$2,086.00		OFFICE USE ONLY 50% CANCELLATION FEE	
With Graphic Upgrade Package		\$3,082.00	\$4,161.00			
GRAPHIC UPGRADE CUSTOMIZATION					5% G.S.T.	
Carpet Color Choice <input checked="" type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black						
Header Sign Choice <i>*All Headers / Fascia signs are white unless upgraded to a full color graphic</i> <input type="checkbox"/> Complimentary (Bold black font proportionally on white panel, capital letters unless specified)					TOTAL AMOUNT DUE	
<input type="checkbox"/> Full color header upgrade (See SIGNAGE & DIGITAL PRINTING FORM to order graphics)						
Panel Color Choice Complimentary Burfab Upgrade Velcro Receptive <input type="checkbox"/> WHITE HARDWALL <input type="checkbox"/> BLUE <input type="checkbox"/> BLACK HARDWALL <input type="checkbox"/> BLACK				REGULAR PRICE	TOTAL	
				\$129.00 per panel		

OCTANORM BOOTHS 10 X 20

PAGE
11
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	


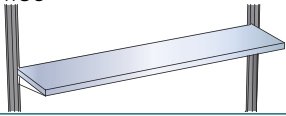

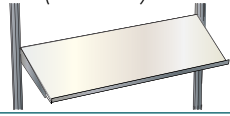
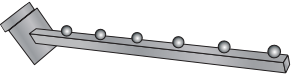




DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	PANEL & HARDWARE DISCLAIMER
Style 5 - 10' x 20' • 2 Header Signs (2942mm [w] x 302mm [h])		\$2,217.00	\$2,993.00		If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.
With Graphic Upgrade Package		\$4,660.00	\$6,356.00		
Style 6 - 10' x 20' • Storage area 3' x 6' w/ lockable door • Custom reception counter		\$2,781.00	\$3,755.00		You will be charged \$62.00/panel for cleaning or repair.
With Graphic Upgrade Package		\$3,090.00	\$4,172.00		
Style 7 - 10' x 20' • 1 Curved Header Sign (1500mm [w] x 450mm [h]) • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		\$2,936.00	\$3,964.00		Many other custom designs are available! For more information CALL 780.426.2211
With Graphic Upgrade Package		\$6,135.00	\$8,283.00		
Style 8 - 10' x 20' • 3 Header Signs 1@ (2942mm [w] x 302mm [h]) + 2@ (1952mm [w] x 302mm [h]) • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		\$2,730.00	\$3,686.00		**PRICES INCLUDE DELIVERY AND INSTALLATION
With Graphic Upgrade Package		\$5,313.00	\$7,172.00		
GRAPHIC UPGRADE CUSTOMIZATION					SUBTOTAL OFFICE USE ONLY 50% CANCELLATION FEE 5% G.S.T. TOTAL AMOUNT DUE
Carpet Color Choice <input checked="" type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620
Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic <input type="checkbox"/> Complimentary (Bold black font proportionally on white panel, capital letters unless specified) Please clearly print name as you would like it to appear _____ <input type="checkbox"/> Full color header upgrade (See SIGNAGE & DIGITAL PRINTING FORM to order graphics)					
Panel Color Choice <input type="checkbox"/> WHITE HARDWALL <input type="checkbox"/> BLUE <input type="checkbox"/> BLACK HARDWALL <input type="checkbox"/> BLACK				REGULAR PRICE \$129.00 per panel	TOTAL

