WELCOME EXHIBITOR

Show Name		
Oil Sands Expo		
Show Date	**Show Venue**	**Show Code**
September 16-17, 2026	Suncor Community Leisure Centre	OSE09161726

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Oil Sands Expo. 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 OSE09161726.

Please Note: The deadline to qualify for early bird prices is August 26, 2026. All orders processed after the deadline date would be considered a late order; regular prices will apply and are subject to a 35% late order surcharge. Goodkey Show Services requires payment in full at the time orders are placed. Canceled Orders: There is a 50% cancellation fee.

This kit is digitally fillable! Just open it in Adobe Acrobat or a similar program to complete.
If you wish to order online, please cross reference the "How to Order" page or head over to
www.goodkey.com

SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move-In (Decorator Only)	Sunday	13/09/26	11:00 AM	05:00 PM
Exhibitor Move-In	Monday	14/09/26	08:00 AM	06:00 PM
Exhibitor Move-In	Tuesday	15/09/26	08:00 AM	06:00 PM
Show Hours	Wednesday	16/09/26	10:00 AM	05:00 PM
Show Hours	Thursday	17/09/26	10:00 AM	04:00 PM
Exhibitor Move-Out	Thursday	17/09/26	04:15 PM	08:00 PM
Exhibitor Move-Out	Friday	18/09/26	08:00 AM	12:00 Noon

IMPORTANT INFORMATION

Equipment and Services provided by show management (per exhibit booth):
10' x 10' booth with the following:
10' x 10' Grey carpet
8' Backwall Drape (Black)
3' Sidewall Drape (Black)
(1) 1500 Watt Outlet

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**
By telephone: **780.426.2211**
By fax: **780.426.5734**

Visit us at **www.goodkey.com** *We look forward to serving you!*

HOW TO ORDER

Show Name
Oil Sands Expo

Show Date	Show Venue	Show Code
September 16-17, 2026	Suncor Community Leisure Centre	OSE09161726

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.

We're here for you

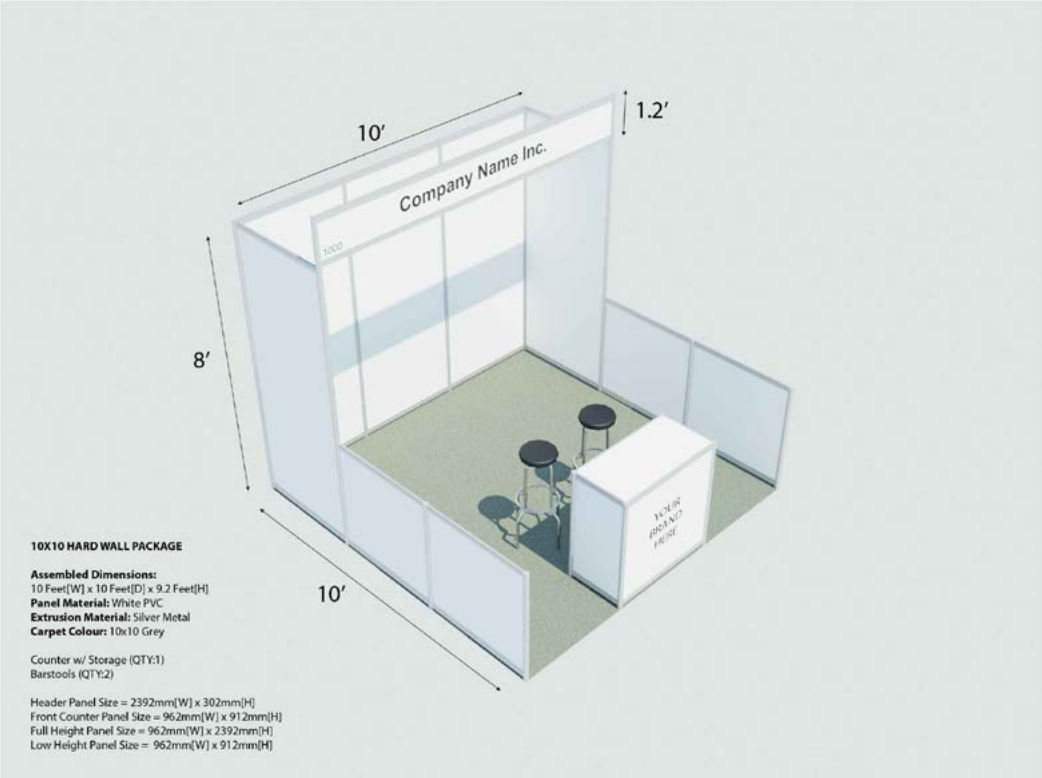
At Goodkey we know that exhibiting can be complicated, if it's your first show or if you're a seasoned pro. We're here to help! From walking you though a first-time online order to just providing some piece of mind. If you need anything just give us the word, and we'll take care of the rest.

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**
Fax: **780.426.5734**
Email: **info@goodkey.com**

Indoor Hardwall Exhibition Package



A ready-made hardwall shell scheme stand so you can turn up with your products, services and brochures. Additional features and customization can also be done through our official contractor, **Goodkey Show Services.**

Provided with this package:
10x10 booth
• One (1) Black and white Header Sign
• White Hardwall Panels
• 10'x10' Light Grey Carpet
• One (1) 1m x 1/2m x 1m Counter
• Two (2) Bar Stools
• One (1) 1500-watt electrical outlet
• Basic onsite materials handling to booth (up to 5000 lbs. per crate, except for specialty work)
• Crate storage during the show

Please contact your EventWorx sales agent if you are interested in renting this booth.

PAGE LIST

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

☐	1	WELCOME / SHOW INFO
☐	2	ONLINE ORDERING
☐	3	10X10 INDOOR HARDWALL EXHIBITION PACKAGE
☐	4	PAGE LIST
☐	5	(MANDATORY) CARPET CONFIGURATION
☐	6	CARPET
☐	7	ELECTRICAL / POWER
☐	8	FURNITURE
☐	9	OPTIMUM FURNITURE
☐	10	DRAPE & TABLES
☐	11	ACCESSORIES
☐	12	DISPLAY ACCESSORIES
☐	13	OCTANORM BOOTHS 10 X 10
☐	14	OCTANORM BOOTHS 10 X 20
☐	15	OCTANORM ACCESSORIES
☐	16	KIOSK UPGRADE
☐	17	BOOTH GRAPHIC UPGRADE
☐	18	PRINT READY GRAPHIC GUIDELINES
☐	19	AUDIO VISUAL
☐	20	EXHIBIT BOOTH VACUUMING & CLEANING
☐	21	INSTALLATION & DISMANTLE LABOUR
☐	22	INSTALLATION & DISMANTLE FORKLIFT
☐	23	MATERIAL HANDLING
☐	24	EXHIBITOR PAYMENT POLICY
☐	25	TERMS & CONDITIONS
☐	26	TERMS & CONDITIONS
☐	27	METHOD OF PAYMENT
☐	28	PAYMENT OPTIONS

(MANDATORY) CARPET CONFIGURATION

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	Deadline Date	
September 16-17, 2026	**August 26, 2026**	

IMPORTANT! This form must be submitted with payment when selecting a carpet color other than grey.

