

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: _____



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

10 x 10 OCTANORM BOOTHS

Please use **OCTANORM BOOTH RENTAL FORM** for ordering purposes.

What's Included? • Choice of - Carpet Color -Wall Panel Color • Header Sign for Name of Company



Style #1 - 10' x 10'

- 1 Header Sign (2942mm [w]x 302mm[h])



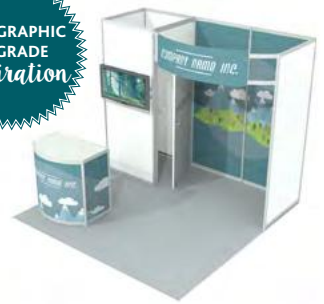
Style #2 - 10' x 10'

- 1 Header Sign (1952mm [w]x 302mm[h])
- Storage Area 3' x 9.6' w/ lockable door
- Lockable counter 3.3' high



Style #3 - 10' x 10'

- 1 Curved Header Sign (1500mm [w]x 450mm[h])
- Corner storage area 3' x 3'
- Lockable counter 3.3' high



Style #4 - 10' x 10'

- 2 Header Signs (1952mm [w]x 302mm[h])
- Curved counter 3.3' high



*Full color upgrades shown as inspiration, not included in price.

Want a more custom look? We can custom design to your specifications! CALL 1.877.726.2211

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

10 x 20 OCTANORM BOOTHS

Please use **OCTANORM BOOTH RENTAL FORM** for ordering purposes.

What's Included? • Choice of - Carpet Color -Wall Panel Color • Header Sign for Name of Company



Style #5 - 10' x 20'

- 2 Header Signs (2942mm [w]x 302mm[h])



Style #6 - 10' x 20'

- Storage area 3' x 6' w/ lockable door
- Custom reception counter



Style #7 - 10' x 20'

- 1 Curved Header Sign (1500mm [w]x 450mm[h])
- Storage area 3' x 9.6' w/ lockable door
- Curved counter 3.3' high



Style #8 - 10' x 20'

- 3 Header Signs
 1@(2942mm [w]x 302mm[h])
 2@(1952mm [w]x 302mm[h])
- Storage area 3' x 9.6' w/ lockable door
- Curved counter 3.3' high



*Full color upgrades shown as inspiration, not included in price.

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OCTANORM BOOTH RENTAL ORDER 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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1. OCTANORM EXHIBIT BOOTH OPTIONS

QTY	DESCRIPTION	EARLY BIRD	REGULAR PRICE	TOTAL
	Style 1 - 10' x 10'	\$1180.00	\$1475.00	
	Style 2 - 10' x 10'	\$1660.00	\$2075.00	
	Style 3 - 10' x 10'	\$1750.00	\$2187.50	
	Style 4 - 10' x 10'	\$1500.00	\$1875.00	
	Style 5 - 10' x 20'	\$2152.00	\$2537.50	
	Style 6 - 10' x 20'	\$3000.00	\$3750.00	
	Style 7 - 10' x 20'	\$2850.00	\$3562.50	
	Style 8 - 10' x 20'	\$2650.00	\$3312.50	



2. CARPET COLOR CHOICE *Please check one*

Red Blue Grey Black

3. PANEL COLOR CHOICE *Please check one*

Complimentary *Choose your panel color below*
 White Hardwall
 Black Hardwall

Burfab Upgrade *Velcro receptive panels*
\$125 for 10'x10' booth space
\$200 for 10'x20' booth space
 Blue Black

4. HEADER / FASCIA SIGN *or* FULL COLOR HEADER UPGRADE *Please check one*

** All Headers / Fascia signs are white unless upgraded to a full color graphic*

Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)

PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR

Full color header upgrade \$95/ each
 See GRAPHICS & DIGITAL PRINTING FORM to order graphics
 Email signsondemand@goodkey.com with any questions



SPECIAL INSTRUCTIONS

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 1.877.726.2211

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


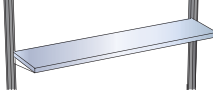

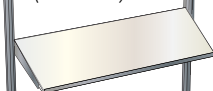
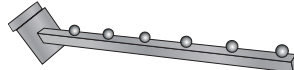


To qualify for Pre-Show Prices orders must be received 14 days prior to event date. A 35% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre-Show Date. All prices in Canadian dollars.

Order Deadline: October 3, 2018
Show Name: The Convenience U CARWACS Show
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OCTANORM ACCESSORY RENTAL 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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OCTANORM DISPLAY SYSTEMS					OCTANORM ACCESSORIES				
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Full Height Slat Wall Panel 1m x 2.5m <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall 		\$174.00 each	\$217.50 each		Glass Shelves 9" x 38" 		\$31.50 each	\$39.50 each	
Half Slat Wall Panel <input type="checkbox"/> Top 1m x 1.25m <input type="checkbox"/> Bottom <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall 		\$102.00 each	\$127.50 each		Angled Literature Shelve 12" x 38" (melamine) 		\$48.50 each	\$61.00 each	
					Waterfall Rack <i>*must be used with slat wall</i> 		\$30.50 each	\$38.50 each	
					Gooseneck Light <i>*does not include power</i> 		\$61.50 each	\$77.00 each	
					2" Slat Wall Hook 		\$0.67 each	\$0.84 each	

*The items on this page are only available when an Octanorm exhibit booth is also rented from Goodkey Show Services LTD.
 *All accessories are subject to availability.

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

Many other custom designs are available! For more information CALL 1.877.726.2211

GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620		
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SHOW SPECIAL - DRAPE BOOTH FURNISHINGS PACKAGE

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

Name of Company:	Contact Name & Email:	Booth Number:
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Drape Booth Furnishings Package: (A, B)



Each Booth Package Includes:

1 - 2' x 6' skirted table - choose color below

2 - folding chairs

Waste Paper Basket

Carpet - choose color below



Note: Drape is provided by Show Management to match area booth is in

PACKAGE	DESCRIPTION	QTY	DISCOUNT	REGULAR PRICE	TOTAL
Package A	10' X 10' Booth		\$300.00	\$432.00	
Package B	10' X 20' Booth		\$420.00	\$600.00	

CLASSIC CARPET COLOR CHOICE *Please check one*

 <input type="checkbox"/> Red	 <input type="checkbox"/> Blue	 <input type="checkbox"/> Grey	 <input type="checkbox"/> Black	 <input type="checkbox"/> Forest Green
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SKIRT COLOR CHOICE *Please check one*

 <input type="checkbox"/> GREY	 <input type="checkbox"/> BLACK
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SPECIAL INSTRUCTIONS

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

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