OCTANORM ACCESSORIES

PAGE
12
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM DISPLAY SYSTEMS					OCTANORM ACCESSORIES				
Full Height Slat Wall Panel 1m x 2.5m <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall			\$183.00	\$248.00	Glass Shelf 9" x 38" 		\$34.00	\$46.00	
Half Slat Wall Panel 1m x 1.25m <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall <input type="checkbox"/> Top Slat Wall <input type="checkbox"/> Bottom Slat Wall			\$107.00	\$145.00	Angled Literature Shelf 12" x 38" (melamine) 		\$53.00	\$72.00	
					Waterfall Rack *must be used with slat wall 		\$33.00	\$45.00	
					Gooseneck Light *does not include power 		\$65.00	\$88.00	
					2" Slat Wall Hook 		\$1.10	\$1.50	
IMPORTANT Please include a diagram of the ordered booth indicating placement of all ordered accessories.					<p>Many other custom designs are available! For more information CALL 780.426.2211</p>				
					**PRICES INCLUDE DELIVERY AND INSTALLATION				
					SUBTOTAL				
					OFFICE USE ONLY 50% CANCELLATION FEE				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620			



Decorating | Graphic Design | Logistics | Customer Service

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


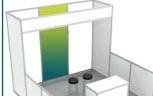











Follow us!

SIGNAGE & DIGITAL PRINTING

PAGE
13
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES				
Full Color Header Upgrade - Single Sided 2942mm (w) x 302mm (h) <i>(Octanorm booth rental required)</i>			\$103.00	\$140.00
Full Color Backwall Panel Upgrade - Single Sided 962mm (w) x 2392mm (h) <i>(Octanorm booth rental required)</i>			\$325.00	\$439.00
Full Color Counter Upgrade - Single Sided 962mm (w) x 912mm (h) <i>(Counter rental required)</i>			\$117.00	\$158.00
FABRIC SIGNAGE				
Fabric Hybridwall - Single Sided 2966mm (w) x 2444mm (h) <i>(Comes with frame and printed fabric skin)</i>			\$2781.00	\$3755.00
Fabric Hybridwall - Single Sided 5936mm (w) x 2444mm (h) <i>(Comes with frame and printed fabric skin)</i>			\$5562.00	\$7509.00
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>			\$380.00	\$513.00
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>			\$260.00	\$351.00
If artwork is not supplied as print ready, a minimum of \$55.00 will be charged to modify art files			\$55.00/per hour	
Have the Goodkey in house design team create the artwork & vectorize logos			\$81.00/per hour	
SIGNAGE STORAGE Indicate if you will be needing the signage again, if not it will be recycled after the event			Call for quote	
Contact us for a consultation about custom sizes, items, and printing options. Subject availability of supplies and time-lines.				
ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE				
SPECIAL INSTRUCTIONS				
**PRICES INCLUDE DELIVERY AND INSTALLATION				
SUBTOTAL				
OFFICE USE ONLY				
50% CANCELLATION FEE				
5% G.S.T.				
TOTAL AMOUNT DUE				
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620		



Decorating | Graphic Design | Logistics | Customer Service

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



Follow us!

PRINT READY GRAPHIC GUIDELINES

PAGE
14
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

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](https://www.wetransfer.com) | [dropbox.com](https://www.dropbox.com)

Send All Artwork Files To

Send

To: signsondemand@goodkey.com

Subject: Show Name - Company Name - Booth Number

***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.



ABC18_Company_P1



INLINE EXAMPLE



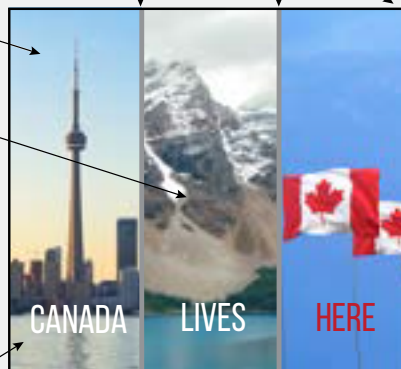
EMBED all links

RESOLUTION for images:
min 100dpi

CONVERT all text to outlines

SCALE artwork to full size

Metal Posts

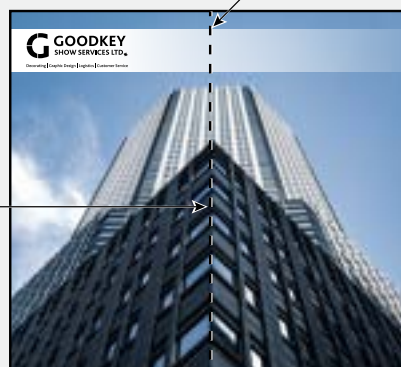


VECTOR ARTWORK IS KEY!

