2015 CHES National Conference

Sunday, September 20 – Tuesday, September 22, 2015
Shaw Conference Centre
Edmonton, Alberta

Exhibitor Services Manual
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Introduction:

This package contains all the necessary documents required to exhibit at the upcoming 2015 CHES National Conference, “Healthcare Facilities and the Technology Highway”, being held at the Shaw Conference Centre in Edmonton, Alberta from September 20 to 22, 2015. Please ensure you read the attached information carefully and return all the required forms prior to the deadline dates indicated.

In order to make the exhibition a success, all exhibitors agree to conform to the Rules and Regulations outlined in this Exhibitor Services Manual. These rules and regulations also apply to the representatives, employees and/or guests of all exhibitors/sponsors.

Exhibit Schedule:

LOCATION OF EXHIBITS: Shaw Conference Centre
9797 Jasper Avenue, Edmonton, AB T5J 1N9
Hall C – Assembly Level

MOVE-IN/SET-UP: Sunday, September 20, 2015 11:00 – 22:00

SHOW DATES/HOURS:
Monday, September 21, 2015 10:00 – 17:00
Tuesday, September 22, 2015 10:00 – 13:15

MOVE-OUT/TEAR DOWN: Tuesday, September 22, 2015 13:30 – 22:00

CHES CONFERENCE OFFICE: 4 Cataraqui Street, Suite 310
Kingston, ON  K7K 5Y4
Tel: 613-531-2661  Fax: 613-531-0626
Email: ches@eventsmgt.com
Web site: www.ches.org

EXHIBITOR REGISTRATION DESK: Shaw Conference Centre, Assembly Level
9797 Jasper Avenue, Edmonton, AB

Sunday, September 20, 2015 11:00 – 18:00 (Tentative)
Sunday, September 20, 2015 18:30 – 20:30 (Art Gallery of Alberta)
Monday, September 21, 2015 07:00 – 17:00
Tuesday, September 22, 2015 06:30 – 15:00
## Official Trade Show Service Suppliers:

<table>
<thead>
<tr>
<th>SHOW SERVICES AND RENTALS</th>
<th>AUDIO VISUAL RENTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOODKEY SHOW SERVICES</td>
<td>FREEMAN AUDIO VISUAL CANADA</td>
</tr>
<tr>
<td>9519-49 Street Edmonton, AB T6B 2L8</td>
<td>12868 - 184 Street NW Edmton, AB T5V 1T4</td>
</tr>
<tr>
<td>Tel: 780-426-211</td>
<td>Tel: 780-917-7667</td>
</tr>
<tr>
<td>Contact: <a href="mailto:info@goodkey.com">info@goodkey.com</a></td>
<td>Contact: Simon Hollington-Sawyer</td>
</tr>
<tr>
<td></td>
<td>Technical Services Manager</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:simon.hollington-sawyer@freemanco.com">simon.hollington-sawyer@freemanco.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACILITY SERVICES</th>
<th>CUSTOMS BROKER</th>
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<tbody>
<tr>
<td>SHAW CONFERENCE CENTRE</td>
<td>MENDELSSOHN EVENT LOGISTICS</td>
</tr>
<tr>
<td>9797 Jasper Avenue</td>
<td>1111 West Hastings Street, Suite 901</td>
</tr>
<tr>
<td>Edmonton, AB T5J 1N9</td>
<td>Vancouver, BC V6E 2J3</td>
</tr>
<tr>
<td>Tel: 780-421-9797</td>
<td>Tel: 604-687-5535</td>
</tr>
<tr>
<td>Fax: 780-425-5121</td>
<td>Fax: 604-687-1463</td>
</tr>
<tr>
<td></td>
<td>Contact: Stefanie Lane</td>
</tr>
<tr>
<td></td>
<td>Event Coordinator</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:slane@mend.com">slane@mend.com</a></td>
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<tr>
<th>ACCOMMODATIONS</th>
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<tbody>
<tr>
<td>Courtyard By Marriott Edmonton</td>
<td>Sutton Place Hotel</td>
</tr>
<tr>
<td>1 Thornton Court NW</td>
<td>10235 - 101 Street</td>
</tr>
<tr>
<td>Edmonton, AB T5J 2E7</td>
<td>Edmonton, AB T5J 3E9</td>
</tr>
<tr>
<td>Toll Free: 780-945-4734</td>
<td>Tel: 780-428-7111</td>
</tr>
</tbody>
</table>
Exhibit Booth Details:

Exhibit Booth Inclusions
A standard exhibit booth rental includes:

- One (1) Complimentary Conference Registration per booth purchase
- Two (2) Complimentary booth staff per booth purchase
- Eight (8) ft. high back wall and three (3) ft. high draped sidewalls;
- Ten (10) ft. deep by ten (10) ft. wide booth
- Six (6) ft. long skirted table and two (2) chairs;
- Overnight security in the exhibit area for the duration and for move-in/move-out;
- Complimentary lunch and nutrition refreshments throughout the exhibit show times.

Exhibit Booth Exclusions
The following is NOT included in your booth package:

- Material handling, additional equipment/supplies or drayage costs;
- Telephone, computer data lines, internet lines and specialized telecommunication services;
- Specialized security staffing requirements for individual booths, either overnight nor during the event;
- Transportation, warehousing or brokerage services;
- The movement, transfer, removal, storage, setup and dismantling of customer exhibits;
- Individual booth lighting, additional electrical outlets, special materials, carpets or furnishings beyond those already specified;
- Overnite security in the exhibit area for the duration and for move-in/move-out;
- Specialized security staffing requirements for individual booths, either overnight nor during the event;
- Transportation, warehousing or brokerage services;
Badge Request Form

SUBMISSION DEADLINE: AUGUST 15, 2015

Company Name

Exhibitor Complimentary Representative (Exhibitor Complimentary registration includes all events in the Exhibit Hall, Banquet, and Education Sessions, does NOT INCLUDE Golf).
Exhibitor Booth Staff (Booth Staff registration includes all events in the Exhibit Hall, and Education Session, does NOT INCLUDE Golf, or Conference Banquet).

Exhibitor Complimentary Registration

NAME ______________________________ EMAIL ______________________________
CITY/PROVINCE ______________________________ COUNTRY ______________________________
DIETARY RESTRICTIONS  ☐ YES  ☐ NO  If YES, specify ______________________________
ATTENDING:  Opening Reception (Sun. Sept. 20)  ☐ YES  ☐ NO
Gala Banquet (Mon. Sept. 21)  ☐ YES  ☐ NO

Additional Exhibitor Complimentary Registration - Key and Diamond Sponsors Only

NAME ______________________________ EMAIL ______________________________
CITY/PROVINCE ______________________________ COUNTRY ______________________________
DIETARY RESTRICTIONS  ☐ YES  ☐ NO  If YES, specify ______________________________
ATTENDING:  Opening Reception (Sun. Sept. 20)  ☐ YES  ☐ NO
Gala Banquet (Mon. Sept. 21)  ☐ YES  ☐ NO

Complimentary Booth Staff

NAME ______________________________ EMAIL ______________________________
CITY/PROVINCE ______________________________ COUNTRY ______________________________
DIETARY RESTRICTIONS  ☐ YES  ☐ NO  If YES, specify ______________________________
ATTENDING:  Opening Reception (Sun. Sept. 20)  ☐ YES  ☐ NO

Complimentary Booth Staff

NAME ______________________________ EMAIL ______________________________
CITY/PROVINCE ______________________________ COUNTRY ______________________________
DIETARY RESTRICTIONS  ☐ YES  ☐ NO  If YES, specify ______________________________
ATTENDING:  Opening Reception (Sun. Sept. 20)  ☐ YES  ☐ NO
Additional Booth Staff - $75.00 per person per day