- Standard Indoor booths and hard wall include carpet.
- Space only exhibitors will require flooring to be ordered from Goodkey Show Services or an alternate carpet provider.
- Please indicate with a check mark if you require the supplied carpet , will be ordering from the goodkey designer carpet line, or if you will be supplying your own.

A	☐	We ***do*** require the supplied grey carpet from Show Management.
B	☐	We ***do*** require carpet, however we have chosen to order a different color.(not supplied by show management) *PLEASE ORDER FROM PAGE 5*
C	☐	We ***do not*** require carpet from Goodkey Show Services or Show Management, as we will be ordering from an alternate carpet provider.

SPECIAL INSTRUCTIONS

THIS FORM MUST BE COMPLETED & RETURNED TO GOODKEY SHOW SERVICES NO LATER THAN August 26, 2026
email: info@goodkey.com / exhibitorservices@goodkey.com | fax: 780-426-5734

CARPET

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10'		$223.00	$302.00	
10' x 20'		$444.00	$600.00	
10' x 30'		$666.00	$900.00	
CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @ $2.30 per sq.ft Size:_____ft x _____ft= _____ sq/ft		$2.30	$3.10	

CLASSIC CARPET COLOR CHOICE *Please check one* ☑

☐ RED ☐ BLUE ☐ GREY ☐ BLACK ☐ FOREST GREEN

ADDITIONAL ITEMS				
Carpet Underlay Size: _____ft x _____ft= _____sq/ft		$1.10 /sq.ft	$1.50 /sq.ft	
Double Underlay Size: _____ft x _____ft= _____sq/ft		$2.20 /sq.ft	$2.90 /sq.ft	
Poly (Visqueen) Size: _____ft x _____ft= _____sq/ft		$0.90 /sq.ft	$1.20 /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			$1.90 /sq.ft	

SPECIAL INSTRUCTIONS

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

DESCRIPTION & QTY	REGULAR PRICE	TOTAL
DESIGNER CARPET		
100 - 700 sq.ft Size:_____ft x _____ft= _____sq/ft	$3.60 /sq.ft	
700 - 1200 sq.ft Size:_____ft x _____ft= _____sq/ft	$4.00/sq.ft	

DESIGNER CARPET COLOR CHOICE *Please check one* ☑

☐ SNOW WHITE
☐ GRAPE PURPLE *PMS 525*
☐ ALPINE GREEN *PMS 356*
☐ APPLE GREEN *PMS 368*
☐ OCEAN BLUE *PMS 286*
☐ SPICY PINK *PMS 226*
☐ LEMON YELLOW *PMS 115*
☐ TANGERINE ORANGE *PMS 1375*
☐ SILKY BEIGE *PMS 7530*
☐ CHOCOLATE *PMS 469*

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

GOODKEY SHOW SERVICES LTD.
Decorating | Graphic Design | Logistics | Customer Service

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com
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ELECTRICAL / POWER

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
INDOOR ELECTRICAL - 120 Volt (Provided to back of booth)				
1500 watt Duplex Outlet		$117.00	$158.00	
Under carpet wiring *(1500 watt only, addition to power)*		$91.00	$123.00	
20 Amp / 125 Volt		$169.00	$229.00	
INDOOR ELECTRICAL - Single Phase				
20 amp - 125/250 Volt		$221.00	$299.00	
30 amp - 125/250 Volt		$260.00	$351.00	
50 amp - 125/250 Volt		$336.00	$454.00	
100 amp - Tie In		$902.00	$1,218.00	
INDOOR ELECTRICAL - Three Phase				
100 amp - Tie In		$902.00	$1,218.00	
OUTDOOR ELECTRICAL - 120 Volt (Provided to back of booth)				
1500 watt Duplex Outlet		$235.00	$318.00	
Under carpet wiring *(1500 watt only, addition to power)*		$183.00	$248.00	
20 Amp / 125 Volt		$335.00	$453.00	
OUTDOOR ELECTRICAL - Single Phase				
20 amp - 125/250 Volt		$440.00	$594.00	
30 amp - 125/250 Volt		$519.00	$701.00	
50 amp - 125/250 Volt		$671.00	$906.00	
100 amp - Tie In		$902.00	$1,218.00	
ELECTRICAL MISCELLANEOUS REQUIREMENTS				
Power Bar		$30.00	$41.00	
Extension Cord		$30.00	$41.00	
24 hour power		Add 50% each		

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
LIGHTING (DOES NOT INCLUDE POWER)				
Floodlight Stand *(fit in post)*, 2-65 watt Flood Bulbs		$73.00	$99.00	
Clamp on 1-50 watt Flood Bulbs		$31.00	$42.00	
LED Light on stand - *5000 K. 24watts LED light equivalent to halogen 200 watts*		$121.00	$164.00	

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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PLEASE NOTE THE FOLLOWING:
- Power supplied only during show hours unless 24 hour power is ordered
- Additional labor charge may apply for special connections or wiring
- Not all power requests are available in certain buildings
- GFI not included in the prices

FURNITURE

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

TABLES

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Cruiser Table *30" dia - 40" tall*		$141.00	$191.00	
Lycra Cruiser Cover ☐ BLACK ☐ WHITE ☐ PURPLE ☐ BLUE ☐ GREEN		$48.00	$65.00	
Pedestal Table *30" dia - 29" tall*		$87.00	$118.00	
Lycra Pedestal Cover ☐ BLACK ☐ WHITE ☐ PURPLE ☐ BLUE ☐ GREEN		$43.00	$59.00	
Wood Top Square Table *Cruiser 40" tall*		$87.00	$118.00	
Wood Top Square Table *Pedestal 29" tall*		$87.00	$118.00	
Wood Top Round Table *Cruiser 40" tall*		$87.00	$118.00	
Wood Top Round Table *Pedestal 29" tall*		$87.00	$118.00	
Coffee Table *30" dia - 18" tall*		$71.00	$96.00	

SPECIAL INSTRUCTIONS

SEATING

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Folding Chair *Black Faux Leather*		$55.00	$74.00	
Leather Side Chair *Black Leather Seat*		$83.00	$113.00	
Stool with Backrest *Black Fabric*		$129.00	$175.00	
Mini Bar Stool *Black Faux Leather* *25" tall*		$48.00	$65.00	
Bar Stool *Black Faux Leather* *30" tall*		$89.00	$121.00	

FURNITURE COMBOS

DESCRIPTION	REGULAR PRICE	TOTAL
Mini Barstool Combo *Includes:* *- 2 Mini Bar Stools* *- 1 Pedestal Table (29" tall)*	$176.00	
Barstool Combo *Includes:* *- 2 regular height Bar Stools* *- 1 Cruiser Table (40" tall)*	$292.00	

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐ 50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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OPTIMUM FURNITURE