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

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

REPRESENTS panel break and will not print
DO NOT INCLUDE LINES



AVOID text going through the panel break

FLUSH EXAMPLE



Vector art
Ex. ai, eps, pdf



Raster art
Ex. jpg, tiff, png








Show Name MEMO 2025				Name of Company				Booth Number				
Show Date October 1-3, 2025				Deadline Date September 10, 2025								
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL			
MONITORS					ACCESSORIES (the items below do not include monitor rentals)							
 <p>Included with each monitor:</p> <ul style="list-style-type: none"> HDMI cord Remote control Your choice of wall-mount or monitor base <p>No other cords are available for rent.</p>					 <p>Counter with graphic Graphic: 962mm x 912mm</p>					\$431.00	\$582.00	
42" LCD Monitor Wall-mounted bracket <i>(Requires octanorm hardwall rental to mount to)</i>		\$602.00	\$813.00									
42" LCD Monitor Monitor base to sit on counter <i>(Counter/table not included, please order separately)</i>		\$602.00	\$813.00		 <p>Freestanding Octanorm Stand with graphic Graphic: 782mm x 302mm</p>		\$302.00	\$408.00				
50" LCD Monitor Wall-mounted bracket <i>(Requires octanorm hardwall rental to mount to)</i>		\$893.00	\$1,206.00		 <p>Freestanding Gondola with graphic Above TV: 962mm x 835mm Below TV: 962mm x 1400mm</p>		\$378.00	\$511.00				
50" LCD Monitor Monitor base to sit on counter <i>(Counter/table not included, please order separately)</i>		\$893.00	\$1,206.00		 <p>Blu-ray Media Player (USB or Blu-ray disc compatible)</p>		\$231.00	\$312.00				
AUDIO / VISUAL NOTES					 <p>Laptop (PC only)</p>					\$688.00	\$929.00	
<ul style="list-style-type: none"> The listed rental prices are for the duration of a single event (multi-day if applicable). Rental price includes delivery to your booth space. Items listed are subject to availability. Our monitor rentals are "smart", however we recommend using in conjunction with a DVD player or laptop as there are limited video options (such as looping). If you are bringing your own video source, please ensure it is HDMI compatible. Orders must be processed and graphic/logo submitted prior to the order deadline date. 					 <p>Wall-mount Bracket <i>(Monitor not included, requires hardwall rental to mount to)</i></p>					\$56.00	\$76.00	
SPECIAL INSTRUCTIONS												
					**PRICES INCLUDE DELIVERY AND INSTALLATION							
					SUBTOTAL							
					OFFICE USE ONLY							
					50% CANCELLATION FEE							
					5% G.S.T.							
					TOTAL AMOUNT DUE							
					GST REGISTRATION#:		121717813 RT		PST REGISTRATION#: PST-1013-7620			

EXHIBIT BOOTH VACUUMING & CLEANING

PAGE
16
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

SERVICE INCLUDES:

- EXHIBIT VACUUMING
- EMPTYING OF WASTEBASKETS

PRE-ORDERS *(must be received prior to above order deadline date)*

Booth Width _____ x Booth Depth _____ = Square Feet _____ x Number of Days _____ x \$1.50 = _____
(min 100 Sq.Ft.)

LATE-ORDERS

Booth Width _____ x Booth Depth _____ = Square Feet _____ x Number of Days _____ x \$2.00 = _____
(min 100 Sq.Ft.)

