

WELCOME EXHIBITOR

RMA Spring 2020 Tradeshow
March 16, 2020
Edmonton Convention Centre

Dear Exhibitor,
Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at RMA Spring 2020 Tradeshow. 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 RMA3161820.

Please Note: The deadline to qualify for early bird prices is March 2, 2020. 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	D/M/Y	Start Time	End Time
Exhibitor Move In - Large Equipment for bulk Spaces	Sunday	15/03/20	09:00 am	12:00 pm
Exhibitor Move In - All Booths	Monday	16/03/20	09:00 am	12:30 pm
Show Hours	Monday	16/03/20	01:00 pm	07:30 pm
Exhibitor Move Out	Monday	16/03/20	07:30 pm	08:30 pm

IMPORTANT INFORMATION

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

10'x10' booth with the following:

- 8' backwall drape (Blue/ Gold/Gold/ Blue)
- 3' Sidewall Drape (Blue)
- (1x) 6' Skirted Table (Blue)
- (x2) folding chairs

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

toll free 1.877.726.2211 | fax 780.426.5734 | goodkey.com

HOW TO ORDER ONLINE

Event Name: RMA Spring 2020 Tradeshow
Event Code: RMA3161820
Event Date: March 16, 2020

Go to 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.

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.

MOST 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 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

Toll Free - 1.877.726.2211 (North America only)

Fax - 780.426.5734

Email - info@goodkey.com





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Order Deadline:

March 2, 2020

Show Name:

RMA Spring 2020 Tradeshow

Show Date:

March 16, 2020

METHOD OF PAYMENT

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:	

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.
5506 - 48 ST NW
Edmonton, Alberta
T6B 2Z1

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:

MASTER CARD VISA PERSONAL 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: _____

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

Cardholders name: _____

Signature: _____

Cardholders Billing Address

Street: _____

City/Province: _____

Postal Code: _____

Phone Number: _____ Fax Number: _____

Email: _____





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Order Deadline:

March 2, 2020

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PAGE LIST

IMPORTANT! Please check the boxes of page(s) with filled orders. Thank you!

<input type="checkbox"/>	i	WELCOME / SHOW INFO
<input type="checkbox"/>	ii	ONLINE ORDERING
<input type="checkbox"/>	iii	METHOD OF PAYMENT
<input type="checkbox"/>	iv	PAGE LIST
<input type="checkbox"/>	1	CARPET
<input type="checkbox"/>	2	FURNITURE
<input type="checkbox"/>	3	OPTIMUM FURNITURE
<input type="checkbox"/>	4	DRAPE & TABLES
<input type="checkbox"/>	5	ACCESSORIES
<input type="checkbox"/>	6	DISPLAY ACCESSORIES
<input type="checkbox"/>	7	10 x 10 OCTANORM BOOTHS - Part 1
<input type="checkbox"/>	8	10 x 10 OCTANORM BOOTHS - Part 2
<input type="checkbox"/>	9	10 x 20 OCTANORM BOOTHS - Part 1
<input type="checkbox"/>	10	10 x 20 OCTANORM BOOTHS - Part 2
<input type="checkbox"/>	11	OCTANORM BOOTH ACCESSORIES
<input type="checkbox"/>	12	SIGNAGE & DIGITAL PRINTING
<input type="checkbox"/>	13	PRINT READY GRAPHIC GUIDELINES
<input type="checkbox"/>	14	AUDIO / VISUAL
<input type="checkbox"/>	15	EXHIBIT BOOTH VACUUMING & CLEANING
<input type="checkbox"/>	16	INSTALLATION & DISMANTLE LABOUR
<input type="checkbox"/>	17	POST SHOW STORAGE
<input type="checkbox"/>	18	MATERIAL HANDLING
<input type="checkbox"/>	19	ADVANCE WAREHOUSE SHIPPING LABEL
<input type="checkbox"/>	20	MATERIAL HANDLING AGREEMENT
<input type="checkbox"/>	21	GES MATERIAL HANDLING ORDER FORM
<input type="checkbox"/>	23	GES CREDIT CARD AUTORIZATION FORM
<input type="checkbox"/>	24	GES DIRECT TO SHOW SITE SHIPPING LABEL

CARPET

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10'		\$195.70	\$244.63	
10' x 20'		\$392.43	\$490.28	
10' x 30'		\$670.53	\$838.16	
CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @ \$2.83 per sq.ft		\$2.83/sq.ft	\$3.50/sq.ft	
Size: _____ ft x _____ ft= _____ sq/ft				



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

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

ADDITIONAL ITEMS

Carpet Underlay		\$1.29/sq.ft	\$1.60/sq.ft	
Size: _____ ft x _____ ft= _____ sq/ft				
Double Underlay		\$2.52/sq.ft	\$3.19/sq.ft	
Size: _____ ft x _____ ft= _____ sq/ft				
Poly (Visqueen)		\$1.08/sq.ft	\$1.34/sq.ft	
Size: _____ ft x _____ ft= _____ sq/ft				

IMPORTANT: A replacement cost of the carpet will be assessed if the rented carpet was intentionally damaged and/or deemed unusable after the event.

If you will need under carpet wire cuts, or any other cuts, please fill out the cost below.

