

WELCOME EXHIBITOR

The Convenience U CARWACS Show

October 17-18, 2018

BMO Centre - Hall D - Calgary

DEAR EXHIBITOR:

Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at the **The Convenience U CARWACS Show** on **October 17-18, 2018** at the **BMO Centre - Hall D**. 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 **CAR10171818**.

Please Note: Deadline order date to qualify for early bird prices is **October 3, 2018**. All orders processed after the deadline date would be considered late order and regular prices will apply. Goodkey Show Services requires payment in full at the time orders are placed.

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

SCHEDULE

Event	Date		Start Time	End Time
Exhibitor Move In	Tuesday	16/10/18	12:00 PM	08:00 PM
Hand Carry Move In Only	Wednesday	17/10/18	08:00 AM	11:00 AM
Show Hours	Wednesday	17/10/18	12:00 PM	05:00 PM
Show Hours	Thursday	18/10/18	12:00 PM	05:00 PM
Exhibitor Move Out	Thursday	18/10/18	05:00 PM	11:00 PM

IMPORTANT INFORMATION

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

10' x 10' 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: info@goodkey.com or exhibitorservices@goodkey.com

By telephone : **780.426.2211** or **877.726.2211** Toll Free North America Only

By fax: **780.426-5734** or **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 !



Decorating | Graphic Design | Logistics | Customer Service

Head Office | 5506 48 ST NW | Edmonton, AB | T6B 2Z1

Vancouver Office | Unit 9, 3751 North Fraser Way | Burnaby, BC | V5J 5G4

Red Deer Warehouse

toll free 1.877.726.2211 | goodkey.com

Step by Step Instructions for ordering online

Show Name: The Convenience U CARWACS Show

Show Code: CAR10171818

Show Date: October 17-18, 2018

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 Material Handling Agreement before the specified show date(s).
Not required for POV's (personal vehicles or company owned vehicles)

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: October 3, 2018
Show Name: The Convenience U CARWACS Show
Show Date: October 17-18, 2018

METHOD OF PAYMENT

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 Number:
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 PERSONAL COMPANY

 Expiration Date: _____ CVC: _____

Cardholder 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 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 below are to be invoiced to the third party:

- 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: _____ CVC: _____

PERSONAL CREDIT CARD COMPANY CREDIT CARD

Cardholder name: _____
 Signature: _____
 Cardholders Billing Address
 Street: _____
 City/Province: _____
 Postal Code: _____
 Phone Number: _____
 Fax Number: _____
 Email: _____





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INSTALLATION & DISMANTLE LABOUR FORM

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

Name of Company:	Contact Name & Email:	Booth Number:
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INSTALLATION & DISMANTLE RATES

Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday	\$68.00/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday	\$102.00/hr.
	8:00 am - 4:00 pm Saturday and Sunday	
Double Time (DT):	All other hours including Sundays and statutory holidays	\$136.00/hr.

INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS

	labourers	hours	\$68.00/hr. (RT)	\$ _____
	labourers	hours	\$102.00/hr. (OT)	\$ _____
	labourers	hours	\$136.00/hr. (DT)	\$ _____
Date Required: _____		Start Time: _____		Finish: _____

DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS

	labourers	hours	\$68.00/hr. (RT)	\$ _____
	labourers	hours	\$102.00/hr. (OT)	\$ _____
	labourers	hours	\$136.00/hr. (DT)	\$ _____
Date Required: _____		Start Time: _____		Finish: _____

Client Supervised? Yes No If yes, Supervisors name: _____

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

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

Ladders Required: _____

SPECIAL INSTRUCTIONS



TOTAL ESTIMATED CHARGE		
25% SUPERVISION FEE		
SUBTOTAL		
FOR OFFICE USE ONLY		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE		
<input type="checkbox"/> 35% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T		
TOTAL AMOUNT DUE		

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

To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% cancellation fee will be processed for orders received and then canceled. 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.