SPECIAL INSTRUCTIONS

****PRICES INCLUDE DELIVERY AND INSTALLATION**

SUBTOTAL

OFFICE USE ONLY
50% CANCELLATION FEE

5% G.S.T.

TOTAL AMOUNT DUE

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



Decorating | Graphic Design | Logistics | Customer Service

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



INSTALLATION & DISMANTLE LABOUR

PAGE
17
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

INSTALLATION & DISMANTLE RATES				
Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday		\$137.00/hr.	
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday		\$168.00/hr.	
Double Time (DT):	All other hours including Sundays and statutory holidays		\$336.00/hr.	
INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS				
Labourers	Hours	\$137.00/hr. (RT)	\$	
Labourers	Hours	\$168.00/hr. (OT)	\$	
Labourers	Hours	\$336.00/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS				
Labourers	Hours	\$137.00/hr. (RT)	\$	
Labourers	Hours	\$168.00/hr. (OT)	\$	
Labourers	Hours	\$336.00/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
Client Supervised? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Supervisors name: _____				
Supervised by Goodkey Show Services Ltd.? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, add 25% to total estimated charges				
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)				
Ladders Required: _____				
SPECIAL INSTRUCTIONS		TOTAL ESTIMATED CHARGE		
		25% SUPERVISION FEE		
		SUBTOTAL		
		OFFICE USE ONLY 50% CANCELLATION FEE		
		5% G.S.T.		
		TOTAL AMOUNT DUE		
		GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620		

POST SHOW STORAGE

PAGE
18
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

FREIGHT INFORMATION						
CARRIER NAME: _____		# OF PIECES _____				
TOTAL WEIGHT	COST	CONDITIONS				
<input type="checkbox"/> 001 - 600 lbs	\$541.00	<ul style="list-style-type: none">• EXHIBITORS NEED TO FILL OUT THE FORM• EXHIBITORS MUST MAKE ARRANGEMENTS TO OWN CARRIER• THE ABOVE FEE MUST BE PAID BEFORE RELEASE OF FREIGHT				
<input type="checkbox"/> 600 - 1200 lbs	\$812.00					
<input type="checkbox"/> 1201 + lbs	\$1,082.00					
Signature _____ Date _____						
NOTES						
				SUBTOTAL		
				OFFICE USE ONLY 50% CANCELLATION FEE		
				5% G.S.T.		
				TOTAL AMOUNT DUE		
SPECIAL INSTRUCTIONS		GST REGISTRATION#: 121717813 RT				
		PST REGISTRATION#: PST-1013-7620				

MATERIAL HANDLING

PAGE
19
OF 25

Show Name MEMO 2025	Name of Company	Booth Number
Show Date October 1-3, 2025	Deadline Date September 10, 2025	

ADVANCED MATERIAL HANDLING

Starting: September 2, 2025

Deadline: September 24, 2025

- RECEIVE & STORE SHIPMENT UP TO 30 DAYS PRIOR TO SHOW OPENING
- DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE
- FIRST PRIORITY UNLOADING STATUS
- DELIVERY OF SHIPMENT FROM SHIPPING AREA TO BOOTH

- REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
- RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$3.00 per pound (lb.) (**\$600.00/200lbs minimum charge**)

Weight _____ @ \$3.00/lb _____

Carrier Name: _____ # of pcs. _____

Bill of Lading # _____

SUBTOTAL		
OFFICE USE ONLY 50% CANCELLATION FEE		
5% G.S.T.		
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 9:00 AM - 3:30 PM, MONDAY - FRIDAY
- LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE

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

ADVANCED LABELING

MEMO 2025

NAME OF EXHIBITING COMPANY - BOOTH #

c/o ABF FREIGHT

235077 Wrangler Dr

Calgary, Alberta

T1X 0K3

LIMITS AND LIABILITIES

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

Shipments should be insured by the exhibitor for coverage when out of the care, custody, and control of Goodkey Show Services Ltd. The liability of Goodkey Show Services Ltd. is hereby limited to \$0.30 per pound per article and values exceeding this limitation should be insured by the shipper.