UNDER CARPET WIRING CUT (does not include install)

Booth Size: _____ ft x _____ ft= _____ sq/ft	\$1.54/sq.ft
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SPECIAL INSTRUCTIONS

DESCRIPTION & QTY	REGULAR PRICE	TOTAL
DESIGNER CARPET		
100 - 700 sq.ft	\$4.26/sq.ft	
Size: _____ ft x _____ ft= _____ sq/ft		
700 - 1200 sq.ft	\$3.99/sq.ft	
Size: _____ ft x _____ ft= _____ sq/ft		

DESIGNER CARPET COLOR CHOICE Please check one

SNOW WHITE <input type="checkbox"/>		GRAPE PURPLE PMS 525 <input type="checkbox"/>	
ALPINE GREEN PMS 356 <input type="checkbox"/>		APPLE GREEN PMS 368 <input type="checkbox"/>	
OCEAN BLUE PMS 286 <input type="checkbox"/>		SPICY PINK PMS 226 <input type="checkbox"/>	
LEMON YELLOW PMS 115 <input type="checkbox"/>		TANGERINE ORANGE PMS 1375 <input type="checkbox"/>	
SILKY BEIGE PMS 7530 <input type="checkbox"/>		CHOCOLATE PMS 469 <input type="checkbox"/>	














****PRICES INCLUDE DELIVERY AND INSTALL**

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 **Early Bird 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% cost** of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Order Deadline Date. All prices in Canadian dollars.

FURNITURE

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					SEATING				
 Chrome Cruiser Table 30" dia - 40" tall		\$150.38	\$187.97		 Folding Chair Green Plastic		\$21.12	\$26.27	
 Cruiser Table 30" dia - 40" tall		\$140.08	\$175.10		 Leather Side Chair Black Leather Seat		\$84.98	\$106.09	
 Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		\$45.32	\$57.16		 Stool with Backrest Black Fabric		\$109.18	\$136.47	
 Pedestal Table 30" dia - 29" tall		\$76.22	\$95.28		 Mini Bar Stool Black Faux Leather 25" tall		\$73.13	\$91.41	
 Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN		\$41.41	\$51.76		 Bar Stool Black Faux Leather 30" tall		\$101.97	\$127.46	
 Wood Top Square Table Cruiser 40" tall		\$76.22	\$95.28		DESCRIPTION REGULAR PRICE TOTAL				
 Wood Top Square Table Pedestal 29" tall		\$76.22	\$95.28		FURNITURE COMBOS				
 Wood Top Round Table Cruiser 40" tall		\$76.22	\$95.28		 Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)		\$166.86		
 Wood Top Round Table Pedestal 29" tall		\$76.22	\$95.28		 Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)		\$256.47		
 Coffee Table 30" dia - 18" tall		\$65.41	\$81.63						




















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OPTIMUM FURNITURE

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL															
SEATING					TABLES																			
	Corbusier Chair Black Leather		\$366.68	\$458.35		Wood Top Chrome End Table 18" x 18"		\$128.75	\$160.68															
	Corbusier Chair White Leather		\$366.68	\$458.35		Wood Top Chrome Coffee Table 24" x 48"		\$139.05	\$173.04															
	Corbusier Loveseat Black Leather		\$570.62	\$712.76		Wood Top Chrome Coffee Table 36" x 36"		\$149.35	\$186.43															
	Corbusier Loveseat White Leather		\$570.62	\$712.76	<table border="1" style="width:100%"> <thead> <tr> <th>DESCRIPTION</th> <th>REGULAR PRICE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="3">OPTIMUM FURNITURE COMBOS</td> </tr> <tr> <td></td> <td>Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)</td> <td>\$372.86</td> </tr> <tr> <td></td> <td>Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)</td> <td>\$372.86</td> </tr> <tr> <td></td> <td>Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs</td> <td>\$821.94</td> </tr> </tbody> </table>					DESCRIPTION	REGULAR PRICE	TOTAL	OPTIMUM FURNITURE COMBOS				Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)	\$372.86		Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)	\$372.86		Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs	\$821.94
DESCRIPTION	REGULAR PRICE	TOTAL																						
OPTIMUM FURNITURE COMBOS																								
	Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)	\$372.86																						
	Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)	\$372.86																						
	Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs	\$821.94																						
	Corbusier Sofa Black Leather		\$646.84	\$808.55																				
	Corbusier Sofa White Leather		\$646.84	\$808.55																				
	Mini Chrome Flop Back White Leather Seat 33" tall		\$100.94	\$126.69																				
	Chrome Flop Back Black Leather Seat 45" tall		\$134.93	\$168.92																				
	Chrome Flop Back White Leather Seat 45" tall		\$134.93	\$168.92																				
	JLO Bar Stool Black Leather Seat 36" tall		\$90.64	\$113.30																				
	JLO Bar Stool White Leather Seat 36" tall		\$90.64	\$113.30																				


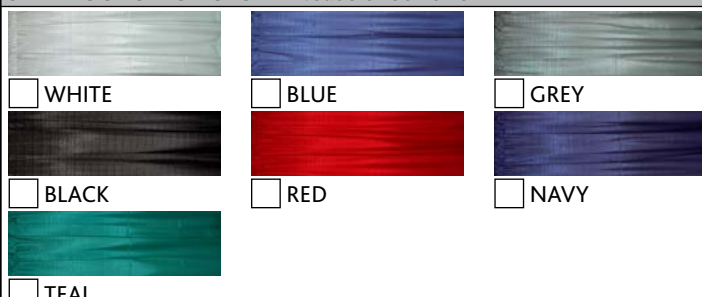


**PRICES INCLUDE DELIVERY AND INSTALL		
SUBTOTAL		
<small>FOR OFFICE USE ONLY</small>		
<input type="checkbox"/> 25% LATE ORDER SURCHARGE		
<input type="checkbox"/> 35% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
<small>GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620</small>		

