

# WELCOME EXHIBITOR

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>		Deadline Date <b>Feb 7, 2023</b>
Show Date <b>Feb 28 - Mar 2, 2023</b>	Show Venue <b>Jasper Park Lodge, Jasper AB</b>	Show Code <b>IPEIA2283222</b>

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Intl. Pressure Equipment Integrity Assoc.. 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 IPEIA2283222.

Please Note: The deadline to qualify for early bird prices is Feb 7, 2023. All orders processed after the deadline date would be considered a late order; regular prices will apply and are subject to a 35% late order surcharge. Goodkey Show Services requires payment in full at the time orders are placed. Canceled Orders: There is a 50% cancellation fee.

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

SCHEDULE				
Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move In	Monday	27/02/23	12:00 PM	07:00 PM
Show Hours	Tuesday	28/02/23	09:00 AM	04:00 PM
Show Hours	Wednesday	01/03/23	09:00 AM	04:00 PM
Show Hours	Thursday	02/03/23	09:00 AM	03:00 PM
Exhibitor Move Out	Thursday	02/03/23	05:00 PM	08:00 PM

**Visit link to order online:**

<https://www.goodkey.com/admin/login.cfm>

## IMPORTANT INFORMATION

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

Single booth with the following:	Double booth with the following:	Triple booth with the following:
8'h backwall drape (black)	8'h backwall drape (black)	8'h backwall drape (black)
3'h sidewall drape (black)	3'h sidewall drape (black)	3'h sidewall drape (black)
(1) 6' skirted table (black)	(2) 6' skirted table (black)	(3) 6' skirted table (black)
(2) deluxe chairs	(4) deluxe chairs	(6) deluxe chairs
(1) 1500 watt outlet (included by the facility)	(2) 1500 watt outlet (included by the facility)	(3) 1500 watt outlet (included by the facility)

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  
tel no. 780.426.2211 | fax 780.426.5734 | [goodkey.com](http://goodkey.com)

Vancouver Warehouse  
Unit 10, 3751 North Fraser Way  
Burnaby, BC V5J 5G4



# HOW TO ORDER

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Show Name Intl. Pressure Equipment Integrity Assoc.		Deadline Date Feb 7, 2023
Show Date Feb 28 - Mar 2, 2023	Show Venue Jasper Park Lodge, Jasper AB	Show Code IPEIA2283222

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

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

## DOCUMENTS

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

## IMPORTANT!

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

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

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

## We're here for you

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

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

### National Service Centre

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

Tel: **780.426.2211**

Fax: **780.426.5734**

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



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**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	DRAPE & TABLES
<input type="checkbox"/>	7	TABLE CONFIGURATION
<input type="checkbox"/>	8	ACCESSORIES
<input type="checkbox"/>	9	DISPLAY ACCESSORIES
<input type="checkbox"/>	10	OCTANORM BOOTHS
<input type="checkbox"/>	11	OCTANORM ACCESSORIES
<input type="checkbox"/>	12	SIGNAGE & DIGITAL PRINTING
<input type="checkbox"/>	13	PRINT READY GRAPHIC GUIDELINES
<input type="checkbox"/>	14	EXHIBIT BOOTH VACUUMING & CLEANING
<input type="checkbox"/>	15	INSTALLATION & DISMANTLE LABOUR
<input type="checkbox"/>	16	POST SHOW STORAGE
<input type="checkbox"/>	17	MATERIAL HANDLING
<input type="checkbox"/>	18	MATERIAL HANDLING AGREEMENT
<input type="checkbox"/>	19	CUSTOMS BROKERAGE
<input type="checkbox"/>	20	CUSTOMS BROKERAGE LIMITS OF LIABILITY
<input type="checkbox"/>	21	CANADA CUSTOMS INVOICE SAMPLE
<input type="checkbox"/>	22	CANADA CUSTOMS INVOICE SAMPLE
<input type="checkbox"/>	23	EXHIBITOR PAYMENT POLICY
<input type="checkbox"/>	24	TERMS & CONDITIONS
<input type="checkbox"/>	25	TERMS & CONDITIONS
<input type="checkbox"/>	26	METHOD OF PAYMENT
<input type="checkbox"/>	27	WIRE TRANSFER INFORMATION
<input type="checkbox"/>	28	ENCORE - POWER CONFIRMATION FORM
<input type="checkbox"/>	29	ENCORE - AUDIO VISUAL REQUEST FORM
<input type="checkbox"/>	30	ENCORE - AUDIO VISUAL REQUEST FORM

Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>		Name of Company		Booth Number	
Show Date <b>Feb 28 - Mar 2, 2023</b>		Deadline Date <b>Feb 7, 2023</b>			

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>CARPET FOR STANDARD SIZE BOOTHS</b>				
6' x 8' Single Booth		\$295.00	\$375.00	
6' x 16' Double Booth		\$550.00	\$715.00	
6' x 24' Triple Booth		\$898.00	\$1150.00	
<b>CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)</b>				
Other sizes laid @ \$2.75 per sq.ft		\$2.75/sq.ft	\$3.40/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
<b>CLASSIC CARPET COLOR CHOICE</b> 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>				
<b>ADDITIONAL ITEMS</b>				
Carpet Underlay		\$1.25/sq.ft	\$1.55/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Double Underlay		\$2.45/sq.ft	\$3.10/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Poly (Visqueen)		\$1.05/sq.ft	\$1.30/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
<b>IMPORTANT: A replacement cost of the carpet will be assessed if the rented carpet was intentionally damaged and/or deemed unusable after the event.</b> <b>If you will need under carpet wire cuts, or any other cuts, please fill out the cost below.</b>				
<b>UNDER CARPET WIRING CUT (does not include install)</b>				
Booth Size: _____ ft x _____ ft = _____ sq/ft		\$1.50/sq.ft		
<b>SPECIAL INSTRUCTIONS</b>				

**GOODKEY**  
SHOW SERVICES LTD.

Decorating | Graphic Design | Logistics | Customer Service

designer carpet line by

**GOODKEY**

SHOW SERVICES LTD.