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

SEATING

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Corbusier Chair *Black Leather* *33"(w) x 28" (h) x 29"(l)*			$409.00	$553.00	
Corbusier Chair *White Leather* *33"(w) x 28" (h) x 29"(l)*			$409.00	$553.00	
Corbusier Loveseat *Black Leather* *57"(w) x 28" (h) x 28"(l)*			$526.00	$711.00	
Corbusier Loveseat *White Leather* *57"(w) x 28" (h) x 28"(l)*			$526.00	$711.00	
Corbusier Sofa *Black Leather* *80"(w) x 28" (h) x 29"(l)*			$655.00	$885.00	
Corbusier Sofa *White Leather* *80"(w) x 28" (h) x 29"(l)*			$655.00	$885.00	
Mini Chrome Flop Back *White Leather Seat* *33" tall*			$106.00	$144.00	
Chrome Flop Back *Black Leather Seat* *45" tall*			$154.00	$208.00	
Chrome Flop Back *White Leather Seat* *45" tall*			$154.00	$208.00	

TABLES

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Wood Top Chrome End Table *18" x 18"*			$129.00	$175.00	
Wood Top Chrome Coffee Table *24" x 48"*			$153.00	$207.00	
Wood Top Chrome Coffee Table *36" x 36"*			$170.00	$230.00	

OPTIMUM FURNITURE COMBOS

DESCRIPTION		REGULAR PRICE	TOTAL
Square Wood Top Combo *Includes:* *- 2 Chrome Flop Back Chairs (Black leather seat)* *- 1 Square Wood Top Cruiser Table (40" tall)*		$394.00	
Round Wood Top Combo *Includes:* *- 2 Chrome Flop Back Chairs (Black leather seat)* *- 1 Round Wood Top Cruiser Table (40" tall)*		$394.00	
Boardroom Combo *Includes:* *- 1 Wooden Table (85"[L] x 42"[w] x 30"[t])* *- 6 leather side chairs*		$879.00	

SPECIAL INSTRUCTIONS

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TOTAL AMOUNT DUE		

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DRAPE & TABLES

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES				
6'x2'x29"[h] *Decorated Table (**3** sides draped)*		$114.00	$154.00	
8'x2'x29"[h] *Decorated Table (**3** sides draped)*		$114.00	$154.00	
Upgrade Decorated Table to 4 sides draped ADD		$46.00	$63.00	
4'x2'x29"[h] *Decorated Table (**4** sides draped)*		$114.00	$154.00	
COUNTERS				
6'x2'x40"[h] *Decorated Table (**3** sides draped)*		$167.00	$226.00	
8'x2'x40"[h] *Decorated Table (**3** sides draped)*		$167.00	$226.00	
Upgrade Decorated Counter to 4 sides draped ADD		$58.00	$79.00	
4'x2'x40"[h] *Decorated Table (**4** sides draped)*		$167.00	$226.00	

SKIRT COLOR CHOICE *Please check one* ☑

☐ WHITE

☐ BLUE

☐ GREY

☐ BLACK

☐ RED

☐ NAVY

☐ TEAL

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
UNDECORATED TABLES				
4'x2'x29"[h]		$64.00	$87.00	
6'x2'x29"[h]		$64.00	$87.00	
8'x2'x29"[h]		$64.00	$87.00	

SPECIAL INSTRUCTIONS

DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
DRAPE PARTITIONING			
3' High Drape- per linear foot Size:_____ft x _____ft= _____	$5.50	$7.40	
8' High Drape- per linear foot Size:_____ft x _____ft= _____	$8.20	$11.10	

DRAPE COLOR CHOICE *Please check one* ☑

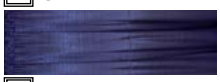
☐ WHITE

☐ BLUE

☐ GREY

☐ BLACK

☐ RED


☐ NAVY

☐ TEAL

☐ GOLD

☐ FOREST GREEN

☐ BURGUNDY

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
HARDWARE ACCESSORIES *(Installation not included)*				
Labour to install			$34.00	
Baseplate		$25.00	$34.00	
4' - 7' Slider		$25.00	$34.00	
6' - 10' Slider		$25.00	$34.00	
7' - 12' Slider		$25.00	$34.00	
4' solid		$25.00	$34.00	
3' high upright *(Baseplate not included)*		$25.00	$34.00	
8' high upright *(Baseplate not included)*		$25.00	$34.00	
12' high upright *(Baseplate not included)*		$25.00	$34.00	

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ACCESSORIES

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
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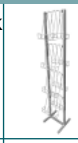
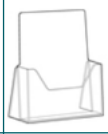
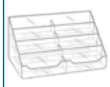
DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
LITERATURE DISPLAYS					
Chrome Literature Rack *8 wire slots* *Fits 8.5" x 11"*			$105.00	$141.00	
Single Literature *Fits up to 9.25" x 10.75"* *Clear Acrylic*			$40.00	$54.00	
3 to 4 Tier Literature *Fits up to 9.25" x 10.75"* *Clear Acrylic*			$69.00	$93.00	
BUSINESS CARD HOLDERS					
Single Business Card *Fits standard card* *Clear Acrylic*			$16.00	$22.00	
4 Tier Business Card *Fits standard card* *Clear Acrylic*			$27.00	$36.00	
4 Double Tier Business Card *Fits standard card* *Clear Acrylic*			$69.00	$93.00	
LIVE PLANTS					
3' Potted Plant *Live Tropical*			$83.00	$112.00	
4' Potted Plant *Live Tropical*			$86.00	$115.00	
5' Potted Plant *Live Tropical*			$110.00	$148.00	
Small Floral Arrangement			PRICE TBD	PRICE TBD	
Medium Floral Arrangement			PRICE TBD	PRICE TBD	
Large Floral Arrangement			PRICE TBD	PRICE TBD	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
MISCELLANEOUS					
Draw Barrel			$89.00	$121.00	
Mini Fridge			$234.00	$316.00	
Water Cooler *Includes 1 jug of water + 250 cups*	Water Cooler		$205.00	$277.00	
	Additional Water Jug		$29.00	$39.00	
Desk			$220.00	$297.00	
Coat Tree			$52.00	$71.00	
Bag Holder			$91.00	$123.00	
Garment Rack *Chrome on casters*			$71.00	$96.00	
Chrome Sign Holder *Holds 22" x 28"*			$71.00	$96.00	
Easel *Free Standing*			$29.00	$40.00	
Eco-Friendly Garbage Pail			$36.00	$49.00	

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

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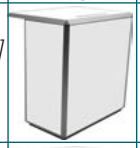
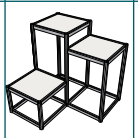
DISPLAY ACCESSORIES

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM COUNTERS AND RISERS					
Counter *Doors & storage shelf* *20"[d]x40"[w]x40"[h]*			$232.00	$314.00	
COUNTER WITH FULL COLOR GRAPHIC *~Be noticed!*			$335.00	$453.00	
Doors & storage shelf *20"[d]x 40"[w]x40"[h]*			*Display a company logo or branding!* • 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.*		
Show Case *Two shelves* *20"[d]x38"[w]x40"[h]*			$333.00	$450.00	
Jewelry Case *One shelf with lights* *20"[d]x38"[w]x40"[h]*			$354.00	$478.00	
Computer Counter *29"[d]x40"[w]x40"[h]*			$304.00	$411.00	
Computer Counter w/ Graphic *29"[d]x40"[w]x40"[h]* *Image size: 962mm[w] x 912mm[h]*			$420.00	$567.00	
Product Risers *3 white shelves* *20"x20"* *15", 33", 38" tall*			$291.00	$393.00	
Single Show Case *20"[d]x20"[w]x40"[h]*			$155.00	$210.00	
Ballot Box with Slot in Top *20"[d]x20"[w]x40"[h]*			$155.00	$210.00	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM DISPLAY SYSTEMS					
Shelf Gondola White *3 Glass Shelves* *9" x 38"* *20" x 38" x 98"[h]*			$445.00	$601.00	
Slat Wall Gondola *Brackets not included* *20" x 38" x 98"[h]*			$445.00	$601.00	
POSTER DISPLAY SYSTEMS					
Poster Board (Black) *Double Sided* *4'[h] x 8'[w]* **Material is hook velcro receptive*			$116.00	$157.00	
Hook Velcro *6 yards per box* *Self Adhesive*			$29.00	$40.00	
Loop Velcro *6 yards per box* *Self Adhesive*			$29.00	$40.00	