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DRAPE & TABLES

Name of Company:	Contact Name & Email:	Booth Number:
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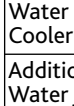










DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL	
TABLES					DRAPE PARTITIONING				
4'x2'x29"[h] <i>Decorated Table (4 side drape)</i>		\$98.88	\$123.60		3' High Drape- per linear foot	\$4.79/LF	\$5.92/LF		
6'x2'x29"[h] <i>Decorated Table (3 side drape)</i>		\$98.88	\$123.60		Size: _____ ft x _____ ft= _____				
6'x2'x29"[h] <i>Decorated Table (4 side drape)</i>		\$138.02	\$172.53		8' High Drape- per linear foot	\$7.47/LF	\$9.27/LF		
8'x2'x29"[h] <i>Decorated Table (3 side drape)</i>		\$98.88	\$123.60		Size: _____ ft x _____ ft= _____				
8'x2'x29"[h] <i>Decorated Table (4 side drape)</i>		\$138.02	\$172.53		DRAPE COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>				
COUNTERS									
4'x2'x40"[h] <i>Decorated Table (4 side drape)</i>		\$147.29	\$184.11		DESCRIPTION QTY EARLY BIRD REGULAR PRICE TOTAL				
6'x2'x40"[h] <i>Decorated Table (3 side drape)</i>		\$147.29	\$184.11		HARDWARE ACCESSORIES <i>(Installation not included)</i>				
6'x2'x40"[h] <i>Decorated Table (4 side drape)</i>		\$198.28	\$184.11		Labour to install		\$25.75		
8'x2'x40"[h] <i>Decorated Table (3 side drape)</i>		\$147.29	\$123.60		Baseplate		\$17.00	\$21.12	
8'x2'x40"[h] <i>Decorated Table (4 side drape)</i>		\$198.28	\$184.11		4' - 7' Slider		\$17.00	\$21.12	
SKIRT COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>					6' - 10' Slider		\$17.00	\$21.12	
					7' - 12' Slider		\$17.00	\$21.12	
UNDECORATED TABLES					4' solid		\$17.00	\$21.12	
4'x2'x29"[h]		\$56.13	\$70.04		3' high upright <i>(Baseplate not included)</i>		\$17.00	\$21.12	
6'x2'x29"[h]		\$56.13	\$70.04		8' high upright <i>(Baseplate not included)</i>		\$17.00	\$21.12	
8'x2'x29"[h]		\$56.13	\$70.04		12' high upright <i>(Baseplate not included)</i>		\$17.00	\$21.12	
					**PRICES INCLUDE DELIVERY AND INSTALL				
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ACCESSORIES



















Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
LITERATURE DISPLAYS					MISCELLANEOUS				
 Chrome Literature Rack 8 wire slots Fits 8.5" x 11"		\$143.17	\$178.96		 Draw Barrel		\$81.37	\$101.71	
 Single Literature Fits up to 9.25" x 10.75" Clear Acrylic		\$37.08	\$46.35		 Mini Fridge		\$221.45	\$276.81	
 3 to 4 Tier Literature Fits up to 9.25" x 10.75" Clear Acrylic		\$64.63	\$80.86		 Water Cooler Includes 1 jug of water + 250 cups	 Water Cooler	\$184.37	\$230.46	
BUSINESS CARD HOLDERS					 Desk				
 Single Business Card Fits standard card Clear Acrylic		\$14.94	\$18.54		 Coat Tree		\$44.55	\$55.62	
 4 Tier Business Card Fits standard card Clear Acrylic		\$25.49	\$31.93		 Bag Holder		\$83.43	\$104.29	
 4 Double Tier Business Card Fits standard card Clear Acrylic		\$64.63	\$80.86		 Garment Rack Chrome on casters		\$59.48	\$74.42	
LIVE PLANTS					 Chrome Sign Holder Holds 22" x 28"				
 3' Potted Plant Live Tropical		\$75.19	\$93.99		 Easel Free Standing		\$25.49	\$31.93	
 4' Potted Plant Live Tropical		\$77.25	\$96.56		 Eco-Friendly Garbage Pail		\$37.08	\$46.35	
 5' Potted Plant Live Tropical		\$98.88	\$123.60		**PRICES INCLUDE DELIVERY AND INSTALL				
 Small Floral Arrangement		PRICE TBA	PRICE TBA		SUBTOTAL				
 Medium Floral Arrangement		PRICE TBA	PRICE TBA		<small>FOR OFFICE USE ONLY <input type="checkbox"/> 25% LATE ORDER SURCHARGE <input type="checkbox"/> 35% CANCELLATION FEE ADJUSTED SUBTOTAL</small>				
 Large Floral Arrangement		PRICE TBA	PRICE TBA		5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