NAME
EMAIL
CITY/PROVINCE
COUNTRY
DIETARY RESTRICTIONS □ YES □ NO If YES, specify
ATTENDING: Attending full conference? □ Monday □ Tuesday □ Both
Opening Reception (Sun. Sept. 20) □ YES □ NO

Additional Booth Staff - $75.00 per person per day

NAME
EMAIL
CITY/PROVINCE
COUNTRY
DIETARY RESTRICTIONS □ YES □ NO If YES, specify
ATTENDING: Attending full conference? □ Monday □ Tuesday □ Both
Opening Reception (Sun. Sept. 20) □ YES □ NO

Additional Booth Staff
$75.00 each x ___ days x ___ staff $______________
Exhibitor Meal Package (banquet & 2 breakfasts)
$150.00 each x ___ $______________
The Great CHES Golf Game (includes cart)
$120.00 each x ___ $______________
Gala banquet
$105.00 each x ___ $______________

Total:
$ ______________ (A)
Add 5% GST(Ax5%):
$ ______________ (B)
Subtotal (A+B):
$ ______________ (C)
TOTAL AMOUNT (C):
$ ______________

Payment by Cheque:
Make cheque payable to: CHES National Conference
Send cheque to:
4 Cataraqui Street, Suite 310
Kingston, ON K7K 1Z7
Canada

Payment by Credit Card:
[ ] Visa  [ ] MasterCard  [ ] American Express
Card # _______________________________ Expiry: ________
Signature: ________________________________

IMPORTANT NOTICE FOR CREDIT CARD PAYMENTS
Credit card payments forwarded to the CHES National Conference Office via email or telephone will reflect "Events & Management Plus Inc." as the vendor on your statement.
TRADE SHOW PASS

(Exhibits Only – NOT during Lunch time)

2015 CHES National Conference
Shaw Conference Centre
Edmonton, AB

Trade Show Hours:

Monday September 21, 2015, 10:00-12:30, 14:00-15:00

Tuesday September 22, 2015, 10:00-12:00

I am a guest of CHES 2015 exhibitor:

BADGE INFORMATION

Attendee: __________________________ Title: □ Mr. □ Ms. □ Dr.
Surname First name

Institution/Organization: __________________________

City: __________________________ Contact Tel: __________________________

Present this Trade Show Pass at the Registration Desk of the CHES 2015 National Conference for admittance into the CHES 2015 Exhibit Hall.
Dear Mr. Deptuck:

Thank you for your correspondence dated January 12, 2015. Please accept this letter as the Canada Border Services Agency’s (CBSA) - International Events and Convention Services Program (IECSP) official recognition of your event:

2015 National Conference of the Canadian Healthcare Engineering Society
Shaw Conference Centre
Edmonton, Alberta
September 20-22, 2015

This event is not open to the public and there will not be any merchandise sales.

Approximately 400 attendees are expected, of whom 85% will be Canadian and 15% will be American or other.

There will be about 120 exhibitors, of which about 105 will be Canadian and 15 of which will be American or other. Move in is on September 20, 2015. Move will be September 22, 2015.

Exhibitors who are citizens of the U.S. and Mexico who merely take orders for goods from the general public that will be delivered to the customer after the seller returns to their home country do not require work permits. They can benefit from treatment as business visitors under the North American Free Trade Agreement (NAFTA).

Any goods imported into Canada for display purposes qualify for duty-free importation under the provisions of tariff item No. 9993.00.00 with full GST relief, using Special Authority Code 51. Eligible goods may be documented on a Temporary Admission permit, form E29B or an A.T.A. Carnet. CBSA may require a security deposit not exceeding the maximum amount of duties and taxes payable if the goods were permanently imported.

Goods imported temporarily under tariff item No. 9993.00.00 cannot be imported for sale, lease or further manufacturing or processing. Should temporarily imported goods be given away, sold or otherwise disposed must be accounted for and duties and taxes paid.

Items not intend for export after the event, may not be imported under tariff item No. 9993.00.00 and are subject to payment of applicable duties and taxes. These goods must be accounted for at time of release on a Form B3, Canada Customs Coding Form.
Consideration should also be given to other government department regulations. Persons importing drugs, medicines, pharmaceuticals and medical equipment or devices, such as health supplements, medical devices and other health and medical supplies for an event should also contact Health Canada at 1-866-225-0709 or visit their website at: http://www.hc-sc.gc.ca/index-eng.php

American exhibitors should check with U.S. Customs prior to shipping convention goods to Canada since goods valued over $2000 USD must be reported to U.S. Customs prior to export. Goods can be documented form 4455 which can identify goods being returned to the U.S.

Persons seeking admission to Canada, other than citizens and permanent residents of the United States require a valid passport issued by their country of citizenship and may require a visitor’s visa. Persons convicted of any criminal offences may be inadmissible to Canada. For further information on these and other Immigration issues, you may contact Immigration officials at the nearest Canadian Embassy, High Commission or Consulate. You may also consult the Citizenship and Immigration Canada website at www.cic.gc.ca. For non-Canadian participants, a rebate of the Goods and Services Tax (GST) paid on certain goods and services may be available to them. Pamphlet RC4033, General Application of GST/HST Rebates and pamphlet RC4061 Rebate for Tour Packages, Foreign Conventions, and Non-Resident Exhibitor Purchases outline the rebate provisions for non-resident businesses and non-resident exhibitors. Copies may be obtained from Canadian Consulate General offices, Canada Revenue Agency (CRA) offices, and duty-free shops in Canada as well as on the CRA web site at www.cra-arc.gc.ca.

CBSA notes that you have appointed Mendelssohn Event Logistics as your “Official Customs Broker” for this event. The contact person is Stefanie Lane and her contact information is:
Phone: (604) 687-5535, Cell: (604) 778-558-6365, Fax: (604) 687-1463 and email: slane@mend.com.

To facilitate border procedures during entry into Canada, each participant should have a copy of this letter and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials. The goods that are being imported into Canada on a temporary basis should be listed separately from the goods that are being imported for giveaway, sale or as consumables while in Canada.

On behalf of CBSA, I am pleased to welcome your event visitors to Canada. Should you require further assistance before or during your event, contact me. You may also wish to consult the Canada Border Services Agency web site at www.cbsa.gc.ca.

Yours truly,

Gina Giessmann
Senior Officer – IECSP Prairie Regional Coordinator
Phone: (204) 983-3664 Fax: (204) 983-6635

The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.

Individuals have the right of access to, the protection and correction of their personal information under the Privacy Act – Section 12. The information collected is described under the International Events Personal Information Bank CBSA PPU 040 which is detailed at www.cboas.gc.ca/agency-agence/reports-rapports/pia-eftps/aip-aipp/reportsource-eng.html
### LEAD RETRIEVAL RENTAL FORM

**Exhibitor Information**

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth#</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Contact</th>
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<table>
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<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>City</th>
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<thead>
<tr>
<th>Postal/Zip code</th>
<th>Country</th>
<th>Telephone</th>
<th>Extension</th>
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<tr>
<th>Email for reports</th>
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**Online form available at:** [https://reserve.eventzen.com/CHES2015/scanners/](https://reserve.eventzen.com/CHES2015/scanners/)

**EventZen Packages**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Economy Package</td>
<td>$215</td>
<td>$245</td>
</tr>
<tr>
<td>Deluxe Package</td>
<td>$275</td>
<td>$305</td>
</tr>
</tbody>
</table>

**Note:** If you intend on using the units at events outside of the exhibit (ex: symposium), please advise us in advance.