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


















  

DESCRIPTION & QTY	REGULAR PRICE	TOTAL
<b>DESIGNER CARPET</b>		
100 - 700 sq.ft	\$4.10/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$3.85/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
<b>DESIGNER CARPET COLOR CHOICE</b> Please check one <input checked="" type="checkbox"/>		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> SNOW WHITE <input type="checkbox"/> </div> <div style="width: 33%;"> GRAPE PURPLE PMS 525 <input type="checkbox"/> </div> <div style="width: 33%;"> ALPINE GREEN PMS 356 <input type="checkbox"/> </div> <div style="width: 33%;"> APPLE GREEN PMS 368 <input type="checkbox"/> </div> <div style="width: 33%;"> OCEAN BLUE PMS 286 <input type="checkbox"/> </div> <div style="width: 33%;"> SPICY PINK PMS 226 <input type="checkbox"/> </div> <div style="width: 33%;"> LEMON YELLOW PMS 115 <input type="checkbox"/> </div> <div style="width: 33%;"> TANGERINE ORANGE PMS 1375 <input type="checkbox"/> </div> <div style="width: 33%;"> SILKY BEIGE PMS 7530 <input type="checkbox"/> </div> <div style="width: 33%;"> CHOCOLATE PMS 469 <input type="checkbox"/> </div> </div>		
<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>		
<b>SUBTOTAL</b>		
<b>OFFICE USE ONLY</b>		
<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
<input type="checkbox"/> 50% CANCELLATION FEE		
<b>ADJUSTED SUBTOTAL</b>		
5% G.S.T.		
<b>TOTAL AMOUNT DUE</b>		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620

# FURNITURE

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>TABLES</b>					<b>SEATING</b>				
Chrome Cruiser Table 30" dia - 40" tall			\$146.00	\$182.90	Folding Chair Green Plastic			\$20.50	\$25.80
Cruiser Table 30" dia - 40" tall			\$136.00	\$170.00	Leather Side Chair Black Leather Seat			\$82.40	\$103.00
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$44.00	\$55.50	Stool with Backrest Black Fabric			\$66.95	\$83.70
Pedestal Table 30" dia - 29" tall			\$74.00	\$92.70	Mini Bar Stool Black Faux Leather 25" tall			\$71.00	\$88.85
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$40.20	\$50.20	Bar Stool Black Faux Leather 30" tall			\$98.90	\$123.50
Wood Top Square Table Cruiser 40" tall			\$74.00	\$92.70	<b>DESCRIPTION</b> <b>REGULAR PRICE</b> <b>TOTAL</b>				
Wood Top Square Table Pedestal 29" tall			\$74.00	\$92.70	<b>FURNITURE COMBOS</b>				
Wood Top Round Table Cruiser 40" tall			\$74.00	\$92.70	Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)			\$162.00	
Wood Top Round Table Pedestal 29" tall			\$74.00	\$92.70	Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)			\$249.00	
Coffee Table 30" dia - 18" tall			\$63.90	\$79.80	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
<b>SPECIAL INSTRUCTIONS</b>					<b>SUBTOTAL</b>				
					<b>OFFICE USE ONLY</b>				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					<b>ADJUSTED SUBTOTAL</b>				
					5% G.S.T.				
					<b>TOTAL AMOUNT DUE</b>				
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620		




















# DRAPE & TABLES

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>				Name of Company				Booth Number	
Show Date <b>Feb 28 - Mar 2, 2023</b>				Deadline Date <b>Feb 7, 2023</b>					

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>TABLES</b>					<b>DRAPE PARTITIONING</b>			
6'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$153.00	\$206.60		3' High Drape- per linear foot	\$4.65/LF	\$5.75/LF	
8'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$183.00	\$206.60		Size: _____ ft x _____ ft= _____			
Upgrade Decorated Table to 4 sides draped ADD		\$42.00	\$56.70		8' High Drape- per linear foot	\$7.25/LF	\$9.00/LF	
4'x2'x29"[h] <i>Decorated Table (4 sides draped)</i>		\$135.00	\$206.60		Size: _____ ft x _____ ft= _____			
<b>COUNTERS</b>					<b>DRAPE COLOR CHOICE</b> <i>Please check one</i> <input checked="" type="checkbox"/>			
6'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$173.00	\$233.60		 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY	
8'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$203.00	\$233.60		 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY	
Upgrade Decorated Counter to 4 sides draped ADD		\$52.00	\$70.20		 <input type="checkbox"/> TEAL	 <input type="checkbox"/> GOLD	 <input type="checkbox"/> FOREST GREEN	
4'x2'x40"[h] <i>Decorated Table (4 sides draped)</i>		\$161.00	\$233.60		 <input type="checkbox"/> BURGUNDY			
<b>SKIRT COLOR CHOICE</b> <i>Please check one</i> <input checked="" type="checkbox"/>					<b>HARDWARE ACCESSORIES</b> <i>(Installation not included)</i>			
 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY			Labour to install		\$27.70	
 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY			Baseplate		\$20.50	\$27.70
 <input type="checkbox"/> TEAL					4' - 7' Slider		\$20.50	\$27.70
<b>UNDECORATED TABLES</b>					6' - 10' Slider		\$20.50	\$27.70
4'x2'x29"[h]		\$54.50	\$68.00		7' - 12' Slider		\$20.50	\$27.70
6'x2'x29"[h]		\$54.50	\$68.00		4' solid		\$20.50	\$27.70
8'x2'x29"[h]		\$54.50	\$68.00		3' high upright <i>(Baseplate not included)</i>		\$20.50	\$27.70
<b>SPECIAL INSTRUCTIONS</b>					8' high upright <i>(Baseplate not included)</i>		\$20.50	\$27.70
					12' high upright <i>(Baseplate not included)</i>		\$20.50	\$27.70
					<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>			
					SUBTOTAL			
					<b>OFFICE USE ONLY</b>			
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE			
					<input type="checkbox"/> 50% CANCELLATION FEE			
					ADJUSTED SUBTOTAL			
					5% G.S.T.			
					TOTAL AMOUNT DUE			
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

# TABLE CONFIGURATION

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Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

## TABLE SIZE

If you require an alternate size of table in your exhibit booth, please indicate your choice in the space below and return to Goodkey Show Services Ltd. office no later than Feb 17, 2023 prior to move-in of the show.