All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment arriving uncrated will be charged an additional 50% handling charge. Goodkey Show Services Ltd. will receive goods only if this form is returned signed and freight is PREPAID. If Goodkey is required to handle your material onsite, you will be automatically billed for that service.

Signature _____ Date _____



Decorating | Graphic Design | Logistics | Customer Service

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



MATERIAL HANDLING AGREEMENT

PAGE
20
OF 25



5506 - 48 ST NW
Edmonton, AB T6B 2Z1

TEL - 1.780.426.2211
FAX - 1.888.426.5734

PLACE PRO NUMBER HERE

SHIPPER'S NUMBER

DATE/TIME RECEIVED:

AM
PM

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

DATE:

BOOTH NUMBER:

FROM:

TO:

ABF Freight

235077 Wrangler Dr

Calgary, Alberta, Canada

T1X 0K3

SHIPPED FROM: EVENT/FACILITY/CITY

MEMO

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

CHECK ONE

1) ☐ RE-ROUTE VIA GOODKEY LOGISTICS

2) ☐ DELIVER BACK TO THE WAREHOUSE AT EXHIBITOR'S EXPENSE

SIGNATURE

RE-ROUTE VIA _____ BY _____

DATE _____ TIME _____ AM/PM

SPECIAL INSTRUCTIONS:

CARRIER:

PICK UP
NUMBER:

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

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

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

GOODKEY LOGISTICS

☐ STANDARD GROUND

☐ UNCRATED

☐ AIR FREIGHT

☐ NEXT DAY

☐ SECOND DAY

☐ DEFERRED

OTHER CARRIERS

☐ COMMON CARRIER

☐ VAN LINE

☐ AIR FREIGHT

☐ NEXT DAY

☐ SECOND DAY

☐ DEFERRED

FREIGHT INFORMATION

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

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

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

BILL FREIGHT CHARGES TO:

CHECKER SIGNATURE

DATE LOADED

TRAILER NO.

START TIME

EXHIBITOR

FINISH TIME

CARRIER

SIGNATURE

DRIVER

PRINT NAME

DATE

PIECES RECEIVED

EXHIBITOR PAYMENT POLICY

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

2. ELIGIBILITY FOR DISCOUNT PRICING

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

3. SHOW SITE ORDERS

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

4. METHODS OF PAYMENT

Goodkey Show Services accepts American Express, MasterCard, Visa, Debit Card, Cheque, Bank Wire Transfer and e transfer. Please send e transfer payments to accounting@goodkey.com Purchase Orders are not considered payment. Any cheque returned to us and / or any unapproved credit card transaction, for any reason, will incur a service charge of \$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 \$30.00 service charge applicable for CAD wire transfers and \$50.00 for all international wire transfers. Fees vary depending on the bank processing the transfer.

6. MATERIALS HANDLING

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

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

Please ensure that all shipments are sent

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

The greater of actual weight or dimensional weight will be charged on all incoming shipments in excess of 5,000 cubic inches. Dimensional weight is calculated as follows: L 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 Exhibitor Appointed Carrier will incur Post Show Freight Service charges. Storage charges, at standard industry rates, will be incurred on all freight remaining in our warehouse 3 days beyond the close of show. Storage rates begin at \$450.00 minimum, plus applicable service charge.

8. LABOR PROVIDED UNDER GOODKEY SHOW SERVICES SUPERVISION

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

9. LABOR PROVIDED UNDER EXHIBITOR SUPERVISION

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

10. CANCELLATIONS

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

11. ADJUSTMENTS / CLAIM(S) FOR LOSS

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

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

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

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

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

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

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

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

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

DEFINITIONS

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

PAYMENT FOR SERVICES

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

CREDIT TERMS

All charges are due prior to service being performed. GSS has the right to require prepayment at the time of request for services. A failure to pay timely will result in Exhibitor having to pay in cash in advance for future services. GSS is authorized to charge Exhibitor credit card for any unpaid charges for services provided to Exhibitor including charges for return shipping. Any

charges not paid within 30 days of delivery of service will be subject to interest at a rate of 2% per month until paid in full.