*Reports will be sent out daily only if Lead Retrieval unit is returned daily.

**EventZen Services**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Additional Scanner(s)</td>
<td>$150.00 x _______ =</td>
<td>$</td>
</tr>
<tr>
<td>USB key(s) with leads</td>
<td>$35.00 x _______ =</td>
<td>$</td>
</tr>
<tr>
<td>Paper Report(s) Delivery 2 hours from request (per request)</td>
<td>$35.00 x _______ =</td>
<td>$</td>
</tr>
<tr>
<td>Custom Lead Qualifiers Menu (if ordered after: Sept. 15)</td>
<td>$25.00 x 1 =</td>
<td>$</td>
</tr>
<tr>
<td>Follow-up «Thank-you» e-mail to your leads</td>
<td>$50.00 x 1 =</td>
<td>$</td>
</tr>
<tr>
<td>Morning Delivery Service (to your booth)</td>
<td>$50.00 x 1 =</td>
<td>$</td>
</tr>
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</table>

**Ask about our laptop rentals, real-time notes, and other exhibitor services**

**Payment (CAD)**

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<tr>
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<tr>
<th>MasterCard</th>
<th>Visa</th>
<th>American Express</th>
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<table>
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<tr>
<th>Expiry date:</th>
<th>Sub-total $________</th>
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<tbody>
<tr>
<td>GST (5%)</td>
<td>$________</td>
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<table>
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<tbody>
<tr>
<td>GST 877608117 RT0011</td>
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<table>
<thead>
<tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Check #</th>
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<table>
<thead>
<tr>
<th>Check payable to EventZen Corp.</th>
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<td></td>
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</tbody>
</table>

**Payment must be received prior to show**

2225 Ch. Gascon, PO 82048, Terrebonne, Québec, Canada J6X 4B2 Tel : 1-888-777-8613, Fax : 1-888-776-4980
### CUSTOM LEAD QUALIFIERS FORM

Complete and return prior to September 15 to receive your Qualifiers **FREE!**

**Company:** ___________________________________  **Booth:** _____________

<table>
<thead>
<tr>
<th>1.</th>
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<th>3.</th>
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<tbody>
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<td>27</td>
</tr>
</tbody>
</table>

**1. PRODUCTS OR SERVICES =>** List your products and/or services presented at your booth or generally offered by you.

(Add up to 27 Custom Product and Services Qualifiers, maximum 20 characters per line)

**2. ACTION TYPES =>** Check the types of action you normally take with your potential clients, or list the ones that best suit your needs.

(limit 50 items, maximum of 20 characters per line)

1. Phone Call  2. Sales visit  3. Demonstration
13. Call 1 week  14. Call 2 weeks  15. Call 1 month
16. Send by mail  17. Send by fax  18. Send by E-mail
19.  20.  21.
22.  23.  24.

**3. SORT ORDER =>** List either your reps names or your territories or other.

(limit 18 names, maximum of 20 characters per line)

<table>
<thead>
<tr>
<th>1</th>
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<tbody>
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</tbody>
</table>

**Complete the form Online:** [https://reserve.eventzen.com/CHES2015/scanners/](https://reserve.eventzen.com/CHES2015/scanners/)

Return completed forms by E-mail: leadretrieval@eventzen.com

Return completed forms by fax: 1-888-776-4980

**PHOTOCOPY IF NEEDED.**

225 Ch. Gascon, PO 82048, Terrebonne, Québec, Canada J6X 4B2  Tel : 1-888-777-8613, Fax : 1-888-776-4980
## Internet Order Form

### Wireless Daily Internet
- **Wireless Daily Standard - First IP Address/Device**: $90.00
- **Additional Wireless Daily Standard - per Additional IP Address or Device**: $60.00
- **Wireless Daily Premium - First IP Address/Device**: $100.00
- **Additional Wireless Daily Premium - per Additional IP Address or Device**: $65.00
- **Wireless Daily Ultra - First IP Address/Device**: $150.00
- **Additional Wireless Daily Ultra - per Additional IP Address or Device**: $50.00

### Wireless Event Internet - Up to 3-Days
- **Wireless Event Standard - First IP Address/Device**: $220.00
- **Additional Wireless Event Standard - per Additional IP Address or Device**: $60.00
- **Wireless Event Premium - First IP Address/Device**: $420.00
- **Additional Wireless Event Premium - per Additional IP Address or Device**: $100.00
- **Wireless Event Ultra - First IP Address/Device**: $970.00
- **Additional Wireless Event Ultra - per Additional IP Address or Device**: $200.00

### Wired Internet - Up to 3 Days
- **Wired Event Lite - First IP Address/Device**: $350.00
- **Additional Wired Event Lite - per Additional IP Address or Device**: $95.00
- **Wired Event Standard - First IP Address/Device**: $530.00
- **Additional Wired Event Standard - per Additional IP Address or Device**: $110.00
- **Wired Event Premium - First IP Address/Device**: $750.00
- **Additional Wired Event Premium - per Additional IP Address or Device**: $150.00
- **Wired Event Ultra - First IP Address/Device**: $1,190.00
- **Additional Wired Event Ultra - per Additional IP Address or Device**: $250.00

### Other Equipment/Services
- **Network Switch 10/100 (please specify if you require 1gbps, additional fees may apply)**: $150.00
- **Smart Device Activation w/Standard Service - First IP Address/Device**: $550.00
- **Additional Smart Device Activation w/Standard Service - per Additional IP Address or Device**: $130.00
- **Static Public IP Request - per IP Address**: $150.00
- **POS terminal Activation - per IP Address/Device**: $370.00
- **VLAN Programming - per Port (min. 2)**: $150.00
- **Under-carpet Installation - Please call for further information**: $100.00

### Credit Card Information
- **EQUIPMENT**: $-
- **LABOUR**: $-
- **SERVICE**: $-
- **CABLES/CONSUMABLES**: $-
- **GST**: $-
- **TOTAL**: $-

### Terms & Conditions
Freeman AV Canada does not allow the use of any Wi-Fi broadcasting device such as: Wireless Routers, Wireless Access Points or DHCP Servers. These devices require our exclusive permission to broadcast. Please contact us.

For further information, please contact: SIMON-HOLLINGTON SAWYER
Tel.: 780-917-7667
E-Mail: Simon.Hollington-Sawyer@freemanco.com
## Internet Speed Package Information

**LITE:**
**Recommended for:**
- Webcasting and streaming are **NOT** recommended
- Light web browsing and Email services
- Light social media applications
- Ultra small file sharing

**Associated Speeds (facility dependent)**
- Download - min. 512 kbit/s and max. 1 mbit/s
- Upload - min. 364 kbit/s and max. 768 kbit/s

---

**STANDARD:**
**Recommended for:**
- Webcasting is **NOT** recommended
- Standard Definition Video Streaming
- Small file sharing
- Greater social media application support

**Associated Speeds (facility dependent)**
- Download - min. 1 mbit/s and max. 3 mbit/s
- Upload - min. 768 kbit/s and max. 1.5 mbit/s

---

**PREMIUM:**
**Recommended for:**
- Standard Definition Webcasting
- High Definition Video Streaming
- Greater social media application speed
- Large file sharing

**Associated Speeds (facility dependent)**
- Download - min. 3 mbit/s and max. 5 mbit/s
- Upload - min. 1.5 mbit/s and max. 3 mbit/s

---

**ULTRA:**
**Recommended for:**
- High Definition Webcasting
- Ultra High Definition Video Streaming
- Ultra-large file sharing

**Associated Speeds (facility dependent)**
- Download - min. 5 mbit/s and max. 7 mbit/s
- Upload - min. 3 mbit/s and max. 4 mbit/s

---

For further information, please contact: SIMON-HOLLINGTON SAWYER  
Tel.: 780-917-7667  
E-Mail: Simon.Hollington-Sawyer@freemanco.com
Date communications cabling: Freeman is the exclusive installer of Data communications cabling. Freeman provides cabling to booths, within booth (excluding under carpet installation) and from Booth-to-Booth. Fibre Optic, twisted pair (Cat 5E and 6), and all other data related cables fall under Freeman’s area of expertise. Please contact us for further details and pricing.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us.