Any exchange requests made on-site will incur a service charge of **\$25.00** per booth.

TABLES	QTY	NOTES
<input type="checkbox"/> 4' DECORATED TABLE		To facilitate the quick setup and avoid changing table configuration at the show site, please use the grid below for table layout. (1 square = 2' x 2')
<input type="checkbox"/> 6' DECORATED TABLE		
<input type="checkbox"/> 8' DECORATED TABLE		
<input type="checkbox"/> NO TABLE REQUIRED		

(1) Single Booth
























(2) Double Booth


(3) Triple Booth


If this form has not been filled or submitted, **one 6' table** will be supplied by default.

# ACCESSORIES

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>					Name of Company					Booth Number	
Show Date <b>Feb 28 - Mar 2, 2023</b>					Deadline Date <b>Feb 7, 2023</b>						
DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
LITERATURE DISPLAYS						MISCELLANEOUS					
Chrome Literature Rack <i>8 wire slots Fits 8.5" x 11"</i>			\$138.00	\$186.30		Draw Barrel			\$79.00	\$98.80	
Single Literature <i>Fits up to 9.25" x 10.75" Clear Acrylic</i>			\$40.00	\$54.00		Mini Fridge			\$215.00	\$268.80	
3 to 4 Tier Literature <i>Fits up to 9.25" x 10.75" Clear Acrylic</i>			\$62.85	\$78.50		Water Cooler <i>Includes 1 jug of water + 250 cups</i>	Water Cooler		\$179.00	\$223.80	
							Additional Water Jug		\$28.75	\$36.00	
						Desk			\$327.50	\$409.30	
BUSINESS CARD HOLDERS											
Single Business Card <i>Fits standard card Clear Acrylic</i>			\$14.50	\$18.00		Coat Tree			\$43.25	\$54.00	
4 Tier Business Card <i>Fits standard card Clear Acrylic</i>			\$24.75	\$31.00		Bag Holder			\$102.50	\$138.40	
4 Double Tier Business Card <i>Fits standard card Clear Acrylic</i>			\$62.75	\$78.50		Garment Rack <i>Chrome on casters</i>			\$78.70	\$106.30	
LIVE PLANTS						Chrome Sign Holder <i>Holds 22" x 28"</i>			\$78.70	\$106.30	
3' Potted Plant <i>Live Tropical</i>			\$73.00	\$91.80		Easel <i>Free Standing</i>			\$60.00	\$81.00	
4' Potted Plant <i>Live Tropical</i>			\$75.00	\$93.80		Eco-Friendly Garbage Pail			\$33.50	\$45.20	
5' Potted Plant <i>Live Tropical</i>			\$96.00	\$120.00		**PRICES INCLUDE DELIVERY AND INSTALLATION					
Small Floral Arrangement			PRICE TBD	PRICE TBD		SUBTOTAL					
Medium Floral Arrangement			PRICE TBD	PRICE TBD		OFFICE USE ONLY					
Large Floral Arrangement			PRICE TBD	PRICE TBD		<input type="checkbox"/> 35% LATE ORDER SURCHARGE					
						<input type="checkbox"/> 50% CANCELLATION FEE					
						ADJUSTED SUBTOTAL					
						5% G.S.T.					
						TOTAL AMOUNT DUE					
						GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620			



# DISPLAY ACCESSORIES

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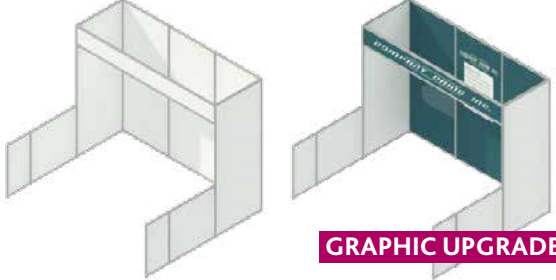
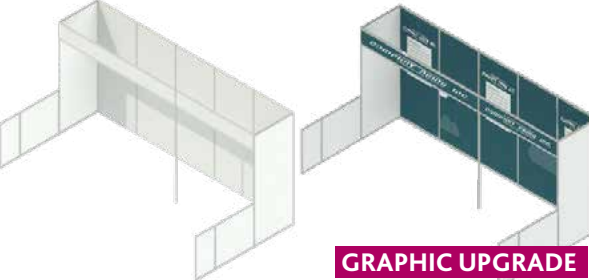
Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>OCTANORM COUNTERS AND RISERS</b>					<b>OCTANORM DISPLAY SYSTEMS</b>				
Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]			\$315.50	\$425.30	Shelf Gondola White 3 Glass Shelves 9" x 38" 20" x 38" x 98"[h]			\$381.00	\$476.30
<b>COUNTER WITH FULL COLOR GRAPHIC</b> ~Be noticed!			\$398.00	\$537.30	Slat Wall Gondola Brackets not included 20" x 38" x 98"[h]			\$381.00	\$476.30
Doors & storage shelf 		Display a company logo or branding! • Full color digital printing • Image size: 962mm[w] x 912mm[h] Send logo in .eps format along with directions to <a href="mailto:signsondemand@goodkey.com">signsondemand@goodkey.com</a> an email will be sent confirming receipt of logo and proof of signage.			2" Slat Wall Hook 		\$1.00	\$1.30	
20"[d]x40"[w]x40"[h]					<b>POSTER DISPLAY SYSTEMS</b>				
Show Case Two shelves 20"[d]x38"[w]x49"[h]			\$325.00	\$438.80	Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive			\$102.00	\$127.50
Jewelry Case One shelf with lights 20"[d]x38"[w]x49"[h]			\$312.50	\$421.90	Hook Velcro 6 yards per box Self Adhesive			\$25.00	\$31.30
Computer Counter 29"[d]x40"[w]x40"[h]			\$236.00	\$295.00	Loop Velcro 6 yards per box Self Adhesive			\$25.00	\$31.30
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]			\$322.00	\$402.50	<b>GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)</b>				
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall			\$277.00	\$346.30	Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces			\$4.00 per pad	\$5.00 per pad
Single Show Case 20"[d]x20"[w]x40"[h]			\$143.00	\$178.80	Removable Double-sided Foam Tape Roll 30ft roll x 1" wide			\$50.00 per roll	\$62.50 per roll
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]			\$143.00	\$178.80	<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
					<b>SUBTOTAL</b>				
					<b>OFFICE USE ONLY</b>				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					<b>ADJUSTED SUBTOTAL</b>				
					5% G.S.T.				
					<b>TOTAL AMOUNT DUE</b>				
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620		