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DISPLAY ACCESSORIES


Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL			
OCTANORM COUNTERS AND RISERS					OCTANORM DISPLAY SYSTEMS							
 Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]		\$199.82	\$249.78		 Shelf Gondola White 3 Glass Shelves 9" x 38" 20" x 38" x 98"[h]		\$392.43	\$490.54				
<div style="background-color: #e91e63; color: white; padding: 5px;"> COUNTER WITH FULL COLOR GRAPHIC ~Be noticed! Doors & storage shelf  20"[d]x40"[w]x40"[h] </div> <div style="background-color: #e91e63; color: white; padding: 5px; margin-top: 5px;"> Display a company logo or branding <ul style="list-style-type: none"> Full color digital printing Image size: 962mm[w] x 912mm[h] Send logo in .eps format along with directions to signsondemand@goodkey.com an email will be sent confirming receipt of logo and proof of signage </div>						\$288.40	\$360.50		 Slat Wall Gondola Brackets not included 20" x 38" x 98"[h]		\$392.43	\$490.54
					 Show Case Two shelves 20"[d]x38"[w]x49"[h]		\$302.31	\$377.75		 2" Slat Wall Hook		\$1.03
 Jewelry Case One shelf with lights 20"[d]x38"[w]x49"[h]		\$269.35	\$336.55		POSTER DISPLAY SYSTEMS							
 Computer Counter 29"[d]x40"[w]x40"[h]		\$243.08	\$303.85		 Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive		\$105.06	\$131.33				
 Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]		\$331.66	\$414.57		 Hook Velcro 6 yards per box Self Adhesive		\$25.75	\$32.19				
 Product Risers 3 white shelves 20"x20" 15", 33", 38" tall		\$285.31	\$356.64		 Loop Velcro 6 yards per box Self Adhesive		\$25.75	\$32.19				
 Single Show Case 20"[d]x20"[w]x40"[h]		\$147.29	\$184.11		GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)							
 Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]		\$147.29	\$184.11		 Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces		\$4.12 per pad	\$5.15 per pad				
					 Removable Double-sided Foam Tape Roll 30ft roll x 1" wide		\$51.50 per roll	\$64.38 per roll				
												
					**PRICES INCLUDE DELIVERY AND INSTALL							
					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 **Early Bird 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% cost** of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Order Deadline Date. All prices in Canadian dollars.

10 x 10 OCTANORM BOOTHS - Part 1

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>Style 1 - 10' x 10' • 1 Header Sign (2942mm [w]x 302mm[h])</p>		\$1,215.40	\$1,500.71	
		\$2,936.27	\$3,670.41	
<p>Style 1 - 10' x 10' - With Graphic Upgrade Package *See render for panels in package</p>				
<p>1. Carpet Color Choice <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic <input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p>				
<p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>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</p>		\$1,709.80	\$2,137.25	
		\$2,891.21	\$3,614.01	
<p>Style 2 - 10' x 10' - With Graphic Upgrade Package *See render for panels in package</p>				
<p>1. Carpet Color Choice <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic <input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p>				
<p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				

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 \$61.80/panel for cleaning or repair.


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

**PRICES INCLUDE DELIVERY AND INSTALL	
SUBTOTAL	
<small>FOR OFFICE USE ONLY</small>	
<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	

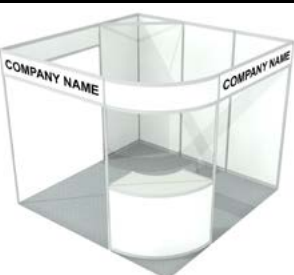
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10 x 10 OCTANORM BOOTHS - Part 2

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>Style 3 - 10' x 10' <ul style="list-style-type: none"> 1 Curved Header Sign (1500mm [w]x 450mm[h]) Corner storage area 3' x 3' Lockable counter 3.3' high </p>		\$1,802.50	\$2,253.13	
		\$3,287.76	\$4,109.70	
<p>Style 3 - 10' x 10' - With Graphic Upgrade Package <i>*See render for panels in package</i></p>				
<p>1. Carpet Color Choice <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice <i>*All Headers / Fascia signs are white unless upgraded to a full color graphic</i> <input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p>				
<p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				

Style 3 **GRAPHIC UPGRADE**

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>Style 4 - 10' x 10' <ul style="list-style-type: none"> 2 Header Signs (1952mm [w]x 302mm[h]) Curved counter 3.3' high </p>		\$1,545.00	\$1,931.25	
		\$3,081.76	\$3,852.20	
<p>Style 4 - 10' x 10' - With Graphic Upgrade Package <i>*See render for panels in package</i></p>				
<p>1. Carpet Color Choice <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice <i>*All Headers / Fascia signs are white unless upgraded to a full color graphic</i> <input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p>				
<p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				

Style 4 **GRAPHIC UPGRADE**

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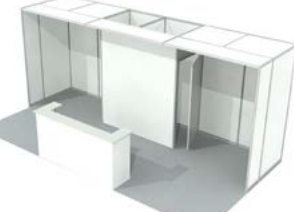

**PRICES INCLUDE DELIVERY AND INSTALL	
SUBTOTAL	
<small>FOR OFFICE USE ONLY</small>	
<input type="checkbox"/> 25% LATE ORDER SURCHARGE	
<input type="checkbox"/> 35% CANCELLATION FEE ADJUSTED SUBTOTAL	
5% G.S.T.	
TOTAL AMOUNT DUE	
GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620	

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10 x 20 OCTANORM BOOTHS - Part 1

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>Style 5 - 10' x 20' • 2 Header Signs (2942mm [w]x 302mm[h])</p>		\$2,216.56	\$2,770.70	
<p>Style 5 - 10' x 20' - With Graphic Upgrade Package *See render for panels in package</p>		\$4,659.72	\$5,824.65	
<p>1. Carpet Color Choice <input checked="" type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall</p> <p>Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic</p> <p><input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p> <p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				
 <p>Style 5 GRAPHIC UPGRADE</p>				

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>Style 6 - 10' x 20' • Storage area 3' x 6' w/ lockable door • Custom reception counter</p>		\$3,090.00	\$3,862.50	
<p>Style 6 - 10' x 20' - With Graphic Upgrade Package *See render for panels in package</p>		\$7,066.83	\$8,833.54	
<p>1. Carpet Color Choice <input checked="" type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall</p> <p>Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic</p> <p><input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p> <p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				
 <p>Style 6 GRAPHIC UPGRADE</p>				