Please mark the floor plan using the following designations:

X = Internet Connection

Orientation = The Booth or Aisle #’s surrounding your booth. A minimum of two surrounding Booth or Aisle # is required (three or more would be more helpful) for Freeman to accurately install your service.

TERMS & CONDITIONS: Any equipment that is found to be causing disruptions to any part of the Freeman infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of Freeman. Freeman does not provide technical support for computer hardware or software related issues. Freeman does not provide technical support on any issues related to the configuration of your computer equipment. All devices that are used on the Freeman network for Internet Access shall acquire a Dynamically Assigned IP Address that is automatically assigned by the Freeman server. Freeman does not allow the use of any Wi-Fi broadcasting device such as: Wired or Wireless Routers, DHCP Servers, VPN Servers; Adhoc devices or Access Points. Installation and broadcasting of such devices will result in the immediate termination of services ordered without refund.

For further information, please contact: SIMON-HOLLINGTON SAWYER
E-Mail: Simon.Hollington-Sawyer@freemanco.com
Tel.: 780-917-7667
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>EQUIPMENT AVAILABLE</th>
<th>SHOW RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FLAT SCREEN MONITORS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17&quot; LCD FLAT SCREEN MONITOR</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20&quot; LCD FLAT SCREEN MONITOR</td>
<td>$240.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24&quot; LCD FLAT SCREEN MONITOR</td>
<td>$270.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32&quot; LCD FLAT SCREEN MONITOR</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40&quot; LCD FLAT SCREEN MONITOR</td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42&quot; PLASMA FLAT SCREEN MONITOR</td>
<td>$960.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>45&quot; LCD FLAT SCREEN MONITOR</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50&quot; PLASMA FLAT SCREEN MONITOR</td>
<td>$1,350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60&quot; LCD FLAT SCREEN MONITOR</td>
<td>$2,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70&quot; PLASMA FLAT SCREEN MONITOR</td>
<td>$2,550.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FLAT SCREEN MONITOR FLOOR STAND</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SHELF FOR MONITOR FLOOR STAND</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COMPUTERS (All computers come with 10/100 Ethernet, Windows and Office software)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STANDARD DESKTOP COMPUTER (comes with 17&quot; monitor)</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTEBOOK COMPUTER</td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COMPUTER ACCESSORIES</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>I-PAD WIRELESS PRESENTER KIT</td>
<td>$270.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LASER PRINTER - B &amp; W, 15 PPM</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESKTOP SPEAKERS - PAIR</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ETHERNET 10/100 6 PORT SWITCH</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VIDEO PLAYERS (see Monitors above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DVD PLAYER - MULTIZONE</td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLU-RAY PLAYER</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VIDEO ACCESSORIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VIDEO CART WITH SKIRT</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 FT TRIPOD SCREEN</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AUDIO EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CD PLAYER (REQUIRES SOUND SYSTEM)</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BOOTH AUDIO SYSTEM 1 (2 SPEAKERS, MIXER/AMPLIFIER)</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BOOTH AUDIO SYSTEM 2 (2 SPEAKERS, MIXER/AMPLIFIER, CD PLAYER, WIRELESS MIC)</td>
<td>$900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WIRELESS MICROPHONE (HANDHELD, LAVALIER, OR HEADSET)</td>
<td>$420.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLEASE INQUIRE IF YOU DO NOT SEE WHAT YOU NEED!</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT MUST ACCOMPANY YOUR ORDER (CLICK ‘PAYMENT’ BOX; USE ARROW TO SELECT METHOD)**

- CREDIT CARD #: [ ]
- EXPIRY: [ ]
- AUTHORIZED SIGNATURE: [ ]
- NAME ON CREDIT CARD: [ ]
- DATE: [ ]

**EQUIPMENT TOTAL:**

- DELIVERY & PICKUP: [ ]
- LABOUR - SETUP/DISMANTLE: [ ]
- LABOUR - ADDITIONAL: [ ]
- CABLES & CONSUMABLES: [ ]

**SUB-TOTAL:**

- PROVINCIAL SALES TAX: [ ]
- GST or HST: [ ]
- PST EXEMPTION: [ ]

**TOTAL:**

For further information, please contact: Kasandra Breadner 780-917-7667 PH

e-mail address: kasandra.breadner@freemanco.com 780-425-6385 FAX
INSTRUCTIONS FOR USE

1. It couldn't be simpler! Just complete the form on-line, save to your desktop, & e-mail to the e-mail address above.

TERMS & CONDITIONS

1. Please forward payment in full with your order.

INSTRUCTIONS FOR SUBMITTING YOUR CREDIT CARD NUMBER

* For your security, please complete all information relating to your credit card except for the Credit Card Number.
* Email the completed form and provide the Credit Card Number in two separate transmissions so that one Email does not contain the full Credit Card Number.
* Another option is to contact us to give the Credit Card Number by phone, or use facsimile transmission if such medium is available to you.

2. Orders received less than 7 business days prior to setup date may be subject to additional charges.

3. Written order cancellation must be received at least 5 business days prior to setup date to avoid a 1 day charge.

4. Your authorized representative must be at your booth at specified date & time to accept delivery of equipment. 
   Please note: we cannot leave equipment in your booth without your representative there to receive it.

5. The equipment is your responsibility until picked up by a Freeman Audio Visual representative. 
   Please do not leave equipment unattended in your booth when the show finishes.

6. Any extension of the rental period must be arranged prior to termination of the original rental period.

7. Customer is liable for full replacement value of rented equipment & is responsible for insuring said equipment.

8. Customer agrees to be bound by all applicable license & copyright laws for software on rented equipment.

9. Freeman Audio Visual is not responsible for any equipment performance problems caused by customer’s software.
Welcome Exhibitor

Canadian Healthcare Engineering Society (CHES)
September 20-22, 2015
Shaw Conference Centre (Hall A)

DEAR EXHIBITOR:
Goodkey Show Services Ltd., is pleased to learn that your company will be participating at the Canadian Healthcare Engineering Society from September 20-22, 2015 at the Shaw Conference Centre. We would like to assist in making your participation successful.

As the official contractor for the show, we are enclosing various equipment rental and service order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately. For those exhibitors who want to utilize our online ordering the code for this event is CHES9202215.

Please Note: Deadline order date to qualify for pre-show prices is August 31, 2015. All orders processed after the deadline date would be considered late order and late order charges will apply.

