

Welcome Exhibitor

The Convenience U CARWACS Show

September 28 - 29, 2016

BMO Centre - Hall D

DEAR EXHIBITOR:

Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at the **CARWACS** on **September 28 - 29, 2016** at the **BMO Centre**. 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. For those exhibitors who want to utilize our online ordering the code for this event is **CAR09282916**.

Please Note: Deadline order date to qualify for pre-show prices is **September 14, 2016**. All orders processed after the deadline date would be considered late order and late order charges will apply.

Important Information

Event	Date	Start Time	End Time
Exhibitor Move In	Tuesday 09/27/2016	as per move in schedule	
Exhibitor Move In	Wednesday 09/28/2016	08:00 am	11:00 am
Show Hours	Wednesday 09/28/2016	12:00 pm	05:00 pm
Show Hours	Thursday 09/29/2016	12:00 pm	05:00 pm
Exhibitor Move-out	Thursday 09/29/2016	one night ONLY until 11 pm	

Provided by show management:

10'x10' Booth with the following:

- 8' Backwall drape (Black)

- Split Level Sidewall drape (Black) - 4' of 8' high and 6' of 3' high drape

We realize exhibiting in a convention can be complicated. If you need assistance or require additional information not covered in the **Exhibitors Kit**, please do not hesitate to contact us at any of the following:

By email: exhibitorservices@goodkey.com or info@goodkey.com
By telephone: **780.426.2211 / 877.726.2211** Toll Free North America Only
By fax: **780.426-5734 / 888.426.5734** Toll Free North America Only
or

Visit us at our web site at www.goodkey.com.

We look forward to serving you !

G O O D K E Y
SHOW SERVICES LTD.



Head Office | 9519 49 Street | Edmonton, AB
Red Deer Office | 104 & 105 Clearmile Avenue | Red Deer County, AB
Vancouver Office | Unit 9, 3751 North Fraser Way | Burnaby, BC

Step by Step Instructions for ordering online



Show Name: CARWACS 2016

Show Code: CAR09282916

Show Date(s): September 28 - 29, 2016

Go to www.goodkey.com

- Click **“order online”** from the menu near the top of the page.
- Register your company if you have not registered at the Goodkey site before.
*Please note: Your Default User name will be your e-mail address, and the pre-selected 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.
- Pick from categories listed and click on the sub category **products or services** of your choice.
- To add to your order, click on **“back to main”** beside **“view my cart”** or click the drop down on **“select new order”** and proceed to add to your order (s).
- Once you are completely satisfied with your order(s) click on **“confirm my cart”** at the bottom of the page.
- Put a **“checkmark”** on the terms and conditions - at this point please note the message that will 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.

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 **Advance Material Handling Agreement** before the specified show date(s).

We're here for you

At Goodkey Show Services Ltd., We know that exhibiting at your first show or even if you are a seasoned pro it can be complicated so we are here to help. From walking you through a first time online order or just providing some piece of mind confirming that you will be taken care of, we are here to help! We are here to take care of you, 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 also 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**

Toll Free - **1.877.726.2211** (North America only)

Fax - **780.426.5734**

email - info@goodkey.com





Order Deadline Date:
September 14, 2016

Show Name:
CARWACS 2016

Head Office | 9519 49 Street | Edmonton, AB T6B 2L8
Red Deer | #104 & 105 Clearmile Avenue | Red Deer County, AB T4E 0A1
Vancouver Office | Unit 9, 3751 North Fraser Way | Burnaby, BC V5J 5G4

tel 780.426.2211
fax 780.426.5734

Show Date:
September 28-29, 2016

4

METHOD OF PAYMENT FORM

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

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

CASH / MONEY ORDER

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.
9519 49 Street
Edmonton, Alberta
T6B 2L8**

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:

MASTERCARD

VISA

Account #:

Expiration Date: CVD:

Personal Credit Card: Company Credit Card:

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address:

Street: _____

City/Province: _____

Postal Code: _____

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

*Please note: Adjustments will not be made after the closure of the show. Please visit our onsite 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: _____

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. The items checked

ALL SERVICES

BOOTH CLEANING

I & D LABOUR

MATERIAL HANDLING / IN & OUT

RENTAL FURNITURE & CARPET

SIGNS

OCTANORM

OTHER (Please specify)

THIRD PARTY AGENT:

Account #:

Expiration Date: CVD:

Personal Credit Card: Company Credit Card:

Cardholder's Name: _____

Signature: _____

Cardholder's Billing Address:

Street: _____

City/Province: _____

Postal Code: _____
Phone: () _____

Fax: () _____

E-mail: _____



Head Office | 9519 49 Street | Edmonton, AB T6B 2L8
 Red Deer | #104 & 105 Clearmile Avenue | Red Deer County, AB T4E 0A1
 Vancouver Office | Unit 9, 3751 North Fraser Way | Burnaby, BC V5J 5G4

tel 780.426.2211
 fax 780.426.5734

Order Deadline Date:
September 14, 2016

Show Name:
CARWACS 2016

Show Date:
September 28-29, 2016

16

EXHIBIT BOOTH VACUUMING & CLEANING ORDER FORM

IMPORTANT! This form must be accompanied with payment before processing will begin.

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

- ## SERVICE INCLUDES
- Exhibit Vacuuming
 - Emptying of Wastebaskets

PRE-ORDERS
 (Must be received prior to above Deadline Date)

Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days _____ X \$0.24 = _____
 (min. 100 Sq. Ft.)

LATE ORDERS
 (Received after above Deadline Date)

Booth Width _____ X Booth Depth _____ = Square Feet _____ X Number of Days _____ X \$0.30 = _____
 (min. 100 Sq. Ft.)

SPECIAL INSTRUCTIONS

To qualify for Pre Show Prices orders must be received 21 days prior to event date. A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars.

SUBTOTAL		
<i>For Office Use Only</i> <input type="checkbox"/> 25% Late Order Surcharge <input type="checkbox"/> 25% Cancellation Fee Adjusted Subtotal		
5% G.S.T.		
TOTAL AMOUNT DUE		