# OCTANORM BOOTHS

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p><b>GRAPHIC UPGRADE</b></p> <p><b>SINGLE BOOTH - 6' X 8'</b></p>	<b>Single Booth - 6' x 8'</b> <ul style="list-style-type: none"> <li>• 1 Header Sign</li> <li>• (2942mm [w] x 302mm [h])</li> <li>• Carpet Included (Choose color below)</li> </ul>		\$1400.00	\$1700.00	
	With Graphic Upgrade Package		\$2030.00	\$2740.50	
 <p><b>GRAPHIC UPGRADE</b></p> <p><b>DOUBLE BOOTH - 6' X 16'</b></p>	<b>Double Booth - 6' x 16'</b> <ul style="list-style-type: none"> <li>• 2 Header Signs</li> <li>• (2942mm [w] x 302mm [h])</li> <li>• (1952mm [w] x 302mm [h])</li> <li>• Carpet Included (Choose color below)</li> </ul>		\$2500.00	\$2800.00	
	With Graphic Upgrade Package		\$3460.00	\$4325.00	

## CLASSIC CARPET COLOR CHOICE Please check one ☒



☐ RED



☐ BLUE



☐ GREY



☐ BLACK



☐ FOREST GREEN

## PANEL & HARDWARE DISCLAIMER

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 **\$60/panel** for cleaning or repair.

**Many other custom designs are available!**  
**For more information CALL 780.426.2211**

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


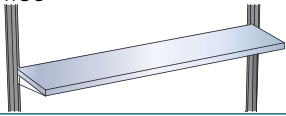

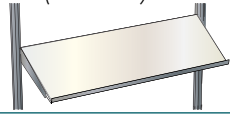
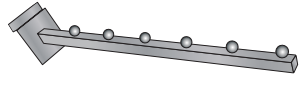


SUBTOTAL		
OFFICE USE ONLY 35% LATE ORDER SURCHARGE 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

# OCTANORM ACCESSORIES

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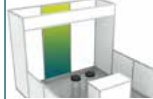





Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
<b>OCTANORM DISPLAY SYSTEMS</b>					<b>OCTANORM ACCESSORIES</b>				
Full Height Slat Wall Panel <i>1m x 2.5m</i>			\$169.00	\$211.30	Glass Shelf 9" x 38"		\$31.00	\$38.80	
<input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall									
Half Slat Wall Panel <i>1m x 1.25m</i>			\$98.00	\$122.50	Angled Literature Shelf 12" x 38" (melamine)		\$47.50	\$59.30	
<input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall									
<input type="checkbox"/> Top Slat Wall <input type="checkbox"/> Bottom Slat Wall					Waterfall Rack <i>*must be used with slat wall</i>		\$30.00	\$37.50	
									
					Gooseneck Light <i>*does not include power</i>		\$59.50	\$74.30	
									
					2" Slat Wall Hook		\$1.00	\$1.30	
									
<b>IMPORTANT</b> Please include a diagram of the ordered booth indicating placement of all ordered accessories.					<p><b>Many other custom designs are available!</b> <b>For more information CALL 780.426.2211</b></p>				
					<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>				
					SUBTOTAL				
					<b>OFFICE USE ONLY</b> <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

# SIGNAGE & DIGITAL PRINTING

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

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>			\$95.00	\$128.30	
Full Color Backwall Panel Upgrade - Single Sided 962mm (w) x 2392mm (h) <i>(Octanorm booth rental required)</i>			\$300.00	\$405.00	
Full Color Counter Upgrade - Single Sided 962mm (w) x 912mm (h) <i>(Counter rental required)</i>			\$108.00	\$145.80	
FABRIC SIGNAGE					
3M Freestanding Goodkey Hybrid Wall (Fabric Graphics) - Single Sided 2966mm (w) x 2444mm (h) <i>(Wall rental and graphics included, allow 3 weeks min. for order)</i>			\$2200.00	\$2970.00	
Hanging Fabric Halo - Many Custom Designs available 10' (w) x 3' (h) generic size <i>(Does not include hanging fee, allow 3 weeks min. for order)</i>	 FLAT      ROUND      SQUARE      TRIANGLE		Call for quote		
STAND ALONE SIGNAGE					
Vinyl Banner - Single Sided 119" (w) x 36" (h) hanging off backwall with S hooks (Cost includes banner, installation hardware and labour to install)			\$350.00	\$472.50	
Rigid Sintra Sign - Single Sided 96" (w) x 24" (h) hanging off backwall with S hooks (Cost includes sign, installation hardware and labour to install)			\$240.00	\$324.00	
DESIGN WORK & STORAGE					
If artwork is not supplied as print ready, a minimum of \$50 will be charged to modify art files			\$50.00/per hour		
Have the Goodkey in house design team create the artwork & vectorize logos			\$75.00/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		
<b>Contact us for a consultation about custom sizes, items, and printing options. Subject availability of supplies and time-lines.</b> <b>ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE</b> <b>SPECIAL INSTRUCTIONS</b>		<b>**PRICES INCLUDE DELIVERY AND INSTALLATION</b>			
		SUBTOTAL			
		<b>OFFICE USE ONLY</b>			
		<input type="checkbox"/> 35% LATE ORDER SURCHARGE			
		<input type="checkbox"/> 50% CANCELLATION FEE			
		ADJUSTED SUBTOTAL			
		5% G.S.T.			
TOTAL AMOUNT DUE					
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620			