---

**Important Information**

- **Event**
  - Exhibitor Move In: Sunday 09/20/2015 11:00 am - 10:00 pm
  - Show Hours: Monday 09/21/2015 10:00 am - 03:30 pm
  - Show Hours: Tuesday 09/22/2015 10:00 am - 01:30 pm
  - Exhibitor Move-out: Tuesday 09/22/2015 01:30 pm - 10:00 pm

- **Start Time**
  - Exhibitor Move In
  - Show Hours
  - Exhibitor Move-out

- **End Time**
  - Exhibitor Move In
  - Show Hours
  - Exhibitor Move-out

- Provided by show management (per 10x10 booth space):
  - 8' Backwall drape (Color TBC)
  - 3' Sidewall drape (Color TBC)
  - 1 - 6' skirted table
  - 2 - folding chairs
  - 1 - wastepaper basket

---

We realize exhibiting in a convention can be complicated. If you need assistance or require additional information not covered in the Exhibitors Kit, please do not hesitate to contact us at any of the following:

By email: exhibitorservices@goodkey.com or info@goodkey.com
By telephone: 780.426.2211 / 877. 726.2211 Toll Free North America Only
By fax: 780.426-5734 / 888.426.5734 Toll Free North America Only
or
Visit us at our web site at www.goodkey.com.

We look forward to serving you!
Step by Step Instructions for ordering online

Show Name: Canadian Healthcare Engineering Society
Show Code: CHES9202215
Show Date(s): September 20-22, 2015

Go to www.goodkey.com
• Click “order online” from the menu near the top of the page.
• Register your company if you have not registered at the Goodkey site before.
  *Please note: Your Default User name will be your e-mail address, and the
  pre-selected password is “blue”. You can then go into your account and change
  your password.
• Put in your “show code” (see above)
• You are now at the show info page that will tell you the move-in and move-out
  information along with the furnishings and colors that are supplied by your
  show organizer.
• If you would like to order extra furnishings, material handling, labour, etc
  please click on “main” on top of the page.
• Pick from categories listed and click on the sub category products or services
  of your choice.
• To add to your order, click on “back to main” beside “view my cart” or click the
  drop down on “select new order” and proceed to add to your order(s).
• Once you are completely satisfied with your order(s) click on “confirm my cart”
  at the bottom of the page.
• Put a “checkmark” on the terms and conditions - at this point please note the
  message that will pop up and click ok.
• Click “pay online” and complete the required fields.
• Click “complete payment” and print your receipt.

The system will automatically send you the confirmation of your order through the
email you have provided at the time of registration.

We’re here for you

At Goodkey Show Services Ltd., We know that exhibiting at your first show or even if you are a
seasoned pro it can be complicated so we are here to help. From walking you though a first time
online order or just providing some piece of mind confirming that you will be taken care of, we are
here to help! We are here to take care of you, if you need anything Just give us the word, and we'll
take care of the rest.

We believe in building relations with our clients, we understand the importance and value of good
quality customer service and also that your time is valuable. When you call Goodkey you will always
be greeted by a person, not a machine.

National Service Centre
Open - Monday - Friday 8:00 AM - 4:30 PM (MST)

Tel - 780.426.2211
Toll Free - 1.877.726.2211 (North America only)
Fax - 780.426.5734
email - info@goodkey.com

IMPORTANT!
All exhibitors must complete the
Advance Material Handling Agreement
before the specified show date(s).

DOCUMENTS
Visit the online documents section to
download show related documents
such as order forms, sample customs
forms, product brochures, etc.
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<table>
<thead>
<tr>
<th>PAGE #</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
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<td>Show Information</td>
</tr>
<tr>
<td>2</td>
<td>Online Ordering Instructions Page</td>
</tr>
<tr>
<td>3</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>4</td>
<td>Method of Payment Form</td>
</tr>
<tr>
<td>5</td>
<td>Carpet</td>
</tr>
<tr>
<td>6</td>
<td>Furniture</td>
</tr>
<tr>
<td>7-9</td>
<td>Accessories</td>
</tr>
<tr>
<td>10-13</td>
<td>Octanorm Booth Rental Forms</td>
</tr>
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<td>14</td>
<td>Signage &amp; Graphics</td>
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<td>15</td>
<td>Optimum Furniture</td>
</tr>
<tr>
<td>16</td>
<td>Audio Visual</td>
</tr>
<tr>
<td>17</td>
<td>Vacuuming &amp; Cleaning</td>
</tr>
<tr>
<td>19</td>
<td>Installation &amp; Dismantle Labour Form</td>
</tr>
<tr>
<td>20-21</td>
<td>Material Handling</td>
</tr>
<tr>
<td>22</td>
<td>Post Show Storage</td>
</tr>
</tbody>
</table>
IMPORTANT! If you are planning to utilize any of the services provided by Goodkey Show Service Ltd. Please carefully complete and return this form with all your display requirements.

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone No:</td>
<td>Fax: No:</td>
</tr>
<tr>
<td>City, Province/State. Postal Code:</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

☐ CASH / MONEY ORDER

☐ COMPANY CHEQUE (REQUIRE A CREDIT CARD BACKUP)
Please make cheque payable to: Goodkey Show Services Ltd.
Note: No cheques will be accepted after the order deadline date.

Address: Goodkey Show Services Ltd.
9519 49 Street
Edmonton, Alberta
T6B 2L8

☐ CREDIT CARD
For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below:

☐ MASTERCARD

☐ VISA

Account #: ____________________________
Expiration Date: ____________ CVD: ____________

☐ Personal Credit Card: ☐ Company Credit Card:

Cardholder’s Name: ____________________________
Signature: ____________________________
Cardholder’s Billing Address:
Street: ____________________________
City/Province: ____________________________
Postal Code: ____________________________
GST REGISTRATION#: 121717813 RT
PST REGISTRATION#: PST-1013-7620

☐ THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:
We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked 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: ____________ CVD: ____________

☐ Personal Credit Card: ☐ Company Credit Card:

Cardholder’s Name: ____________________________
Signature: ____________________________
Cardholder’s Billing Address:
Street: ____________________________
City/Province: ____________________________
Postal Code: ____________________________

*Please note: Adjustments will not be made after the closure of the show. Please visit our onsite service desk for any questions or concerns regarding your order with Goodkey.

We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

Exhibitor Signature: ____________________________
Print Name: ____________________________
Date: ____________________________
**IMPORTANT! This form must be accompanied with payment before processing will begin.**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>DESCRIPTION</th>
<th>EARLY BIRD</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CARPET FOR STANDARD SIZE BOOTHS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10'</td>
<td>180.00</td>
<td>225.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20'</td>
<td>360.00</td>
<td>450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30'</td>
<td>614.00</td>
<td>767.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sizes Laid @ $2.60 per Square Foot</td>
<td>2.60/sq.ft</td>
<td>3.25/sq.ft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size: Ft. x Ft. = Sq. Ft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CLASSIC CARPET COLOR CHOICE <em>Please Check One</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( )</td>
<td>Red ( )</td>
<td>September 20-22, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( )</td>
<td>Blue ( )</td>
<td>100 - 700 SQFT.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( )</td>
<td>Grey ( )</td>
<td>BOOTH SIZE: x = sqft. @$3.90 = $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( )</td>
<td>Black ( )</td>
<td>700 - 1200 SQFT.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( )</td>
<td>Forest ( )</td>
<td>BOOTH SIZE: x = sqft. @$3.65 = $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>( )</td>
<td>Green ( )</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CARPET UNDERLAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size: Ft. x Ft. = Sq. Ft</td>
<td>1.18/sq.ft</td>
<td>1.47/sq.ft</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOUBLE CARPET UNDERLAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size: Ft. x Ft. = Sq. Ft</td>
<td>2.36/sq.ft</td>
<td>2.95/sq.ft</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VISQUEEN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size: Ft. x Ft. = Sq. Ft</td>
<td>0.98/sq.ft</td>
<td>1.22/sq.ft</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