**PRICES INCLUDE DELIVERY AND INSTALLATION		
SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

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OCTANORM BOOTHS 10 X 10

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Style 1 - 10' x 10' • 1 Header Sign *(2942mm [w]x 302mm[h])*		$1,163.00	$1,571.00	
With Graphic Upgrade Package		$3,112.00	$4,202.00	
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		$1,579.00	$2,132.00	
With Graphic Upgrade Package		$2,918.00	$3,940.00	
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		$3,572.00	$4,823.00	
With Graphic Upgrade Package		$5,255.00	$7,095.00	
Style 4 - 10' x 10' • 2 Header Signs *(1952mm [w]x 302mm[h])* • Curved counter 3.3' high		$1,824.00	$2,463.00	
With Graphic Upgrade Package		$3,564.00	$4,812.00	

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 **$62/panel** for cleaning or repair.

Many other custom designs are available!
For more information CALL 780.426.2211

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

GRAPHIC UPGRADE CUSTOMIZATION

Carpet Color Choice

☐ Red ☐ Blue ☐ Grey ☐ Black

Header Sign Choice **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)

☐ ***Full color header upgrade*** (See **SIGNAGE & DIGITAL PRINTING FORM** to order graphics)

Panel Color Choice	***Complimentary***	***Burfab Upgrade*** *Velcro Receptive*	REGULAR PRICE	TOTAL
	☐ WHITE HARDWALL	☐ BLUE	$133.00 per panel	
	☐ BLACK HARDWALL	☐ BLACK		

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OCTANORM BOOTHS 10 X 20

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Style 5 - 10' x 20' • 2 Header Signs *(2942mm [w]x 302mm[h])*		$2,369.00	$3,199.00	
With Graphic Upgrade Package		$5,138.00	$6,937.00	
Style 6 - 10' x 20' • Storage area 3' x 6' w/ lockable door • Custom reception counter		$3,269.00	$4,414.00	
With Graphic Upgrade Package		$7,774.00	$10,495.00	
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		$3,713.00	$5,013.00	
With Graphic Upgrade Package		$5571.00	$7,521.00	
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		$3,068.00	$4,142.00	
With Graphic Upgrade Package		$5,995.00	$8,094.00	

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 **$62/panel** for cleaning or repair.

Many other custom designs are available!
For more information CALL 780.426.2211

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

GRAPHIC UPGRADE CUSTOMIZATION

Carpet Color Choice

☐ Red ☐ Blue ☐ Grey ☐ Black

Header Sign Choice **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*** (See **SIGNAGE & DIGITAL PRINTING FORM** to order graphics)

Panel Color Choice	***Complimentary***	***Burfab Upgrade*** *Velcro Receptive*	REGULAR PRICE	TOTAL
	☐ WHITE HARDWALL	☐ BLUE	$133.00 per panel	
	☐ BLACK HARDWALL	☐ BLACK		

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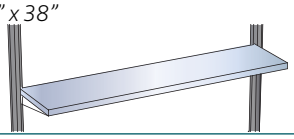
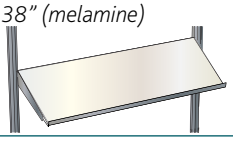
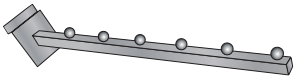
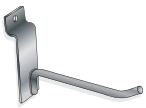
OCTANORM ACCESSORIES

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM DISPLAY SYSTEMS				
Full Height Slat Wall Panel *1m x 2.5m* ☐ White Slat Wall ☐ Black Slat Wall			$176.00	$238.00	
Half Slat Wall Panel *1m x 1.25m* ☐ White Slat Wall ☐ Black Slat Wall ☐ Top Slat Wall ☐ Bottom Slat Wall			$91.00	$123.00	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM ACCESSORIES				
Glass Shelf *9" x 38"* 		$29.00	$40.00	
Angled Literature Shelf *12" x 38" (melamine)* 		$32.00	$44.00	
Waterfall Rack **must be used with slat wall* 		$29.00	$39.00	
Gooseneck Light **does not include power* 		$91.00	$123.00	
2" Slat Wall Hook 		$1.10	$1.50	

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 780.426.2211

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

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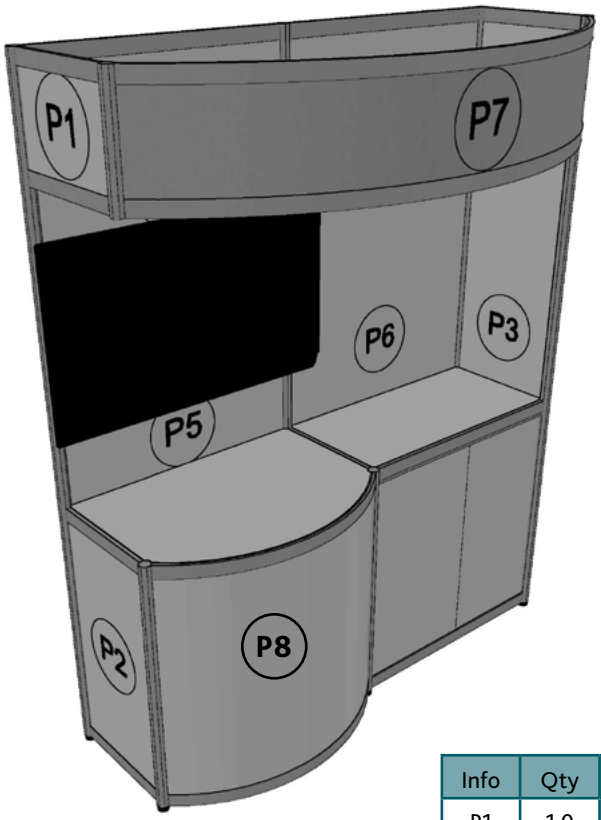
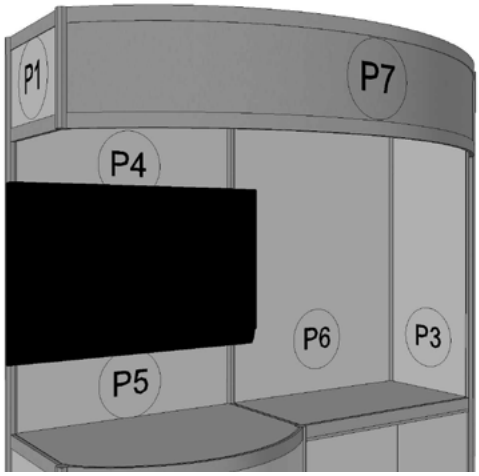
KIOSK UPGRADE

