

# 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](mailto:exhibitorservices@goodkey.com) or [info@goodkey.com](mailto: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](http://www.goodkey.com).

**We look forward to serving you !**

**GOODKEY**  
**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](http://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](mailto: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**

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**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

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: \_\_\_\_\_

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

**10 x 10 OCTANORM DISPLAY RENTALS**

**IMPORTANT!** This form must be accompanied with payment before processing will begin.  
Please Use the OCTANORM BOOTH RENTAL FORM for Ordering Purposes.



**Style #1 - 10'x10'**

- 1 Header sign



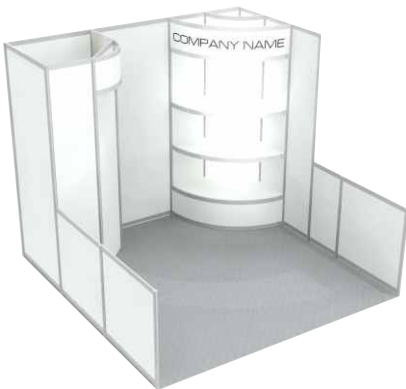
**Style #2 - 10'x10'**

- 1 Header sign
- Storage area 38" x 116" w/Lockable door
- Lockable counter 40" High

**Whats Included?**

- Choice of;
  - Carpet Color
  - Wall Panel Color
- Header Sign for Company Name

**Add some color!**  
Floral arrangements can brighten any booth



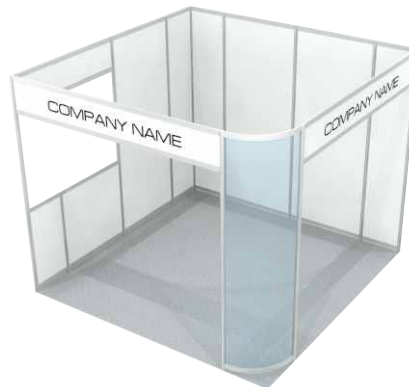
**Style #3 - 10'x10'**

- 1 Corner header sign
- Corner storage area 38" x 38"
- 3 Backlit built in curved shelves



**Style #4 - 10'x10'**

- 2 Header signs
- 1 Clear Plexiglass Panel 42" x 94"



**10 x 20 OCTANORM DISPLAY RENTALS**

**IMPORTANT!** This form must be accompanied with payment before processing will begin.  
Please Use the OCTANORM BOOTH RENTAL FORM for Ordering Purposes.



**Style #5 - 10'x20'**

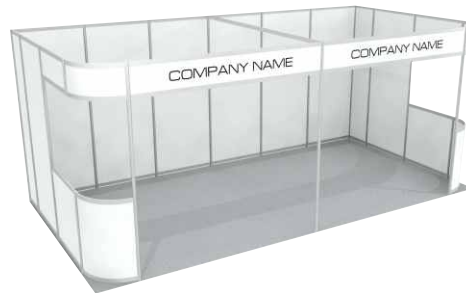
- 3 Header signs

**Whats Included?**

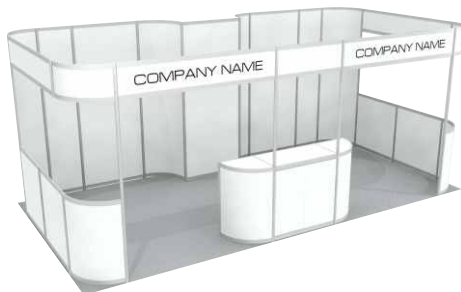
- Choice of;
  - Carpet Color
  - Wall Panel Color
- Header Sign for Company Name

**Style #6 - 10'x20'**

- 2 Header signs



**Make it Comfortable!**  
with leather furniture  
and plush underlay



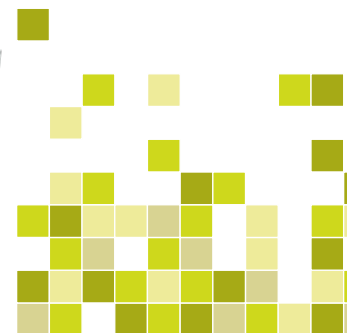
**Style #7 - 10'x20'**

- 2 Header signs
- Built in Curved Counter 40" High



**Style #8 - 10'x20'**

- 2 Clear Plexi Glass Panels 29" x 82"
- 3 Header signs
- Storage Area 38" x 116" w/ Lockable door



**OCTANORM BOOTH RENTAL 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:	

**OCTANORM Exhibit Booth Options**

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QTY	STYLE#	DESCRIPTION	EARLY BIRD	REGULAR	TOTAL
	1	10' X 10'	\$1151.00	\$1438.75	
	2	10' X 10'	\$1567.00	\$1958.75	
	3	10' X 10'	\$2765.00	\$3456.25	
	4	10' X 10'	\$1196.00	\$1495.00	
	5	10' X 20'	\$2090.00	\$2612.50	
	6	10' X 20'	\$2213.00	\$2766.25	
	7	10' X 20'	\$2766.00	\$3457.50	
	8	10' X 20'	\$2397.00	\$2996.25	