# PRINT READY GRAPHIC GUIDELINES

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	



INLINE EXAMPLE

**DESIGN** with 0.25" bleeds and cropmarks

**SCALE** artwork to full size

**EMBED** all links

**RESOLUTION** for images: min 100dpi

**TEXT** must be at least 2" away from edge

**CONVERT** all text to outlines



\*Inline panel example

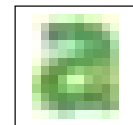


For the best looking logo at any size, send vector art. This is usually an .ai file made in Adobe Illustrator.

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



Vector art  
Ex. ai, eps, pdf



Raster art  
Ex. jpg, tiff, png

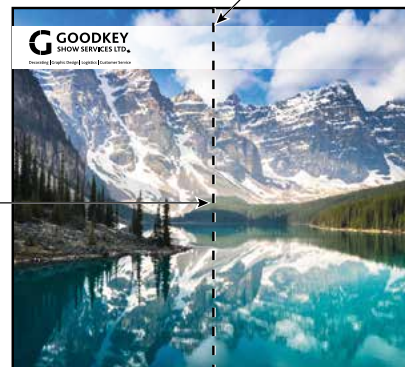


FLUSH EXAMPLE

**REPRESENTS** panel break and will not print  
**DO NOT INCLUDE LINES**

**AVOID** text going through the panel break

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



\*FLUSH graphic example

**LABEL** files appropriately when saving (showname\_companyname\_panel) - ex. *ABC18\_Company\_counter1*

**LEGEND** include a layout legend if there are multiple panels

**COLOR** space has to be CMYK

**FONTS** if live, should be sent with the art

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

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

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



# EXHIBIT BOOTH VACUUMING & CLEANING

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

## SERVICE INCLUDES:

- EXHIBIT VACUUMING
- EMPTYING OF WASTEBASKETS

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

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

## LATE-ORDERS

Booth Width \_\_\_\_\_ x Booth Depth \_\_\_\_\_ + Square Feet \_\_\_\_\_ x Number of Days \_\_\_\_\_ x \$1.87 = \_\_\_\_\_  
(min 100 Sq.Ft.)

## SPECIAL INSTRUCTIONS

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

SUBTOTAL

**OFFICE USE ONLY**

☐ 35% LATE ORDER SURCHARGE

☐ 50% CANCELLATION FEE

ADJUSTED SUBTOTAL

5% G.S.T.

TOTAL AMOUNT DUE

GST REGISTRATION#: 121717813 RT

PST REGISTRATION#: PST-1013-7620

# INSTALLATION & DISMANTLE LABOUR

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

INSTALLATION & DISMANTLE RATES				
<b>Regular Time (RT):</b>	8:00 am - 4:00 pm Monday to Friday			\$125.00/hr.
<b>Overtime (OT):</b>	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday			\$15600/hr.
<b>Double Time (DT):</b>	All other hours including Sundays and statutory holidays			\$312.00/hr.
INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS				
Labourers	Hours	\$125.00/hr. (RT)	\$	
Labourers	Hours	\$15600/hr. (OT)	\$	
Labourers	Hours	\$312.00/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS				
Labourers	Hours	\$125.00/hr. (RT)	\$	
Labourers	Hours	\$156.00/hr. (OT)	\$	
Labourers	Hours	\$312.00/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
Client Supervised? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Supervisors name: _____				
Supervised by Goodkey Show Services Ltd.? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, add 25% to total estimated charges				
The exhibit consists of _____ shipping cases or crates (Please do not include cartons/boxes of literature or products)				
Ladders Required: _____				
SPECIAL INSTRUCTIONS		TOTAL ESTIMATED CHARGE		
		25% SUPERVISION FEE		
		SUBTOTAL		
		OFFICE USE ONLY		
		<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
		<input type="checkbox"/> 50% CANCELLATION FEE		
		ADJUSTED SUBTOTAL		
		5% G.S.T.		
		TOTAL AMOUNT DUE		
		GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

# POST SHOW STORAGE

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

FREIGHT INFORMATION						
CARRIER NAME: _____		# OF PIECES _____				
TOTAL WEIGHT	COST	CONDITIONS				
<input type="checkbox"/> 001 - 600 lbs	\$500.00	<ul style="list-style-type: none"><li>• EXHIBITORS NEED TO FILL OUT THE FORM</li><li>• EXHIBITORS MUST MAKE ARRANGEMENTS TO OWN CARRIER</li><li>• THE ABOVE FEE MUST BE PAID BEFORE RELEASE OF FREIGHT</li></ul>				
<input type="checkbox"/> 600 - 1200 lbs	\$750.00					
<input type="checkbox"/> 1201 + lbs	\$1000.00					
Signature _____ Date _____						
NOTES						
				SPECIAL INSTRUCTIONS		
				SUBTOTAL		
				<b>OFFICE USE ONLY</b>		
				<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
				<input type="checkbox"/> 50% CANCELLATION FEE		
				ADJUSTED SUBTOTAL		
5% G.S.T.						
TOTAL AMOUNT DUE						
GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620						

# MATERIAL HANDLING

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Show Name <b>Intl. Pressure Equipment Integrity Assoc.</b>	Name of Company	Booth Number
Show Date <b>Feb 28 - Mar 2, 2023</b>	Deadline Date <b>Feb 7, 2023</b>	