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Many other custom designs are available!
For more information
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**PRICES INCLUDE DELIVERY AND INSTALL	
SUBTOTAL	
<small>FOR OFFICE USE ONLY</small>	
<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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10 x 20 OCTANORM BOOTHS - Part 2

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>Style 7 - 10' x 20'</p> <ul style="list-style-type: none"> 1 Curved Header Sign (1500mm [w]x 450mm[h]) Storage area 3' x 9.6' w/ lockable door Curved counter 3.3' high 		\$2,935.50	\$3,669.38	
<p>Style 7 - 10' x 20' - With Graphic Upgrade Package</p> <p><i>*See render for panels in package</i></p>		\$6,134.68	\$7,668.35	
<p>1. Carpet Color Choice <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall</p> <p>Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice <i>*All Headers / Fascia signs are white unless upgraded to a full color graphic</i></p> <p><input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p> <p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				

Style 7 **GRAPHIC UPGRADE**

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
 <p>Style 8 - 10' x 20'</p> <ul style="list-style-type: none"> 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 		\$2,729.50	\$3,411.88	
<p>Style 8 - 10' x 20' - With Graphic Upgrade Package</p> <p><i>*See render for panels in package</i></p>		\$5,312.74	\$6,640.93	
<p>1. Carpet Color Choice <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black</p>				
<p>2. Panel Color Choice Complimentary <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black Hardwall</p> <p>Burfab Upgrade Velcro receptive <input type="checkbox"/> Blue <input type="checkbox"/> Black \$128.75</p>				
<p>3. Header Sign Choice <i>*All Headers / Fascia signs are white unless upgraded to a full color graphic</i></p> <p><input type="checkbox"/> Complimentary - (Bold black font proportionally on white panel, capital letters unless specified)</p>				
<p>PLEASE CLEARLY PRINT NAME AS YOU WOULD LIKE IT TO APPEAR</p> <p><input type="checkbox"/> Full color header upgrade . See SIGNAGE & DIGITAL PRINTING FORM to order graphics</p>				

Style 8 **GRAPHIC UPGRADE**

PANEL & HARDWARE DISCLAIMER

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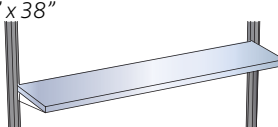
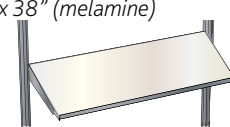
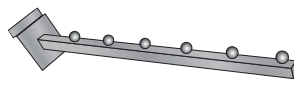


**PRICES INCLUDE DELIVERY AND INSTALL	
SUBTOTAL	
<small>FOR OFFICE USE ONLY</small>	
<input type="checkbox"/> 25% LATE ORDER SURCHARGE	
<input type="checkbox"/> 35% CANCELLATION FEE ADJUSTED SUBTOTAL	
5% G.S.T.	
TOTAL AMOUNT DUE	
GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620	

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OCTANORM BOOTH ACCESSORIES

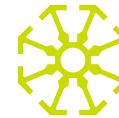
Name of Company:	Contact Name & Email:	Booth Number:
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**The items on this page are only available when an Octanorm exhibit booth is also rented from Goodkey Show Services LTD.
All accessories are subject to availability.

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM DISPLAY SYSTEMS					OCTANORM ACCESSORIES				
Full Height Slat Wall Panel 1m x 2.5m <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall 		\$174.07	\$217.59		Glass Shelves 9" x 38" 		\$31.93	\$39.91	
Half Slat Wall Panel 1m x 1.25m <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall <input type="checkbox"/> Top Slat Wall <input type="checkbox"/> Bottom Slat Wall 		\$100.94	\$126.17		Angled Literature Shelve 12" x 38" (melamine) 		\$48.93	\$61.03	
					Waterfall Rack <i>*must be used with slat wall</i> 		\$30.90	\$38.63	
					Gooseneck Light <i>*does not include power</i> 		\$61.29	\$76.48	
					2" Slat Wall Hook 		\$1.03	\$1.29	

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



****PRICES INCLUDE DELIVERY AND INSTALL**

SUBTOTAL

FOR OFFICE USE ONLY
 25% LATE ORDER SURCHARGE
 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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SIGNAGE & DIGITAL PRINTING

Name of Company:	Contact Name & Email:	Booth Number:
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES				
 Full Color Header Upgrade 2942mm (w) x 302mm (h) <i>(Octanorm booth rental required)</i>		\$97.85	\$122.31	
 Full Color Backwall Panel Upgrade 965mm (w) x 2392mm (h) <i>(Octanorm booth rental required)</i>		\$309.00	\$386.25	
 Full Color Counter Upgrade 962mm (w) x 912mm (h) <i>(Counter rental required)</i>		\$92.70	\$115.88	
 Freestanding Flush Backwall 2930mm (w) x 2480mm (h) <i>(Wall rental included)</i>		\$1,297.80	\$1,622.25	
FABRIC SIGNAGE				
 Curved Fabric Backwall - Double Sided 10' (w) x 8' (h) [Graphic 2410mm x 2220mm] <i>(comes with frame, print, and canvas bag)</i>		\$824.00	\$1,030.00	
 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>		Call for quote		
STAND ALONE SIGNAGE				
 Medium Retractable Pop Up Banner 850mm (w) x 2000mm (h) visible <i>(comes with hardware, print, and canvas bag)</i>		\$154.50	\$193.13	
 Large Retractable Pop Up Banner 1000mm (w) x 2000mm (h) visible <i>(comes with hardware, print, and canvas bag)</i>		\$236.90	\$296.13	
 Vinyl Banner 119" (w) x 36" (h) <i>(Cost includes banner, installation hardware and labour to install)</i>		\$360.50	\$450.63	
 Sintra Sign 96" (w) x 24" (h) hanging off backwall with S hooks <i>(Cost includes sign, installation hardware and labour to install)</i>		\$247.20	\$309.00	
If artwork is not supplied as print ready, a minimum of \$51.50 will be charged to modify art files		\$51.50		