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	Deadline Date	
September 16-17, 2026	**August 26, 2026**	





Info	Qty	Color	Article Description	Width	Depth	Length	Prices	Qty
P1	1.0	ST	Panel 4(mm)	467	4	302	$23.00	
P2	1.0	ST	Panel 4(mm)	467	4	912	$73.00	
P3	1.0	ST	Panel 4(mm)	467	4	2392	$184.00	
P4	1.0	ST	Panel 4(mm)	962	4	835	$137.00	
P5	1.0	ST	Panel 4(mm)	962	4	1400	$221.00	
P6	1.0	ST	Panel 4(mm)	962	4	2392	$375.00	
P7	1.0	ST	Panel 4(mm)	2174	4	302	$97.00	
P8	1.0	ST	Panel 4(mm)	1075	4	912	$161.00	

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SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT | PST REGISTRATION#: PST-1013-7620		

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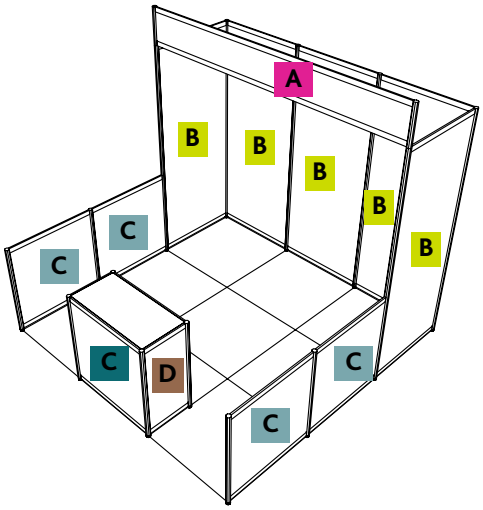
BOOTH GRAPHIC UPGRADE

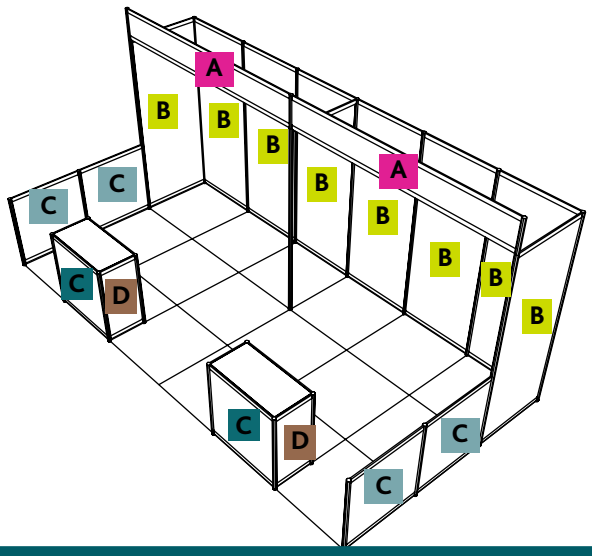
Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

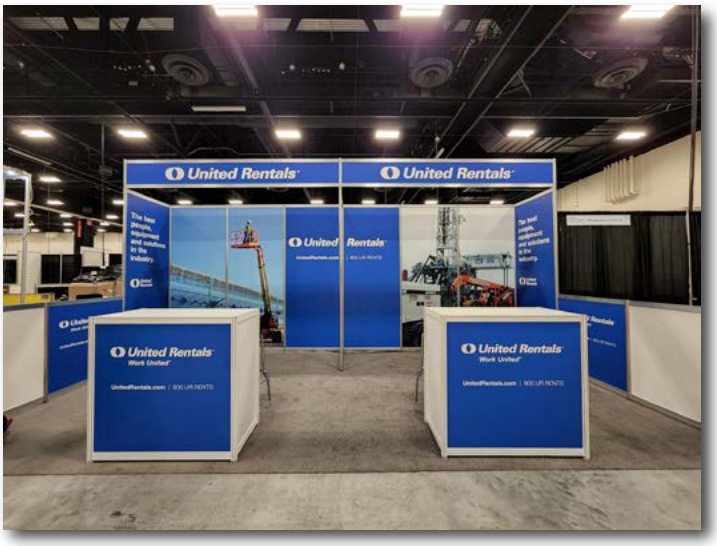
10x10 HARDWALL SHELL SCHEME



SAMPLES:

10x20 HARDWALL SHELL SCHEME





GRAPHIC PANEL LIST

Info	Article Description	Width	Depth	Length	Sq Ft	Prices	Qty
A	Header	2942mm	4mm	302mm	9.56 ft²	$113.00	
B	Full Panel	962mm	4mm	2392mm	24.77 ft²	$357.00	
C	Half Panel	962mm	4mm	912mm	9.44 ft²	$129.00	
C	Counter Panel	962mm	4mm	912mm	9.44 ft²	$129.00	
D	Side Counter Panel	467mm	4mm	912mm	4.58 ft²	$47.00	

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5% G.S.T.		
TOTAL AMOUNT DUE		

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PRINT READY GRAPHIC GUIDELINES

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	Deadline Date	
September 16-17, 2026	**August 26, 2026**	

Color space has to be CMYK.

Please size each graphic to be the same size as each panel.

Each panel should be a separate file labeled appropriately. (showname_companyname_panel)
ex. ABC18_Company_P1

Fonts should be converted to outline. If fonts are not outlined, send the font as an attachment.

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

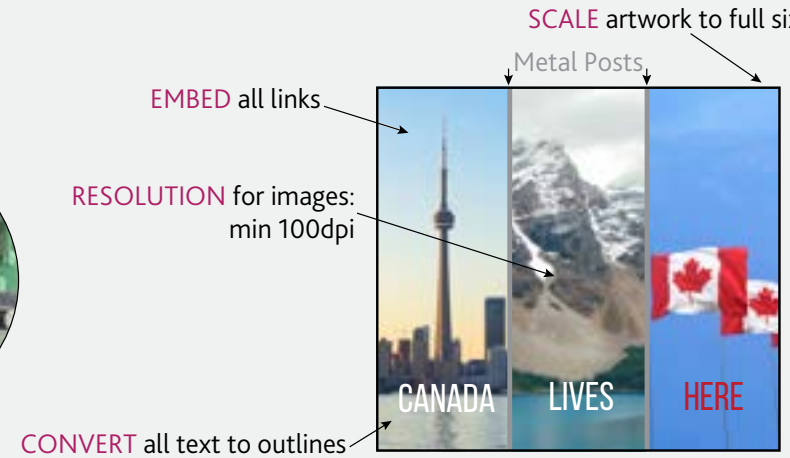
Send

To: signsondemand@goodkey.com

Subject: Show Name - Company Name - Booth Number

ABC18_Company_P1

*IMPORTANT: We do not print directly from PDF files. We will open PDFs in Illustrator to prepare artwork for printing. It is critical that all fonts are outlined, and all linked images embedded prior to creating the PDF. Files not submitted correctly will be bounced for resubmission.