## ADVANCED MATERIAL HANDLING

**Starting: January 17, 2023**

**Deadline: February 17, 2023**

- 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

**\$115.00** per hundred pounds (lbs.) (**\$230.00** minimum charge)

Weight \_\_\_\_\_ @ \$01.15/cwt \_\_\_\_\_

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

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

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

## ONSITE / ADVANCED LABELING

### 2023 IPEIA Conference & Exhibition

**NAME OF EXHIBITING COMPANY - BOOTH #**

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

**5506 48 St.**

**Edmonton, Alberta**

**T6B 2Z1**

## 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.

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

# 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.**

DATE:

BOOTH NUMBER:

**FROM:**

**TO:**

Jasper Park Lodge

1 Old Lodge Rd

Jasper, AB

TOE 1EO

SHIPPED FROM: EVENT/FACILITY/CITY

IPEIA - International Pressure Equipment Integrity Association

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



# 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"/> \$180.00	<input type="checkbox"/> \$180.00
Shipment value from \$1,501.00 - \$3,000.00	<input type="checkbox"/> \$242.00	<input type="checkbox"/> \$242.00
Shipment value from \$3,000.00 - \$5,000.00	<input type="checkbox"/> \$560.00	<input type="checkbox"/> \$560.00
Shipment value from \$5,000.00 - \$7,500.00	<input type="checkbox"/> \$795.00	<input type="checkbox"/> \$795.00
Shipment value from \$7,500.00 - \$10,000.00	<input type="checkbox"/> \$878.00	<input type="checkbox"/> \$878.00
Shipment value from \$10,000.00 and up	<input type="checkbox"/> \$1354.00	<input type="checkbox"/> \$1354.00

*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"/> \$31.00
U.S. Customs Clearance at border	<input type="checkbox"/> \$98.00
Single Trip Bond (private vehicle when required)	<input type="checkbox"/> \$92.00
Carnet Handling	<input type="checkbox"/> \$92.00
Re-Manifesting when required	<input type="checkbox"/> \$62.00
ACE Manifest / SCAC for Private Vehicles	<input type="checkbox"/> \$216.00
Terminal Fees / Handling fees	<input type="checkbox"/> Equal to Payout

**For exhibitors ordering return shipments to the USA, please include the following information:**

Full address freight to deliver to in the USA:		
IRS # for the address that the freight is delivering to (ie. if the exhibitor is Company A in Denver, but the freight is delivering to Company B in Chicago, we require the Chicago companies IRS #)		
Total # of pieces	Total weight	Outbound Carrier

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

Signature _____  Date _____	SUBTOTAL		
	OFFICE USE ONLY 35% LATE ORDER SURCHARGE 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
	5% G.S.T.		
	TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

# 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:

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

## II BILL OF LADING

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

## III CONDITIONS OF CARRIAGE

- Liability of Carrier**  
The carrier of the goods herein described is liable for any loss or damage to goods accepted by him or his agent except as hereinafter provided.
- Liability of Originating and Delivering Carriers**  
Where a shipment is accepted for carriage by more than one carrier, the carrier issuing the Bill of Lading (hereinafter called the originating carrier) and the carrier who assumes responsibility for delivery to the consignee, (hereinafter called the delivering carrier), in addition to any other liability hereunder, are liable for any loss of or damage to the goods while they are in custody of any other carrier to whom the goods are or have been delivered and from which liability the other carrier is not relieved.
- Recovery from Connecting Carrier**  
The originating carrier or the delivering carrier, as the case may be, is entitled to recover from any other carrier to whom the goods are or have been delivered the amount of the loss or damage that the originating carrier or delivering carrier, as the case may be, may be required to pay hereunder resulting from loss of or damage to the goods while they were in the custody of such other carrier.  
When shipments are interlined between carriers, settlement of concealed damage claims shall be prorated on the basis of revenues received.
- 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.
- 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.
- 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.
- 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.
- 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.
- Valuation**  
Subject to article 10, the amount of any loss or damage for which the carrier is liable, whether or not the loss or damage results from negligence, shall be computed on the basis of:
  - the value of the goods at the place and time of shipment including the freight and other charges if paid; or
  - where a value lower than that referred to in paragraph (a) has been represented in writing by the consignor or has been agreed upon, such lower value shall be the maximum liability.
- Maximum Liability**  
The amount of any loss or damage computed under paragraph (a) or (b) of article 9 shall not exceed \$2.00 per pound (computed on the total weight of the shipment) unless a higher value is declared on the face of the Bill of Lading by the consignor.
- Consignor's Risk**  
Where it is agreed that the goods are carried at the risk of the consignor of the goods, such agreement covers only such risks as are necessarily incidental to transportation and the agreement shall not relieve the carrier from liability for any loss or damage or delay which may result from any negligent act or omission of the carrier, his agents or employees and the burden of proving absence

from negligence shall be on the carrier.