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

**G.S.T. reg.#12171 7813 RT* | P.S.T. reg.#PST-1013-7620**
**FURNITURE ORDER FORM**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>PRICE</th>
<th>TOTAL</th>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrome Cruiser Table</td>
<td></td>
<td>$138.00</td>
<td>$172.50</td>
<td></td>
<td>Folding Chair (green plastic)</td>
<td></td>
<td>$19.00</td>
<td>$23.75</td>
<td></td>
</tr>
<tr>
<td>30” dia - 40” height</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Armchair (grey fabric)</td>
<td></td>
<td>$46.00</td>
<td>$57.50</td>
<td></td>
</tr>
<tr>
<td>Cruiser Table</td>
<td></td>
<td>$128.00</td>
<td>$160.00</td>
<td></td>
<td>Leather Side Chair (black leather seat)</td>
<td></td>
<td>$78.00</td>
<td>$97.50</td>
<td></td>
</tr>
<tr>
<td>30” dia - 40” height</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Secretarial Chair (black plastic)</td>
<td></td>
<td>$63.00</td>
<td>$78.75</td>
<td></td>
</tr>
<tr>
<td>lycra Cruiser Cover</td>
<td></td>
<td>$42.00</td>
<td>$52.50</td>
<td></td>
<td>Stool with Backrest (black fabric)</td>
<td></td>
<td>$100.00</td>
<td>$155.00</td>
<td></td>
</tr>
<tr>
<td>Pedestal Table</td>
<td></td>
<td>$70.00</td>
<td>$87.50</td>
<td></td>
<td>Mini Bar Stool (black faux leather)</td>
<td></td>
<td>$67.00</td>
<td>$83.75</td>
<td></td>
</tr>
<tr>
<td>30” dia - 29” height</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25” tall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Pedestal Cover</td>
<td></td>
<td>$38.00</td>
<td>$47.50</td>
<td></td>
<td>Bar Stool (black faux leather)</td>
<td></td>
<td>$93.00</td>
<td>$116.25</td>
<td></td>
</tr>
<tr>
<td>Square Table</td>
<td></td>
<td>$70.00</td>
<td>$87.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available in 2 heights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40” height &amp; 29” height</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lycra Pedestal Cover</td>
<td></td>
<td>$38.00</td>
<td>$47.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Table</td>
<td></td>
<td>$70.00</td>
<td>$87.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available in 2 heights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40” height &amp; 29” height</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Table</td>
<td></td>
<td>$60.00</td>
<td>$75.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30” dia - 18” height</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Coffee Table</td>
<td></td>
<td>$90.00</td>
<td>$112.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36” x 36”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome Coffee Table</td>
<td></td>
<td>$90.00</td>
<td>$112.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” x 48”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chrome End Table</td>
<td></td>
<td>$68.00</td>
<td>$85.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18”x18”</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**G.S.T. reg.#12171 7813 RT* | P.S.T. reg.#PST-1013-7620**

---

**Order Deadline Date:** August 31, 2015  
**Show Name:** CHES 2015  
**Show Date:** September 20-22, 2015
## ACCESSORIES ORDER FORM

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

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Telephone No:</th>
<th>Fax: No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, Province/State. Postal Code:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>DESCRIPTION</th>
<th>EARLY BIRD</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

### TABLES & COUNTERS

| 8’ x 2’ x 29”H. Decorated Table (3 sides) | 91.00 | 113.75 |
| 6’ x 2’ x 29”H. Decorated Table (3 sides) | 91.00 | 113.75 |
| Upgrade Decorated table (4 sides) ADD | 36.00 | 45.00 |
| 4’ x 2’ x 29”H. Decorated Table (4 sides) | 91.00 | 113.75 |
| 8’ x 2’ x 40”H. Decorated Counter (3 sides) | 135.00 | 168.75 |
| 6’ x 2’ x 40”H. Decorated Counter (3 sides) | 135.00 | 168.75 |
| Upgrade Decorated Counter (4 sides) ADD | 47.00 | 58.75 |
| 4’ x 2’ x 40”H. Decorated Counter (4 sides) | 135.00 | 168.75 |
| Undecorated Tables 8’( ) 6’( ) 4’( ) | 51.00 | 63.75 |

### DRAPE PARTITIONING

| 8’ High per Linear Foot | 6.80 | 8.50 |
| 3’ High per Linear Foot | 4.40 | 5.50 |

### DRAPE COLOR CHOICE Please Check One (✓)

- White ( )
- Blue ( )
- Grey ( )
- Teal ( )
- Black ( )
- Red ( )
- Navy ( )
- Purple ( )

### STAGE SKIRT COLOR CHOICE Please Check One (✓)

- White ( )
- Blue ( )
- Grey ( )
- Black ( )
- Red ( )
- Navy ( )
- Purple ( )

### STAGING

| 4’ x 8’ x 24” High Sections White vinyl top | 125.00 | 156.25 |

### STAGE SKIRT COLOR CHOICE Please Check One (✓)

- White ( )
- Blue ( )
- Grey ( )
- Black ( )
- Red ( )
- Navy ( )
- Purple ( )

### HARDWARE ACCESSORIES (Installation not included)

Add $ 25.00 if labour to install is required.  
Baseplate 16.00  20.00  
4’ - 7’ slider 16.00  20.00  
6’ - 10’ slider 16.00  20.00  
7’ - 12’ slider 16.00  20.00  
4’ solid 16.00  20.00  
3’ high upright (baseplate not included) 16.00  20.00  
8’ high upright (baseplate not included) 16.00  20.00  
12’ high upright (baseplate not included) 16.00  20.00  

### LIVE PLANTS

- Plant - Live Tropical 3’ 69.00  86.55  
- Plant - Live Tropical 4’ 71.00  88.75  
- Plant - Live Tropical 5’ 91.00  93.75  

- Floral Arrangements Available Upon Request

<table>
<thead>
<tr>
<th>Qty.</th>
<th>DESCRIPTION</th>
<th>EARLY BIRD</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

### SUBTOTAL

- For Office Use Only
- 25% Late Order Surcharge
- 25% Cancellation Fee
- Adjusted Subtotal