Contact us for a consultation about custom sizes, items, and printing options. Subject availability of supplies and time-lines.

ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE

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PRINT READY GRAPHIC GUIDELINES

INLINE EXAMPLE



DESIGN with 0.25" bleeds and cropmarks

SCALE artwork to full size

Metal Posts

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

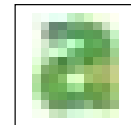


For the best looking logo at any size, send vector art. This is usually an .ai file made in Adobe Illustrator.

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

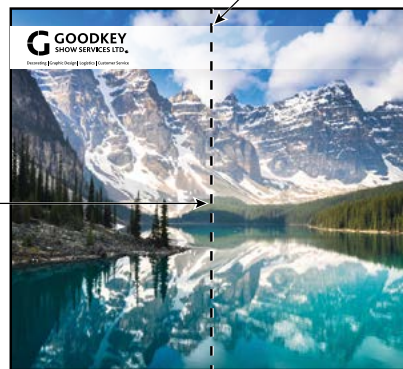
FLUSH EXAMPLE



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**

Order Deadline:

March 2, 2020

Show Name:

RMA Spring 2020 Tradeshow

Show Date:







March 16, 2020

AUDIO / VISUAL

Name of Company:

Contact Name & Email:

Booth Number:

DESCRIPTION	QTY	PRICE	TOTAL
MONITORS & STANDS			
 <p>42" LCD Monitor Including counter to sit on With graphic panel 962mm (w) x 912mm (h)</p>		\$963.31	
 <p>42" LCD Monitor Mounted to Octanorm stand With graphic panel 782mm (w) x 302mm (h)</p>		\$848.72	
 <p>50" LCD Monitor Including counter to sit on With graphic panel 962mm (w) x 912mm (h)</p>		\$1,069.40	
 <p>50" LCD Monitor Mounted to Octanorm stand With graphic panel 782mm (w) x 302mm (h)</p>		\$1,060.90	
ACCESSORIES			
 <p>DVD Player</p>		\$219.60	
 <p>Laptop (PC only)</p>		\$655.65	

***Please note: The listed rental prices are for the duration of a single event.
This Audio Visual order form is NOT valid after the published order deadline date.
Orders must be processed and graphic/logo submitted prior March 4th.**

SPECIAL INSTRUCTIONS

****PRICES INCLUDE DELIVERY AND INSTALL**

SUBTOTAL

FOR OFFICE USE ONLY

25% LATE ORDER SURCHARGE

35% CANCELLATION FEE | ADJUSTED SUBTOTAL

5% G.S.T.

TOTAL AMOUNT DUE

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

To qualify for **Early Bird 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% cost** of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Order Deadline Date. All prices in Canadian dollars.

EXHIBIT BOOTH VACUUMING & CLEANING

Name of Company:

Contact Name & Email:

Booth Number:



- 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 \$0.26 = _____
(min 100 Sq.Ft.)

LATE-ORDERS

Booth Width _____ x Booth Depth _____ + Square Feet _____ x Number of Days _____ x \$0.32 = _____
(min 100 Sq.Ft.)

SPECIAL INSTRUCTIONS

****PRICES INCLUDE DELIVERY AND INSTALL**

SUBTOTAL

FOR OFFICE USE ONLY

25% LATE ORDER SURCHARGE

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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Head Office
5506 - 48 St NW
Edmonton, AB T6B 2Z1

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

toll free 1.877.726.2211 | fax 780.426.5734 | goodkey.com

Order Deadline:

March 2, 2020

Show Name:

RMA Spring 2020 Tradeshow

Show Date:

March 16, 2020

INSTALLATION & DISMANTLE LABOUR

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	\$74.16/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 8:00 am - 4:00 pm Saturday and Sunday	\$111.24/hr.
Double Time (DT):	All other hours including Sundays and statutory holidays	\$148.32/hr.

INSTALLATION: (estimated requirements) MINIMUM OF 2 HOURS

Labourers	Hours	\$74.16/hr. (RT)	\$
Labourers	Hours	\$111.24/hr. (OT)	\$
Labourers	Hours	\$148.32/hr. (DT)	\$

Date Required: _____ Start Time: _____ Finish: _____

DISMANTLE: (estimated requirements) MINIMUM OF 2 HOURS

Labourers	Hours	\$74.16/hr. (RT)	\$
Labourers	Hours	\$111.24/hr. (OT)	\$
Labourers	Hours	\$148.32/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	
<small>FOR OFFICE USE ONLY</small>	
<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 **Early Bird 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% cost** of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Order Deadline Date. All prices in Canadian dollars.