## 12. Notice of Claim

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

## 13. Articles of Extraordinary Value

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

## 14. Freight Charges

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

## 15. Dangerous Goods

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

## 16. Undelivered Goods

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

subject to a reasonable charge for storage; or

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

## IV OTHER SPECIFICATIONS

**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

Page of/de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)  <i>Name and Address of Shipper</i>		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada  <i>Date Shipped Must Be Shown</i>		
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)  <b>EVENT</b> <b>C/O - GOODKEY SHOW SERVICES</b> <b>ADDRESS</b>  <b>Company Name:</b> <b>Booth Number:</b>		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)  <b>Federal Tax ID</b>		
		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)  <b>No Sale Involved    No sale (Display purpose only)</b>		
		6 Country of Transshipment / Pays de transbordement  <b>N/A    Country</b>		
		7 Country of Origin of Goods Pays d'origine des marchandises  <b>Country</b>		
VII.1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?  <b>YES    <input type="checkbox"/> OUI                      NO    <input checked="" type="checkbox"/> NON</b>		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)  <b>No Sale Involved    No sale involved</b>		
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada  <i>Name of Carrier (Please Use "Canada Customs Bonded Carrier")</i> <i>Place of Loading</i>		10 Currency of Settlement / Devises du paiement  <b>Currency</b>		
11 No. of Pkgs. Nmbre. De Coillis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numeros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
<b>2 pcs</b>	<b>#1, #2 Wooden Crates Containing Display Booth K.D., (Backwalls, Lights, Carpet, Graphics) and/or Description of Product for Display</b>	<b>1</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>2 pcs</b>	<b>Cartons of Technical / Promotional Literature</b>	<b>5,000</b>	<b>.15</b>	<b>750.00</b>
<b>1 pc</b>	<b>Cartons of Letter Openers</b>	<b>50</b>	<b>.50</b>	<b>25.00</b>
<b>1 pc</b>	<b>Carton of Bottle Openers</b>	<b>50</b>	<b>1.00</b>	<b>50.00</b>
<b>Notify: Goodkey Show Services Ltd.</b>				
XI.1 Total Number of Pieces / Nombre total de pièces				
XI.1 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case		16 Total Weight / Poids total		Invoice Total 15 Total de la facture
Commercial Invoice No./ No. De la facture commerciale <input type="checkbox"/>		Net <b>N/A</b>	Gross / Brut <b>412 Kilos</b>	<b>Total Value Must Be Shown</b>
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)  Name: <i>Complete this box when the shipper is OTHER than the owner of these Goods (Contact Name, Company Name, Address, Telephone Number, Etc.)</i> Tel: Fax:		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)  Name: <i>Same as Shipper</i> <i>Indicate Telephone Number and Contact Name (Person who has knowledge of this shipment)</i> Tel: Fax:		
21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu) <b>N/A</b>		22 If fields of 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>		
23	24	25		

## Page of/de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)		Date of Direct Shipment to Canada Date d'expédition directe vers le Canada	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse)		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)	
		Federal Tax ID	
		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)	
Company Name: Booth Number:		6 Country of Transshipment / Pays de transbordement	
		N/A	
VII.1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?  YES <input type="checkbox"/> OUI                      NO <input checked="" type="checkbox"/> NON		7 Country of Origin of Goods Pays d'origine des marchandises	
		If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.	
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)	
		No Sale Involved      No sale involved	
10 Currency of Settlement / Devises du paiement			
11 No. of Pkgs. Nmbre. De Coilis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numeros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement
			14 Unit Price Prix Unitaire
			15 Total
XI.1 Total Number of Pieces / Nombre total de pièces			
XI.1 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case		16 Total Weight / Poids total	Invoice Total 15 Total de la facture
Commercial Invoice No./ No. De la facture commerciale _____ <input type="checkbox"/>		Net N/A	Gross / Brut
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)  Name:  Tel:  Fax:		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)  Name:  Tel:  Fax:	
21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu)      N/A		22 If fields of 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>	
23	24	25	

## EXHIBITOR PAYMENT POLICY

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

## 2. ELIGIBILITY FOR DISCOUNT PRICING

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

## 3. SHOW SITE ORDERS

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

## 4. METHODS OF PAYMENT

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

## 5. BANK WIRE TRANSFER INFORMATION

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

## 6. MATERIALS HANDLING

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

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

Please ensure that all shipments are sent

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

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

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

## 7. POST EVENT STORAGE

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

## 8. LABOR PROVIDED UNDER GOODKEY SHOW SERVICES SUPERVISION

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

## 9. LABOR PROVIDED UNDER EXHIBITOR SUPERVISION

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

## 10. CANCELLATIONS

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

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

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

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

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

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

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

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

Signature \_\_\_\_\_



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

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

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

## DEFINITIONS

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

## PAYMENT FOR SERVICES

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

## CREDIT TERMS

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

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

## INBOUND AND OUTBOUND SHIPMENTS

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

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**26**  
OF 30

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

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

<input type="checkbox"/> <b>Cash / Wire Transfer / E-Transfer</b>  Please send all e-transfers to <b>accounting@goodkey.com</b>	<input type="checkbox"/> <b>Third Party Authorization</b> FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party.  The items checked below are to be invoiced to the third party:  <input type="checkbox"/> ALL SERVICES <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> I & D LABOUR <input type="checkbox"/> MATERIAL HANDLING / IN & OUT <input type="checkbox"/> RENTAL FURNITURE & CARPET <input type="checkbox"/> SIGNS <input type="checkbox"/> OCTANORM <input type="checkbox"/> OTHER (please specify) _____  Third Party Agent: Account #: _____  Expiration Date: _____ CVC: _____  <input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> COMPANY CREDIT CARD  Cardholders name: _____  Signature: _____  Cardholders Billing Address Street: _____  City/Province: _____  Postal Code: _____  Phone Number: _____ Fax Number: _____  Email: _____
<input type="checkbox"/> <b>Company Cheque</b> (REQUIRE A CREDIT CARD BACKUP) Please make cheque payable to: <b>Goodkey Show Services Ltd.</b> <b>Note: No cheques will be accepted after the order deadline date.</b> <b>Address: Goodkey Show Services Ltd.</b> <b>5506 - 48 ST NW</b> <b>Edmonton, Alberta</b> <b>T6B 2Z1</b>	
<input type="checkbox"/> <b>Credit Card</b> For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below:  <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> PERSONAL <input type="checkbox"/> COMPANY _____  Expiration Date: _____ CVC: _____  Cardholders name: _____  Signature: _____  Cardholders Billing Address Street: _____  City/Province: _____  Postal Code: _____  *Please note: Adjustments will not be made after the closure of the show. Please visit our on-site service desk for any questions or concerns regarding your order with Goodkey. We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.  Exhibitor Signature: _____  Print Name: _____  Date: _____	

If you are utilizing Wire Transfer Payment to Goodkey Show Services please complete the following and return to [accounting@goodkey.com](mailto:accounting@goodkey.com) along with your bank confirmation documents.