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

AUDIO VISUAL

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

MONTIORS

Included with each monitor:
- HDMI cord
- Remote control
- Your choice of wall-mount or monitor base

No other cords are available for rent.

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
42" LCD Monitor *Wall-mounted bracket* *(Requires octanorm hardwall rental to mount to)*		$567.00	$766.00	
42" LCD Monitor *Monitor base to sit on counter* *(Counter/table not included, please order separately)*		$567.00	$766.00	
50" LCD Monitor *Wall-mounted bracket* *(Requires octanorm hardwall rental to mount to)*		$773.00	$1044.00	
50" LCD Monitor *Monitor base to sit on counter* *(Counter/table not included, please order separately)*		$773.00	$1044.00	

AUDIO / VISUAL NOTES

- The listed rental prices are for the duration of a single event (multi-day if applicable).
- Rental price includes delivery to your booth space.
- Items listed are subject to availability.
- Our monitor rentals are "smart", however we recommend using in conjunction with a DVD player or laptop as there are limited video options (such as looping).
- If you are bringing your own video source, please ensure it is HDMI compatible.
- Orders must be processed and graphic/logo submitted prior to the order deadline date.

SPECIAL INSTRUCTIONS

ACCESSORIES *(the items below do not include monitor rentals)*

	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
	Counter with graphic *Graphic: 962mm x 912mm*		$335.00	$453.00	
	Freestanding Octanorm Stand with graphic *Graphic: 782mm x 302mm*		$288.00	$389.00	
	Freestanding Gondola with graphic *Above TV: 962mm x 835mm* *Below TV: 962mm x 1400mm*		$412.00	$557.00	
	Wall-mount Bracket *(Monitor not included, requires hardwall rental to mount to)* 		$53.00	$72.00	

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5% G.S.T.		
TOTAL AMOUNT DUE		

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EXHIBIT BOOTH VACUUMING & CLEANING

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	Deadline Date	
September 16-17, 2026	**August 26, 2026**	

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 $0.36 = _____
(min 100 Sq.Ft.)

LATE-ORDERS

Booth Width _____ x Booth Depth _____ = Square Feet _____ x Number of Days _____ x $0.44 = _____
(min 100 Sq.Ft.)

SPECIAL INSTRUCTIONS

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

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INSTALLATION & DISMANTLE LABOUR

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

INSTALLATION & DISMANTLE RATES		PRE-ORDER	ONSITE ORDER
Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday	$85.00/hr.	$115.00/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday	N/A	N/A
Double Time (DT):	All other hours including Sundays and statutory holidays	N/A	N/A

INSTALLATION: *(estimated requirements)* MINIMUM OF 2 HOURS

QUANTITY		PRE-ORDER	ONSITE ORDER	ESTIMATED CHARGE
Labourers	Hours	$85.00/hr. (RT)	$115.00/hr.(RT)	$

Date Required: _____ Start Time: _____ Finish: _____

DISMANTLE: *(estimated requirements)* MINIMUM OF 2 HOURS

QUANTITY		PRE-ORDER	ONSITE ORDER	ESTIMATED CHARGE
Labourers	Hours	$85.00/hr. (RT)	$115.00/hr.(RT)	$

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)*

DESCRIPTION	QTY	PRE-ORDER	LATE	TOTAL
Ladder Rental		$30.00 /per day	$41.00 /per day	

PLEASE NOTE:

- Start time is only guaranteed at the beginning of the working day.
- A Two-Hour minimum will be charged per booth.
- This form is for quotation only, you will be charged for actual time.
- A Supervisor must check in at the Goodkey service desk to pick up labour.
- Please include a setup plan, special instructions & inbound shipping information with your order.

SPECIAL INSTRUCTIONS

TOTAL ESTIMATED CHARGE		
25% SUPERVISION FEE		
SUBTOTAL		
OFFICE USE ONLY ☐50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

GOODKEY SHOW SERVICES LTD.
Decorating | Graphic Design | Logistics | Customer Service

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com
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INSTALLATION & DISMANTLE FORKLIFT

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

FORKLIFT INSTALLATION & DISMANTLE - 5000 LBS: *(estimated requirements, minimum charge 2 hours)*				EARLY BIRD	REGULAR PRICE	TOTAL
Install Date Required:	Start Time:	Finish:	Hours	$89.00/hr	$121.00/hr	
Dismantle Date Required:	Start Time: *(Must be after 8pm on Move-Out)*	Finish:	Hours	$89.00/hr	$121.00/hr	

FORKLIFT INSTALLATION & DISMANTLE - 10,000 LBS: *(estimated requirements, minimum charge 2 hours)*				EARLY BIRD	REGULAR PRICE	TOTAL
Install Date Required:	Start Time:	Finish:	Hours	$234.00/hr	$316.00/hr	
Dismantle Date Required:	Start Time: *(Must be after 8pm on Move-Out)*	Finish:	Hours	$234.00/hr	$316.00/hr	

FORKLIFT INSTALLATION & DISMANTLE - 12 TON: *(estimated requirements, minimum charge 2 hours)*				EARLY BIRD	REGULAR PRICE	TOTAL
Install Date Required:	Start Time:	Finish:	Hours	$293.00/hr	$396.00/hr	
Dismantle Date Required:	Start Time: *(Must be after 8pm on Move-Out)*	Finish:	Hours	$293.00/hr	$396.00/hr	

FORKLIFT INSTALLATION & DISMANTLE - 25 TON BULLMOOSE: *(estimated requirements, minimum charge 3 hours)*				EARLY BIRD	REGULAR PRICE	TOTAL
Install Date Required:	Start Time:	Finish:	Hours	$589.00/hr	$796.00/hr	
Dismantle Date Required:	Start Time: *(Must be after 8pm on Move-Out)*	Finish:	Hours	$589.00/hr	$796.00/hr	

PLEASE CALL OUR HEAD OFFICE TO ORDER 25TON BULLMOOSE FORKLIFT

PLEASE NOTE

- This form is for forklift services for in-booth work only.
- Start time is only guaranteed at the beginning of the working day.
- A Two-Hour minimum will be charged per booth.
- This form is for quotation only, you will be charged for actual time.
- A Supervisor must check in at the Goodkey service desk to pick up forklift.
- Please include a setup plan, special instructions & inbound shipping information with your order.
- Please refer to the move-in schedule to determine your requirements.
- Forklift services for dismantle will not commence until after 8:00 pm on the first move-out day.

SPECIAL INSTRUCTIONS

TOTAL ESTIMATED CHARGE		
SUBTOTAL		
OFFICE USE ONLY ☐ 50% CANCELLATION FEE		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

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Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com
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MATERIAL HANDLING

Show Name	Name of Company	Booth Number
Oil Sands Expo		
Show Date	**Deadline Date**	
September 16-17, 2026	**August 26, 2026**	

ONSITE MATERIAL HANDLING

Date: September 14, 2026

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

$0.80 per pound (lbs.) **(The first 5000 lbs paid by Show Management)**

Weight _____ @ $0.80/lbs _____

Carrier Name:_____# of pcs. _____

Bill of Lading #_____

SUBTOTAL		
OFFICE USE ONLY ☐ 35% LATE ORDER SURCHARGE ☐ 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECTED TO A 35% LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 9:00 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.