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Order Deadline: March 2, 2020
Show Name: RMA Spring 2020 Tradeshow
Show Date: March 16, 2020

POST SHOW STORAGE

Name of Company:	Contact Name & Email:	Booth Number:
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FREIGHT INFORMATION

CARRIER NAME: _____ # OF PIECES _____

TOTAL WEIGHT	COST	CONDITIONS
<input type="checkbox"/> 001 - 600 lbs	\$243.08	<ul style="list-style-type: none"> EXHIBITORS NEED TO FILL OUT THE FORM EXHIBITORS MUST MAKE ARRANGEMENTS TO OWN CARRIER THE ABOVE FEE MUST BE PAID BEFORE RELEASE OF FREIGHT
<input type="checkbox"/> 600 - 1200 lbs	\$490.28	
<input type="checkbox"/> 1201 + lbs	\$710.70	

Signature _____ Date _____

NOTES



SUBTOTAL		
<small>FOR OFFICE USE ONLY</small>		
<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 **Early Bird 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% cost** of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Order Deadline Date. All prices in Canadian dollars.



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Order Deadline: March 2, 2020
Show Name: RMA Spring 2020 Tradeshow
Show Date: March 16, 2020

MATERIAL HANDLING

Name of Company:	Contact Name & Email:	Booth Number:
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ADVANCED MATERIAL HANDLING

Starting: February 17, 2020
Deadline: February 24, 2020

- RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE
- DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE
- FIRST PRIORITY UNLOADING STATUS
- 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

\$36.05 per hundred pounds (lbs.) (\$72.10 minimum charge)

Weight _____ @ \$0.36/cwt _____

Carrier Name: _____ # of pcs. _____

Bill of Lading # _____

SUBTOTAL		
<small>FOR OFFICE USE ONLY</small>		
<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

cellation fee will be processed for orders received and then canceled. If service has already lculated inaccurately or received after the Pre-Show Date. *All prices in Canadian dollars.*

CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECT TO A 25% LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 AM - 3:30 PM, MONDAY - FRIDAY
- LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE

*RESHIPPING: 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.

ADVANCED WAREHOUSE LABELING

RMA Spring 2020 Tradeshow

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

Goodkey Show Services Ltd.

5506 48 St. NW

Edmonton, AB 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 \$0.31 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 _____

ADVANCE WAREHOUSE SHIPPING LABEL



LOGISTICS

FROM:

EXHIBITION FREIGHT

**ADVANCE
LOCATION**

EVENT NAME: _____

EXHIBITING COMPANY: _____ BOOTH #: _____

SHIP TO: Goodkey Show Services Ltd.

5506 48 St. NW

Edmonton, AB T6B 2Z1

CARRIER: _____ No. OF PIECES: _____ OF _____

Location receiving hours are Monday - Friday, 8:00 am to 5:00 pm | Tel: 1-877-726-2211



LOGISTICS

FROM:

EXHIBITION FREIGHT

**ADVANCE
LOCATION**

EVENT NAME: _____

EXHIBITING COMPANY: _____ BOOTH #: _____

SHIP TO: Goodkey Show Services Ltd.

5506 48 St. NW

Edmonton, AB T6B 2Z1

CARRIER: _____ No. OF PIECES: _____ OF _____

Location receiving hours are Monday - Friday, 8:00 am to 5:00 pm | Tel: 1-877-726-2211



5506 - 48 ST NW TEL - 1.877.726.2211
Edmonton, AB T6B 2Z1 FAX - 1.888.426.5734

PLACE PRO NUMBER HERE

SHIPPER'S NUMBER

DATE/TIME RECEIVED: _____ AM
PM

MATERIAL HANDLING AGREEMENT

INSTRUCTIONS: COMPLETE ALL SHADED AREAS, RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

DATE: _____

BOOTH NUMBER: _____

FROM:	TO:
Shaw Conference Centre - Hall A, B & C	
9797 Jasper Avenue	
Edmonton, AB	
T5J 1N9	
<small>SHIPPED FROM: EVENT/FACILITY/CITY</small> RMA Spring 2020 Tradeshow	

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

SPECIAL INSTRUCTIONS:

CARRIER: _____

PICK UP NUMBER: _____

RE-ROUTE VIA _____ BY _____
DATE _____ TIME _____ AM/PM

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
	FINISH TIME

EXHIBITOR SIGNATURE _____

PRINT NAME _____

CARRIER _____

DRIVER _____

DATE _____ PIECES RECEIVED _____



MATERIAL HANDLING ORDER FORM

6292 - 50 Street Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

SHOW NAME: **RMA 2020 Trade Show**
SHOW DATE: **March 16, 2020**

Monday, March 2, 2020

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY: _____

STREET: _____

CITY: _____ PROV/STATE: _____ CODE: _____

EMAIL: _____

PHONE: _____ FAX: _____

CONTACT NAME: _____

CREDIT CARD AUTHORIZATION

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

A 25% SURCHARGE WILL APPLY TO ALL ORDERS PLACED AFTER THE DEADLINE DATE

ONSITE MATERIAL HANDLING Date:
DURING MOVE-IN DAY ONLY
Sunday, March 15, 2020

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

\$ 78.00 per hundred pounds \$ 156.00 min. charge

Weight: _____ @ \$ 78.00 /cwt

Carrier Name: _____ # of pcs: _____

Bill of Lading #: _____

To qualify for Pre Show Prices, orders must be received by the order deadline 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.

SPECIAL HANDLING: (40% Surcharge Applies to the Entire Shipment)

- Shipments of loose, padded or uncrated materials.
- Special unloading requirements, such as ground and / or side door unloading, constricted or stacked unloading, shipments that need to be broken down.
- All Direct and Advance Shipments without certified weight ticket or proven inaccurate weight ticket.
- Shipments arriving outside of target dates.
- Services ordered after the deadline date.