### 5% G.S.T.

### TOTAL AMOUNT DUE

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

G.S.T. reg. #12171 7813 RT* | P.S.T. reg. #PST-1013-7620
**ACCESSORIES ORDER FORM**

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

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone No:</td>
<td>Fax: No:</td>
</tr>
<tr>
<td>City, Province/State, Postal Code:</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Literature and business card displays</th>
<th>EARLY BIRD</th>
<th>REGULAR</th>
<th>Misc.</th>
<th>EARLY BIRD</th>
<th>REGULAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wire Literature Rack</strong> 8 wire slots fit 8.5&quot;x11&quot;</td>
<td>$135.00</td>
<td>$168.75</td>
<td><strong>Draw Barrel</strong></td>
<td>$75.00</td>
<td>$93.75</td>
</tr>
<tr>
<td><strong>Chrome Literature Rack</strong> 8 wire slots fit 8.5&quot;x11&quot;</td>
<td>$131.00</td>
<td>$163.75</td>
<td><strong>Mini Fridge</strong></td>
<td>$203.00</td>
<td>$253.75</td>
</tr>
<tr>
<td><strong>Clear acrylic</strong></td>
<td></td>
<td></td>
<td><strong>Water Cooler</strong></td>
<td>$169.00</td>
<td>$211.25</td>
</tr>
<tr>
<td><strong>Single Literature</strong> fits up to 9.25&quot;x10.75&quot;</td>
<td>$34.00</td>
<td>$42.50</td>
<td><strong>Additional Water Jug</strong></td>
<td>$27.00</td>
<td>$33.75</td>
</tr>
<tr>
<td><strong>3 Tier Literature</strong> fits up to 9.25&quot;x10.75&quot;</td>
<td>$59.00</td>
<td>$73.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Single Business Card</strong> fits standard card</td>
<td>$13.00</td>
<td>$16.25</td>
<td><strong>Bag Holder</strong></td>
<td>$41.00</td>
<td>$51.25</td>
</tr>
<tr>
<td><strong>4 Tier Business Card</strong> fits standard card</td>
<td>$23.00</td>
<td>$28.75</td>
<td><strong>Bag Holder</strong></td>
<td>$37.00</td>
<td>$46.25</td>
</tr>
<tr>
<td><strong>4 Double Tier Business Card</strong> fits standard card</td>
<td>$59.00</td>
<td>$73.75</td>
<td><strong>Garment Rack</strong></td>
<td>$54.00</td>
<td>$67.50</td>
</tr>
<tr>
<td><strong>Single Business Card</strong> fits standard card</td>
<td>$13.00</td>
<td>$16.25</td>
<td><strong>Chrome Sign Holder</strong> 22&quot; x 28&quot;</td>
<td></td>
<td>$61.00</td>
</tr>
<tr>
<td><strong>Single Business Card</strong> fits standard card</td>
<td>$13.00</td>
<td>$16.25</td>
<td><strong>Easel</strong> (Free Standing)</td>
<td></td>
<td>$23.00</td>
</tr>
<tr>
<td><strong>Chrome Sign Holder</strong> 22&quot; x 28&quot;</td>
<td></td>
<td></td>
<td><strong>Wastepaper Basket</strong></td>
<td>$34.00</td>
<td>$42.50</td>
</tr>
</tbody>
</table>

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**G.S.T. reg.#12171 7813 RT* | P.S.T. reg.#PST-1013-7620**

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For Office Use Only</td>
<td>( ) 25% Late Order Surcharge</td>
<td>( ) 25% Cancellation Fee</td>
</tr>
<tr>
<td>Adjusted Subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5% G.S.T.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL AMOUNT DUE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OCTANORM ACCESSORIES ORDER FORM

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

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

**OCTANORM COUNTERS & RISERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counter door and storage shelf 20”x40” x40” tall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counter w/ Graphic door and storage shelf 20”x40” x40” tall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Case two shelves 20”x38” x49” tall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OCTANORM DISPLAY SYSTEMS**

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelf Gondola white 3 glass shelves 9”x38” 20” x 38” x 98” tall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slat Wall Gondola ( ) white or ( ) black brackets not included 20” x 38” x 98” tall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2” Slat Wall Hook</td>
<td></td>
<td>$0.60</td>
<td></td>
<td>$0.75</td>
</tr>
</tbody>
</table>

**MISCELLANEOUS**

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poster board (Black) double sided 4’ high x 8’ wide Material is hook velcro receptive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peg Board (White) 1/8” holes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peg Board Hooks</td>
<td></td>
<td>$0.60</td>
<td></td>
<td>$0.75</td>
</tr>
<tr>
<td>Hook velcro 6 yards per box Self adhesive</td>
<td></td>
<td>$25.00</td>
<td></td>
<td>$31.25</td>
</tr>
<tr>
<td>Loop velcro 6 yards per box Self adhesive</td>
<td></td>
<td>$25.00</td>
<td></td>
<td>$31.25</td>
</tr>
</tbody>
</table>

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

**G.S.T. reg.#12171 7813 RT* | P.S.T. reg.#PST-1013-7620**

**COUNTER WITH FULL COLOR GRAPHIC**

Display your company logo or branding
- full color digital printing
- image size 965mm(w) x 910mm(h)

**ONLY $271.00**

Send logo in “eps” format along with directions to tod@goodkey.com email will be sent confirming receipt of logo and proof of signage
10 x 10 OCTANORM DISPLAY RENTALS

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

**Whats Included?**

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

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

---

**Style #1 - 10’x10’**

- 1 Header sign

---

**Style #2 - 10’x10’**

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

---

**Style #3 - 10’x10’**

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

---

**Style #4 - 10’x10’**

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

---

Want a more custom look, we can custom design to your specifications! CALL 1.877.726.2211
10 x 20 OCTANORM DISPLAY RENTALS

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

Whats Included?

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

Make it Comfortable!
with leather furniture and plush underlay

Style #5 - 10’x20’

- 3 Header signs

Style #6 - 10’x20’

- 2 Header signs

Style #7 - 10’x20’

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

Style #8 - 10’x20’

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

Want a more custom look, we can custom design to your specifications! CALL 1.877.726.2211
# OCTANORM BOOTH RENTAL ORDER FORM

**Order Deadline Date:** August 31, 2015

**Show Name:** CHES 2015

**Show Date:** September 20-22, 2015

---

**Name of Company:**

**Address:**

**City, Province/State, Postal Code:**

**Telephone No:**

**Fax No:**

**Booth No:**

**Contact:**

**Email:**

---

## OCTANORM Exhibit Booth Options

<table>
<thead>
<tr>
<th>QTY</th>
<th>STYLE#</th>
<th>DESCRIPTION</th>
<th>EARLY BIRD</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10' x 10'</td>
<td></td>
<td>$1118.00</td>
<td>$1397.50</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10' x 10'</td>
<td></td>
<td>$1522.00</td>
<td>$1902.50</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10' x 10'</td>
<td></td>
<td>$2685.00</td>
<td>$3356.25</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10' x 10'</td>
<td></td>
<td>$1162.00</td>
<td>$1452.50</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10' x 20'</td>
<td></td>
<td>$2030.00</td>
<td>$2537.50</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10' x 20'</td>
<td></td>
<td>$2149.00</td>
<td>$2686.25</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10' x 20'</td>
<td></td>
<td>$2686.00</td>
<td>$3357.50</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>10' x 20'</td>
<td></td>
<td>$2328.00</td>
<td>$2910.00</td>
<td></td>
</tr>
</tbody>
</table>

---

## CARPET COLOR CHOICE

- Red
- Blue
- Grey
- Black

## PANEL COLOR CHOICE

- Complimentary
- White Hardwall
- Black Hardwall
- Grey Fabric Backwall Panels
- Blue Fabric Backwall Panels
- Black Fabric Backwall Panels

**Burfab Upgrade** (Velcro Receptive Panels)

$125 for 10' x 10' Booth Space | $200 for 10' x 20' Booth Space

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

---

## HEADER / FASCIA SIGN

- Complimentary

**Full Color Upgrade** $95/each

email signs@goodkey.com or call 1.877.726.2211

---

## COMPLIMENTARY HEADER / FASCIA SIGN

(6" Black Arial Bold on White Header, capital letters unless specified)

---

## FULL COLOR HEADER UPGRADE

Send logo in “eps” format along with directions to tod@goodkey.com

email will be sent confirming receipt of logo and proof of signage

---

**G.S.T. reg.#12171 7813 RT* | P.S.T. reg.#PST-1013-7620**
OCTANORM ACCESSORY RENTAL ORDER FORM

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

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

SUBTOTAL
5% G.S.T.
TOTAL AMOUNT DUE

For Office Use Only
25% Late Order Surcharge
25% Cancellation Fee
Adjusted Subtotal

5% G.S.T.
TOTAL AMOUNT DUE

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G.S.T. reg. #12171 7813 RT* | P.S.T. reg. #PST-1013-7620

OCTANORM ACCESSORIES

A Slat Wall B Half Slat Wall C Glass Shelves D Angled Shelves E Waterfall Rack

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

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>EARLY BIRD</th>
<th>REGULAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Full Height Slat Wall Panel (1M x 2.5M) Panel Color: White</td>
<td>$159.00 ea.</td>
<td>$198.75 ea.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Panel Color for Slat Wall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Slat Wall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Slat Wall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Half Slatwall Panel (1M x 1.25M) Top I Bottom I Panel Color: White</td>
<td>$94.00 ea.</td>
<td>$117.50 ea.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Glass Shelves - 9” x 38”</td>
<td>$29.00 ea.</td>
<td>$36.25 ea.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Angled literature Shelf - 12” x 38” (melamine)</td>
<td>$45.00 ea.</td>
<td>$56.25 ea.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Waterfall Rack *must be used with Slatwall</td>
<td>$28.00 ea</td>
<td>$35.00 ea</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All Accessories are subject to availability

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

SPECIAL INSTRUCTIONS:

MANY OTHER CUSTOM DESIGNS ARE AVAILABLE: FOR MORE INFORMATION CALL 1.877.726.2211
IMPORTANT! This form must be accompanied with payment before processing will begin.