INBOUND AND OUTBOUND SHIPMENTS

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

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

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

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

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

PACKAGING & CRATES

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

DESIGNATED CARRIERS

In order to expedite removal of materials from show site, GSS shall have the

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

DISPOSAL OF GOODS

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

EMPTY CONTAINERS

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

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

EXHIBITOR RESPONSIBILITIES

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

GSS' RESPONSIBILITIES

GSS shall be responsible only for those services which it directly provides. GSS assumes no responsibility for any

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

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

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

INDEMNIFICATION

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

- EXHIBITOR'S negligent supervision of any labor secured through GSS, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invites and/or any Exhibitor Appointed Contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or

negligent handling of GSS' equipment.

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

INSURANCE

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

CLAIM(S) FOR LOSS

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

MAXIMUM RECOVERY

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

MISCELLANEOUS

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

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

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY

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

JURISDICTION

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



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

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

METHOD OF PAYMENT

PAGE
24
OF 25

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:	

<div><input type="checkbox"/> Cash / Wire Transfer / E-Transfer</div> <div>Please send all e-transfers to accounting@goodkey.com</div> <div><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</div> <div><input type="checkbox"/> Credit Card For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below: <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> PERSONAL <input type="checkbox"/> COMPANY</div> <div><div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div><div style="display: flex; justify-content: space-between;"><div>Expiration Date: <div style="border-bottom: 1px solid black; width: 100px;"></div></div><div>CVC: <div style="border-bottom: 1px solid black; width: 100px;"></div></div><div>Cardholders name: <div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>Signature: <div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>Cardholders Billing Address</div><div>Street: <div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>City/Province: <div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>Postal Code: <div style="border-bottom: 1px solid black; width: 100%;"></div></div></div><div><p><small>*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.</small></p><div>Exhibitor Signature: <div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>Print Name: <div style="border-bottom: 1px solid black; width: 100%;"></div></div><div>Date: <div style="border-bottom: 1px solid black; width: 100%;"></div></div></div></div>	<div><input type="checkbox"/> Third Party Authorization FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.</div> <div>The items checked below are to be invoiced to the third party:</div> <div><div><input type="checkbox"/> ALL SERVICES</div><div><input type="checkbox"/> BOOTH CLEANING</div><div><input type="checkbox"/> I & D LABOUR</div><div><input type="checkbox"/> MATERIAL HANDLING / IN & OUT</div><div><input type="checkbox"/> RENTAL FURNITURE & CARPET</div><div><input type="checkbox"/> SIGNS</div><div><input type="checkbox"/> OCTANORM</div><div><input type="checkbox"/> OTHER (please specify) <div style="border-bottom: 1px solid black; width: 150px;"></div></div></div> <div>Third Party Agent:</div> <div>Account #: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>Expiration Date: <div style="border-bottom: 1px solid black; width: 100px;"></div></div> <div>CVC: <div style="border-bottom: 1px solid black; width: 100px;"></div></div> <div><input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> COMPANY CREDIT CARD</div> <div>Cardholders name: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>Signature: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>Cardholders Billing Address</div> <div>Street: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>City/Province: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>Postal Code: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>Phone Number: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>Fax Number: <div style="border-bottom: 1px solid black; width: 100%;"></div></div> <div>Email: <div style="border-bottom: 1px solid black; width: 100%;"></div></div>
---	---

**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: _____

GST REGISTRATION#: 121717813 RT

ALL ORDERS ARE CONSIDERED UNCONFIRMED UNTIL FULL PAYMENT IS RECEIVED.