DIRECT-TO-SITE LABELLING

RMA 2020 Trade Show
NAME OF EXHIBITING COMPANY - BOOTH #
C/O GES CANADA
9797 JASPER AVENUE
EDMONTON, AB T5J 1N9

TERMS AND CONDITIONS

- COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- GES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE, DAMAGE TO LOOSE OR INADEQUATELY PACKED SHIPMENTS OR LOSS OF MERCHANDISE AFTER DELIVERY TO BOOTH
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANGCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL		
For Office Use Only		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
GST 5%		
TOTAL		
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET		

SIGNATURE

DATE



6292 - 50 St NW, Edmonton, AB T6B 2N7 Phone: 780.469.7767 Fax: 780.469.1619 Toll Free: 877.505.7767 edmonton@ges.com

IN-BOOTH FORKLIFT SERVICE ORDER FORM

SHOW NAME: **RMA 2020 Trade Show**
SHOW DATE: **March 16, 2020**

DISCOUNT PRICE DEADLINE DATE: **Monday, March 2, 2020**

EXHIBITOR INFORMATION

CREDIT CARD AUTHORIZATION

BOOTH #: _____
COMPANY: _____
STREET: _____
CITY: _____ PROV/STATE: _____ CODE: _____
EMAIL: _____
PHONE: _____ FAX: _____
CONTACT NAME: _____

NO ORDER WILL BE CONSIDERED FINAL UNTIL CREDIT CARD AUTHORIZATION FORM IS COMPLETED AND SUBMITTED WITH THIS FORM

CREDIT CARD AUTHORIZATION (ABOVE) MUST BE COMPLETED AS METHOD OF PAYMENT FOR THIS SERVICE

In-booth forklift service is available to exhibitors requiring assistance with positioning of materials within your booth space.

Minimum charge of 1 hour per order PER FORKLIFT DRIVER. Services over 1 hour will be charged in 1/2 hour increments (applies to move-in & move-out)

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

All rates include a forklift AND driver. Additional fees apply for additional personnel / equipment

Item #	Item #	DESCRIPTION	PER HOUR
IBIRFL	IBORFL	Straight Time Monday - Friday 8:00am-4:00pm	\$ 130.00
IBIOTFL	IBOOTFL	Over Time Monday - Friday 4:00pm-12:00am, Saturday & Sunday 8:00am-4:00pm	\$ 195.00

*Overtime applies to stat holidays

A 40% SURCHARGE APPLIES TO ORDERS PLACED ON-SITE OR AFTER THE DISCOUNT DEADLINE

PLEASE COMPLETE THE FOLLOWING:

(Exhibitor MUST be present to supervise)

Provide Name of Rep: _____

TIMES ARE APPROXIMATE ONLY

FORKLIFTS WILL BE DISPATCHED UPON REQUEST PLACED AT GES SERVICE DESK ON SHOW-SITE

MOVE-IN REQUIREMENTS:

DATE	# OF HOURS	# OF FORKLIFTS
_____	_____	_____

PREFERRED TIME:

START TIME	AM / PM	FINISH TIME	AM / PM
_____	_____	_____	_____

MOVE-OUT REQUIREMENTS:

DATE	# OF HOURS	# OF FORKLIFTS
_____	_____	_____

PREFERRED TIME:

START TIME	AM / PM	FINISH TIME	AM / PM
_____	_____	_____	_____

TERMS AND CONDITIONS

- EXHIBITOR MUST CHECK FORKLIFT / DRIVER IN AND OUT AT THE GES SERVICE CENTRE.
- WE RESERVED THE RIGHT TO CHANGE LABOURERS AND / OR RATES AS SHIFTS CHANGE.
- FORKLIFT OPERATORS RESERVE THE RIGHT TO REFUSE UNSAFE REQUESTS OR LIFTS AT ALL TIMES.
- IT IS THE EXHIBITORS RESPONSIBILITY TO SECURE AND MAINTAIN LOSS & DAMAGE INSURANCE COVERAGE FOR THEIR EXHIBIT PROPERTIES.
- ALL CLAIMS OR DISCREPANCIES MUST BE SETTLED AT THE GES SERVICE CENTRE PRIOR TO SHOW CLOSING
- GES LIMITS OF LIABILITY & RESPONSIBILITY APPLY TO THIS SERVICE.

I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF MY AGREEMENT WITH GES.

SUBTOTAL	_____
GST 5%	_____
TOTAL	_____
INCLUDE TOTAL FROM THIS PAGE ON ORDER CHECKLIST SHEET	

SIGNATURE

DATE

DIRECT TO SHOW SITE SHIPPING LABEL

NAME OF SHOW: RMA 2020 Trade Show

FACILITY: Edmonton Convention Centre

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER:

(NAME OF COMPANY WHERE SHIPMENT ORIGINATES)

TO:

(NAME OF EXHIBITING COMPANY AT THE SHOW.)

BOOTH #

(BOOTH NUMBER AT THE SHOW.)

**SHOWSITE
ADDRESS**

Edmonton Convention Centre
9797 Jasper Ave
Edmonton, AB
T5J 1N9

CARRIER:

(NAME OF TRANSPORTATION COMPANY)

NUMBER

OF

PIECES

DIRECT TO SHOW SITE SHIPMENTS TO ARRIVE ON:

Sunday, March 15, 2020

8:00 - 16:00