ONSITE / ADVANCED LABELING

ShowName
NAME OF EXHIBITING COMPANY - BOOTH #
c/o GOODKEY SHOW SERVICES LTD.
Suncor Community Leisure Centre
1 MacDonald Dr
Fort McMurray
AB T9H 5C5

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 $0.30 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 _____

GOODKEY
SHOW SERVICES LTD.

Exhibitor Payment Policy

EXHIBITOR PAYMENT POLICY

1. All orders for services from Goodkey Show Services must be accompanied by (1) a completed Credit Card Authorization form.

2. ELIGIBILITY FOR DISCOUNT PRICING

To qualify for the discount pricing offered, payment in full must accompany your order and be received in our offices no later than 4:00 PM, Mountain time on the deadline date on top of each order form. Purchase orders do not qualify for discount pricing.

3. SHOW SITE ORDERS

Charges for orders placed at show site by the cardholder and/or his or her representative will be added to the credit card number on file.

4. METHODS OF PAYMENT

Goodkey Show Services accepts American Express, MasterCard, Visa, Debit Card, Cheque, Bank Wire Transfer and e transfer. Please send e transfer payments to accounting@goodkey.com Purchase Orders are not considered payment. Any cheque returned to us and / or any unapproved credit card transaction, for any reason, will incur a service charge of $NaN

5. BANK WIRE TRANSFER INFORMATION

To properly credit your account, please complete the Wire Transfer form included in this service manual and follow the instructions on the form. Please note that there is a minimum $31 service charge applicable for CAD wire transfers and $52 for all international wire transfers. Fees vary depending on the bank processing the transfer.

6. MATERIALS HANDLING

If you are shipping any material to this event, you must complete both the Materials Handling order, the Material Handling Agreement form and the Credit Card Authorization Form. All freight must be shipped to the correct address as instructed in this service manual.

PLEASE REFER TO SHIPMENTS DIRECT TO SHOW SITE ON THE MATERIAL HANDLING FORM.
Please ensure that all shipments are sent "Prepaid" including all applicable taxes, duties, surcharges, etc. Any charges billed to Goodkey Show Services by your carrier following the event will be charged to the Credit Card number provided along with a $155 service charge.

The greater of actual weight or dimensional weight will be charged on all incoming shipments in excess of 5,000 cubic inches. Dimensional weight is calculated as follows: L x W x H / 139.

Shipment arriving prior to receiving your completed materials handling order forms and / or not properly labeled with Goodkey Show Services shipping labels will incur a 10% surcharge.

7. POST EVENT STORAGE

All freight returned to the advanced storage warehouse following the event to await pick up by the Exhibitor Appointed Carrier will incur Post Show Freight Service charges. Storage charges, at standard industry rates, will be incurred on all freight remaining in our warehouse 3 days beyond the close of show. Storage rates begin at $510 minimum, plus applicable service charge.

8. LABOR PROVIDED UNDER GOODKEY SHOW SERVICES SUPERVISION

Goodkey Show Services shall be responsible for the performance of labor provided under this option. Goodkey Show Services will not be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day.

9. LABOR PROVIDED UNDER EXHIBITOR SUPERVISION

Exhibitor shall be responsible for the performance of labor provided under this option. The exhibitor shall supervise labor secured through Goodkey Show Services in a reasonable manner to prevent bodily injury and/or property damage. It is the exhibitors' responsibility to check in with the Goodkey Show Services Service Desk to collect labor, and to return to Service Desk to release labor when the work is completed.

10. CANCELLATIONS

All requests to cancel orders and for refunds must be made in writing no less than 7 full business days prior to Goodkey Show Services scheduled move-in. All cancellations are subject to a minimum 50% cancellation fee. Any cancellations made within 7 full business days of Goodkey Show Services scheduled move-in will be subject to a 100% cancellation fee.

11. ADJUSTMENTS / CLAIM(S) FOR LOSS

Exhibitor agrees that all claims for loss must be submitted to Goodkey Show Services, in writing, immediately at show site, and in any case, no later than the conclusion of the exhibit. Exhibitor understands and agrees that all claims made after the conclusion of the exhibit will be rejected and no adjustments will be made after the close of the show.

12. All materials and equipment are supplied on a rental basis for the duration of the event and remain the property of Goodkey Show Services.

13. It is understood and agreed that the exhibitor is responsible for the care, custody and control of all materials and equipment supplied by Goodkey Show Services and accepts full responsibility for any loss or damage to the equipment until it is returned to Goodkey Show Services.

14. Goodkey Show Services "Terms and Conditions", "Payment Policy" and "Electrical Terms & Conditions" are subject to change at the sole discretion of Goodkey Show Services and without notice to any parties.

☐ I confirm I have read and agree to the Terms and Conditions and Exhibitor Payment Policy by Goodkey Show Services. The Terms and Conditions will be binding as of the date that the Exhibitor is signed and accepted below.

Show Name	Show Code	Show Date	Booth Number
Show Venue	Email	Contact Name	Name Of Company
Signature			

Terms & Conditions of Contract

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH MAY LIMIT YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Goodkey Show Services and you, the EXHIBITOR, who accepts the terms and conditions of this contract once any of the following are met.

The Credit Card Authorization form is signed; OR the Materials Handling Agreement is signed; OR the Exhibitor materials are delivered by a carrier to either the Goodkey Show Services (GSS) warehouse, an advanced storage warehouse OR a show site where Goodkey Show Services is the official show contractor; OR an order for labor and / or rental equipment is placed with Goodkey Show Services.

DEFINITIONS

For purposes of this contract, Goodkey Show Services means Goodkey Show Services (GSS), and their employees, agents, officers, and related entities including but not limited to any subcontractors that GSS may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (EAC). Furthermore, it is understood and agreed that the "Exhibitor" is in fat the "SHIPPER" for all purposes, and circumstances notwithstanding anything contained in this contract to the contrary.

PAYMENT FOR SERVICES

Customer shall be liable for all unpaid charges for services performed by GSS or Agents. Customer authorizes GSS to charge their credit card directly for services rendered on its behalf acknowledges and agrees that all calculations provided by Customer are estimates only and are subject to verification and correction as deemed appropriate by GSS.
CREDIT TERMS

All charges are due prior to service being performed. GSS has the right to require prepayment at the time of request for services. A failure to pay timely will result in Exhibitor having to pay in cash in advance for future services. GSS is authorized to charge Exhibitor credit card for any unpaid charges for services provided to Exhibitor including charges for return shipping. Any charges not paid within 30 days of delivery of service will be subject to interest at a rate of 2% per month until paid in full.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with standard industry practices, there may be a lapse of time between the delivery of shipments to the booth and the arrival of the EXHIBITOR. During such time, the materials will be left unattended. GSS will not be held responsible or liable for any loss, damage, theft or disappearance of materials after some have been delivered to EXHIBITORS booth.

GSS will make every effort to deliver freight to your booth. However, physical limitations of freight elevators, load in doors, etc. may prevent us from doing so and, in these cases, all freight will be placed as close as possible to your booth.