Event Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Sender's name: \_\_\_\_\_

Email address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Amount transferred: \_\_\_\_\_ Date of transfer: \_\_\_\_\_

**Please note: Orders placed remains unconfirmed until the funds are received by Goodkey.**

Receiver Name: Goodkey Show Services Ltd

Receiver Address: 5506 – 48 St. NW  
Edmonton, Alberta T6B 2Z1

Country: Canada

Bank Name: CIBC – Canadian Imperial Bank of Commerce

Bank Address: 10102 – Jasper Ave  
Edmonton, Alberta, Canada T5J 1W5

Account No. 11-27918

Transit #: 00059

Bank #: 010

Swift Code: CIBCCATT

Routing #: CC001000059

**Note: Please add \$ 50.00 bank fee for all international wire transfers and \$ 30.00 for all Canadian wire transfers.**

**Additional info:** We have recently noticed a spike in phishing scheme trying to gain access to confidential information from companies. We ask that if you receive a requests from Goodkey to update our payment information, or notice any irregularities, to please contact our office at 780-426-2211 and speak to Rodella or Calvin Goodkey to confirm the authenticity of the request.



DATE:		SHOW NAME:	
CONTACT:		VENUE:	Fairmont Jasper Park Lodge
COMPANY:		ROOM:	
ADDRESS:		BOOTH #:	
CITY / PROVINCE / STATE:		# SHOW DAYS:	
POSTAL / ZIP CODE:		INSTALL DATE:	
DEADLINE DATE:		STRIKE DATE:	

[illegible]

Welcome to Fairmont Jasper Park Lodge. Thank you for completing this Power Survey PH # 780-931-6561 E-MAIL: <a href="mailto:timothy.yarkowsky@encoreglobal.com">timothy.yarkowsky@encoreglobal.com</a>		
	TOTAL POWER DRAW	

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Encore Sales Representative contact: Timothy Yarkowsky PH # 780-931-6561 E-MAIL: [timothy.yarkowsky@encoreglobal.com](mailto:timothy.yarkowsky@encoreglobal.com)

DATE:		SHOW NAME:	
CONTACT:		VENUE:	Fairmont Jasper Park Lodge
COMPANY:		ROOM:	
ADDRESS:		BOOTH #:	
CITY / PROVINCE / STATE:		# SHOW DAYS:	
POSTAL / ZIP CODE:		INSTALL DATE:	
DEADLINE DATE:		STRIKE DATE:	

AUDIO VISUAL EQUIPMENT DETAIL				
QTY	DESCRIPTION	RATE	# Days	Total
	<b>COMPUTER MONITORS &amp; DISPLAYS</b>			
	42" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$418.00		
	65" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$590.00		
	55" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$495.00		
	80" FLAT SCREEN MONITOR WITH 6' DISPLAY STAND	\$983.25		
	HD Projector / Screen Package (all necessary cables)	\$709.84		
	Easel	\$16.00		
	4x6 White Board with Markers, Eraser and Easel	\$85.00		
	<b>COMPUTERS</b>			
	WINDOWS 2.4 GHz LAPTOP COMPUTER	\$241.81		
	MACINTOSH LAPTOP COMPUTER	\$360.00		
	<b>COMPUTERS ACCESSORIES</b>			
	OPLAY USB MEDIA PLAYER	\$75.00		
	SET OF COMPUTER SPEAKERS	\$50.00		
	PROJECTION CART C/W SKIRT (42")	\$34.00		
	LEXMARK LASER PRINTER C/W SPARE TONER CARTRIDGE	\$337.50		
	HARDLINE INTERNET (20 MB BANDWIDTH) WITH ETHERNET CABLE	\$180.00		
	<b>AUDIO EQUIPMENT</b>			
	UHF WIRELESS MICROPHONE (COMBO KIT)	\$163.88		
	SHURE WIRED MICROPHONE C/W FLOOR STAND	\$55.00		
	4-CHANNEL AUDIO MIXER	\$90.00		
	POWERED SPEAKER WITH STAND	\$124.71		
	<b>SPECIALTY ITEMS AVAILABLE UPON REQUEST</b>			

CREDIT CARD INFORMATION	EQUIPMENT	
	Cables & Consumables	
Please pay for your order using a credit card, at time of proposal acceptance to ensure equipment availability. Due to your Privacy and your Security. Please Contact Your Encore Sales Representative for payment. <b>PH # 780-931-6561 E-MAIL: <a href="mailto:timothy.yarkowsky@encoreglobal.com">timothy.yarkowsky@encoreglobal.com</a></b>	LABOUR	
	DEL & P/U*	\$880.00
	SUBTOTAL	
	(5%) GST	
<b>*Power must be ordered and confirmed 30 days prior to arrival. Please contact Timothy Yarkowsky directly for a Power proposal</b>	*TOTAL	

**TERMS AND CONDITIONS OF EQUIPMENT RENTAL**

- Order cancellation must be received 30 days prior to load-in to avoid rental charge.
- The elements specified in this order included with this order form correspond to the instructions of the customer. The customer agrees to pay all additional charges caused by an omission of the client, changes, modifications, or alterations to the equipment and/or services. The customer shall be charged for all overtime incurred at Encore current rates. Availability of equipment is not reserved and guaranteed until after the formal Encore proposal with Service Charges, Cables & Consumables, Loss Damage Waiver and GST is signed and the required deposit has been completed.
- Insurance for the full replacement value of the equipment rented is the responsibility of the customer. The customer is hereby advised of his/her responsibility to safeguard the equipment at all times and ensure the security of the meeting room/event space when not occupied. Encore does offer a Loss Damage Waiver product of 4% of pre-discount rental value.
- The customer shall indemnify Encore against all losses, expenses, penalties, damages and condemnations, and legal costs which Encore could incur or be condemned to pay.
- By signing, I hereby accept the terms and conditions as stated above and authorize Encore to charge my credit for the full amount.
- If you have any questions regarding our rentals, equipment, or other services we offer, please contact us. 1-888-287-3687. Visit us online at [www.encore-can.com](http://www.encore-can.com).