2 CARPET COLOR CHOICE

3 PANEL COLOR CHOICE

4 HEADER / FASCIA SIGN

<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black	<input type="checkbox"/> Complimentary <small>Choose your panel color below</small> <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall	<input type="checkbox"/> Burfab Upgrade (Velcro Receptive Panels) <small>(\$125 for 10'x10' Booth Space   \$200 for 10'x20' Booth Space)</small> <input type="checkbox"/> Grey Fabric Backwall Panels <input type="checkbox"/> Blue Fabric Backwall Panels <input type="checkbox"/> Black Fabric Backwall Panels	<input type="checkbox"/> Complimentary <small>fill in box below ●</small> <input type="checkbox"/> Full Color Upgrade \$95/each <small>email signsondemand@goodkey.com or call 1.877.726.2211</small>
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\*All Headers/Fascia signs are white unless upgraded to a full color graphic

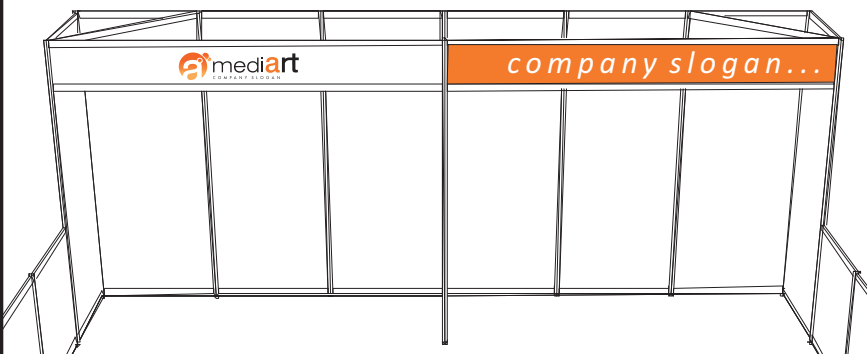
**COMPLIMENTARY HEADER / FASCIA SIGN (6" Black Arial Bold on White Header, capital letters unless specified)**

●

PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR

**FULL COLOR HEADER UPGRADE**

Send logo in "eps" format along with directions to [tod@goodkey.com](mailto:tod@goodkey.com) email will be sent confirming receipt of logo and proof of signage



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

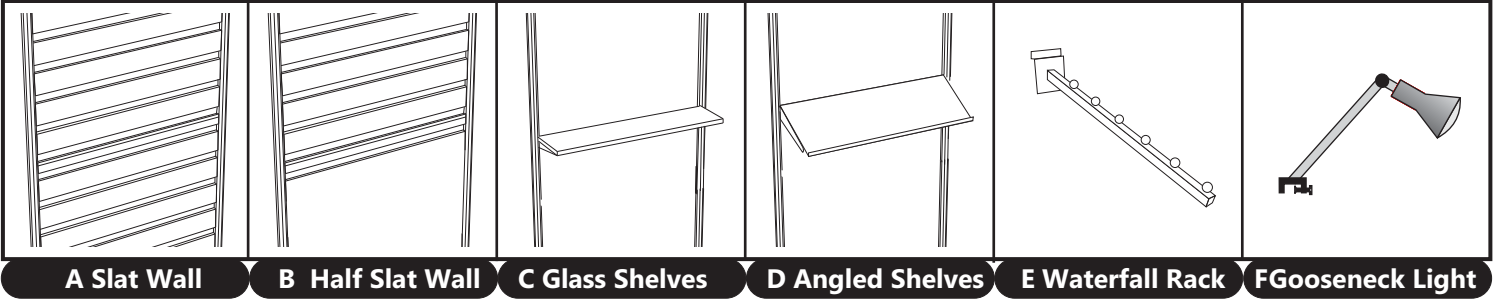
**To qualify for Pre Show Prices orders must be received 21 days prior to event date.** A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately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

**OCTANORM ACCESSORY RENTAL 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	

**OCTANORM ACCESSORIES**



**A Slat Wall    B Half Slat Wall    C Glass Shelves    D Angled Shelves    E Waterfall Rack    F Gooseneck Light**

\*The above items are only available when an Octanorm exhibit booth is also rented from Goodkey Show Services Ltd.

QTY	ITEM	DESCRIPTION	EARLY BIRD	REGULAR	TOTAL
	A	Full Height Slat Wall Panel (1M x 2.5M) Panel Color: White   Black   Panel Color for Slat Wall <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall	\$164.00 ea.	\$205.00 ea.	
	B	Half Slatwall Panel (1M x 1.25M) Top   Bottom   Panel Color: White   Black   Panel Color for Slat Wall <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall	\$96.00 ea.	\$120.00 ea.	
	C	Glass Shelves - 9" x 38"	\$30.00 ea.	\$37.50 ea.	
	D	Angled literature Shelf - 12" x 38" (melamine)	\$46.00 ea.	\$57.50 ea.	
	E	Waterfall Rack *must be used with Slatwall	\$29.00 ea.	\$36.25 ea.	
	F	Gooseneck Lights (does not include Power)	\$58.00 ea.	\$72.50 ea.	

\*All Accessories are subject to availability

IMPORTANT Please include a diagram of the ordered booth indicating placement of all ordered accessories.

SPECIAL INSTRUCTIONS:

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.		
<b>TOTAL AMOUNT DUE</b>		

**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 claims or discrepancies must be resolved at our onsite service desk prior to show closing. All prices in Canadian