Consistent with standard industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto outbound carrier. During such time, the materials will be left unattended. GSS will not be held responsible or liable for any loss, damage, theft, or disappearance of materials before same have been picked up for reloading at the conclusion of the event.

All post show freight returned to the advanced storage warehouse will incur both Post Show Freight services charges and storage charges at standard industry prices. $510 Minimum.
Inbound freight shipped to the incorrect advance storage warehouse will incur additional charges consistent with Post Show Freight rates, terms and conditions.

PACKAGING & CRATES

GSS shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink wrapped, materials, glass breakage, concealed damage, carpets in bags or poly or materials improperly packed. In addition, GSS shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift or similar means.

DESIGNATED CARRIERS

In order to expedite removal of materials from show site, GSS shall have the authority to change designated carriers if the carrier designated by EXHIBITOR does not pick up shipment(s) within 4 hours following close of exhibits. Where no disposition is made by EXHIBITOR., materials will be taken to GSS warehouse to await EXHIBITOR shipping instructions and EXHIBITOR agrees to be responsible for post show freight charges related to re-routing and handling. IN NO EVENT SHALL GSS BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING. EXHIBITOR hereby agrees and understands that the carrier's terms and conditions apply to their shipment and material once it has been accepted by said carrier. GSS WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

DISPOSAL OF GOODS

GSS retains the right to dispose of goods left in our warehouse more than sixty (60) days following the event without liability.

EMPTY CONTAINERS

Empty container labels will be available from the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR. All previous labels should be removed or obliterated. GSS assumes no responsibility for.

Error in above procedures removal of containers with old empty labels, removal of containers without GSS empty labels, improper information on empty labels. GSS assumes no liability for loss or damage to goods or crates, or the contents therein, while containers are in storage.

EXHIBITOR RESPONSIBILITIES

It is agreed and understood that the Exhibitor is responsible for the care and control of all materials and equipment provided by GSS and accepts full responsibility for any loss or damage to the materials and equipment until it is returned to GSS. All materials and equipment are supplied on a rental basis for the duration of the show and remain the property of GSS. All rentals include delivery, installation and removal from your booth.

GSS' RESPONSIBILITIES

GSS shall be responsible only for those services which it directly provides. GSS assumes no responsibility for any persons, parties or other contracting firms

☐ I confirm I have read and agree to the Terms and Conditions and Exhibitor Payment Policy by Goodkey Show Services. The Terms and Conditions will be binding as of the date that the Exhibitor is signed and accepted below.

Terms & Conditions Contract

not under GSS' direct supervision and control. GSS shall not be responsible for any loss or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosions or any other circumstance over which it has no control.

GSS shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GSS shall not be liable for ordinary wear and tear in handling of goods or damage of any kind to shrink wrapped goods. All goods should be able to withstand handling by heavy equipment including, but not limited to, forklifts, pallet jacks and dollies. It is the sole responsibility of the Exhibitor to ensure that all goods are packaged correctly prior to shipment or movement on or off the exhibit floor.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, forever hold harmless and defend GSS and their employees, officers and agents from and against all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgements and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damages to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through GSS, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invites and/or any Exhibitor Appointed Contractor (EAC).

- EXHIBITORS negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of GSS' equipment.

- EXHIBITOR'S violation of federal, provincial, or local ordinance.

- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by facility and/or Show Management.

INSURANCE

It is understood that GSS is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIIBITOR. EXHIBITOR agrees to provide GSS with a release and waiver of subrogation to the extent of any insurance settlement received.

CLAIM(S) FOR LOSS

EXHIBITOR understand and agrees that all claims for loss or damage must be submitted, in writing, to GSS immediately at show site, and in any case, no later than the conclusion of the show. For purposes of claim reporting the "conclusion" of the show shall be construed as the time show EXHIBITOR'S materials are delivered to the carrier for transportation from show site. EXHIBITOR agrees and understands that all claims after this time shall be rejected.

MAXIMUM RECOVERY

If found liable for any loss, GSS' sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement of like kind and quality, subject to a dollar amount limit equal to the amount paid by EXHIBITOR to GSS for material handling services during the show or exposition under this contract.

MISCELLANEOUS

EXHIBITOR, as a material part of the consideration to GSS for material handling services, waives and releases all claims against GSS, its' employees, agents, and officers with respect to all matters for which GSS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify or impair the validity and enforceability of all other provisions herein.

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY

GSS' liability shall be limited to any loss or damage which results solely from GSS' negligence in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of damage or loss. In no event shall GSS be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior to, subsequent to or are alleged as a result of tortious conduct, failure of the equipment or services of GSS or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or notice of the possibility of such damages, or far any damages caused by EXHIBITOR'S failure to perform EHIBITOR'S responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or business interruption, or other consequential or indirect economic loss(es).

JURISDICTION

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE PROVINCE OF ALBERTA, BRITISH COLUMBIA, MANITOBA, NEW BRUNSWICK, NEWFOUNDLAND AND LABRADOR, NORTHWEST TERRITORIES, NOVA SCOTIA, NUNAVUT, ONTARIO, PRINCE EDWARD ISLAND, QUEBEC SASKATCHEWAN, AND YUKON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES.

☐ I confirm I have read and agree to the Terms and Conditions and Exhibitor Payment Policy by Goodkey Show Services. The Terms and Conditions will be binding as of the date that the Exhibitor is signed and accepted below.

Show Name	Show Code	Show Date	Booth Number
Show Venue	Email	Contact Name	Name Of Company
Signature			

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.

GST REGISTRATION#: 121717813 RT

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

☐ **Cash / Wire Transfer / E-Transfer**

Please send all e-transfers to **accounting@goodkey.com**

☐ **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:

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Vancouver Office | Unit 10, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
Tel: 1.780.426.2211 | Fax: 1.780.426.5734 | goodkey.com
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P A Y M E N T O P T I O N S

EFT/WIRE TRANSFER:

Receiver Name:	**Goodkey Show Services Ltd**
Receiver Address:	**5506 – 48 Avenue NW**
	Edmonton, Alberta T6B 2Z1
Country:	**Canada**
Bank Name:	**CIBC – Canadian Imperial Bank of Commerce**
Bank Address:	**904 Parsons Road SW**
	Edmonton, Alberta, Canada T6X 0J4
Account No.	**12-47115**
Transit #:	**03269**
Bank #:	**010**
Swift Code:	**CIBCCATT**
Routing #:	**CC001003269**

Note: Please add $ 30.00 bank fee for all international wire transfers.

E-TRANSFER:

Email payment to: accounting@goodkey.com

CREDIT CARD:

We accept all three major credit cards: Visa / Mastercard / American Express

Card Type – *please circle*: VI MC AMEX

Invoice or Reference name or #: _____Authorized amount: $ _____

PRINT - Name on card: _____

Card No: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Expiry Date: Month __ __ Year __ __ __ __ CVV __ __ __ __ (4 digits for AMEX only)

Credit Card Billing Address:

Street # or Name : _____

Address line 2: _____

City: _____ Province/State: _____ PC: _____

Signature: _____

GST REGISTRATION#: 121717813 RT

ALL ORDERS ARE CONSIDERED UNCONFIRMED UNTIL FULL PAYMENT IS RECEIVED.