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

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

**Contact us for consultation.**

Custom sizes and printing options available. Subject to Availability of Supplies & Timeline.

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

**G.S.T.** reg.#12171 7813 RT* | **P.S.T.** reg.#PST-1013-7620

---

**Digital Printing** | **Booklets** | **Brochures** | **Business Cards** | **Photocopies** | **Postcards** | **Posters** | **Tent Cards**
---

**Fabric Printing** | **Custom Hanging Displays** | **Fabric Banners** | **Media Backdrops** | **Roll Up Displays** | **POP Displays**
---

**Large Format Printing** | **Backlit Signage** | **Booth Graphics** | **Directional Signage** | **Printed Carpet** | **Vinyl Banners**
---

---
### Optimum Furniture Rental Order Form

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

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone No:</td>
<td>Fax: No:</td>
</tr>
<tr>
<td>City, Province/State, Postal Code:</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

#### Leather Sofas, Loveseats and Chairs

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>EARLY BIRD TOTAL</th>
<th>REGULAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corbusier Sofa</td>
<td></td>
<td>$596.00</td>
<td>$745.00</td>
<td></td>
</tr>
<tr>
<td>Corbusier Loveseat</td>
<td></td>
<td>$523.00</td>
<td>$653.75</td>
<td></td>
</tr>
<tr>
<td>Corbusier Chair</td>
<td></td>
<td>$336.00</td>
<td>$420.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Leather Desk Height Chairs

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>EARLY BIRD TOTAL</th>
<th>REGULAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ripple Back</td>
<td></td>
<td>$98.00</td>
<td>$122.50</td>
<td></td>
</tr>
</tbody>
</table>

#### Leather Bar Height Chairs + Stools

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>EARLY BIRD TOTAL</th>
<th>REGULAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>JLO Bar Stool</td>
<td></td>
<td>$84.00</td>
<td>$105.00</td>
<td></td>
</tr>
<tr>
<td>Shania Bar Stool</td>
<td></td>
<td>$84.00</td>
<td>$105.00</td>
<td></td>
</tr>
<tr>
<td>Chrome Flop Back</td>
<td></td>
<td>$125.00</td>
<td>$156.25</td>
<td></td>
</tr>
</tbody>
</table>

#### Furniture Combos - Savings of 25%

*Only valid prior to order deadline date*

<table>
<thead>
<tr>
<th>Name</th>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrome Combo</td>
<td></td>
<td>$296.00</td>
<td></td>
</tr>
<tr>
<td>Wood-top Combo</td>
<td></td>
<td>$246.00</td>
<td></td>
</tr>
<tr>
<td>Barstool Combo</td>
<td></td>
<td>$236.00</td>
<td></td>
</tr>
<tr>
<td>Mini Combo</td>
<td></td>
<td>$154.00</td>
<td></td>
</tr>
</tbody>
</table>

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

G.S.T. reg. #12171 7813 RT* | P.S.T. reg. #PST-1013-7620
**AUDIO/VISUAL ORDER FORM**

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

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone No:</td>
</tr>
<tr>
<td>City, Province/State. Postal Code:</td>
<td>Fax: No:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DVD PLAYER</td>
<td>$207.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop (PC ONLY)</td>
<td>$618.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24&quot; LCD Monitor (including counter to sit on)</td>
<td>$368.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42&quot; LCD Monitor (mounted to Octanorm stand)</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42&quot; LCD Monitor (including counter to sit on)</td>
<td>$908.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50&quot; LCD Monitor (including counter to sit on)</td>
<td>$1008.00</td>
<td></td>
</tr>
</tbody>
</table>

*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 by August 31, 2015.*

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

G.S.T. reg.#12171 7813 RT* P.S.T. Reg.#028046*

---

*Monitor mounted to Octanorm Stand *graphic included (782mm wide x 302mm tall)
# EXHIBIT BOOTH VACUUMING & CLEANING ORDER FORM

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

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone No:</td>
<td>Fax: No:</td>
</tr>
<tr>
<td></td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>City, Province/State, Postal Code:</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

## SERVICE INCLUDES
- Exhibit Vacuuming
- Emptying of Wastebaskets

### PRE-ORDERS
(Must be received prior to above Deadline Date)

Booth Width_________X Booth Depth_________ = Square Feet_________X Number of Days_________X $0.22 =______________

(min. 100 Sq. Ft.)

### LATE ORDERS
(Received after above Deadline Date)

Booth Width_________X Booth Depth_________ = Square Feet_________X Number of Days_________X $0.27 =______________

(min. 100 Sq. Ft.)

## SPECIAL INSTRUCTIONS

To qualify for Pre Show Prices orders must be received 21 days prior to event date. A 25% cancellation fee will be processed for orders received and then cancelled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date.

All prices in Canadian dollars.

G.S.T. reg.#12171 7813 RT*

## SUBTOTAL

<table>
<thead>
<tr>
<th>For Office Use Only</th>
<th>25% Late Order Surcharge</th>
<th>(*) 25% Cancellation Fee Adjusted Subtotal</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5% G.S.T.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL AMOUNT DUE</th>
</tr>
</thead>
</table>
### INSTALLATION & DISMANTLE LABOUR ORDER FORM

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

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone No:</td>
<td>Fax No:</td>
</tr>
<tr>
<td>City, Province/State, Postal Code:</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

### INSTALLATION & DISMANTLE RATES

<table>
<thead>
<tr>
<th>Time Segment</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time (RT):</td>
<td>8:00 a.m. - 4:00 p.m. Monday to Friday</td>
<td>$70.00/hr.</td>
</tr>
<tr>
<td>Overtime (OT):</td>
<td>4:00 p.m. - 6:00 p.m. Monday to Friday</td>
<td>$105.00/hr.</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m. - 4:00 p.m. Saturday &amp; Sunday</td>
<td>$140.00/hr.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Labours</th>
<th>Hours</th>
<th>Rate (RT)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$70.00/hr. (RT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$105.00/hr. (OT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$140.00/hr. (DT)</td>
<td></td>
</tr>
</tbody>
</table>

**Date Required:**

**Start Time:**

**Finish:**

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

<table>
<thead>
<tr>
<th>Labours</th>
<th>Hours</th>
<th>Rate (RT)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$70.00/hr. (RT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$105.00/hr. (OT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$140.00/hr. (DT)</td>
<td></td>
</tr>
</tbody>
</table>

**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, Qty ______

**SPECIAL INSTRUCTIONS:**

---

**Total estimated Charge**

25% supervision fee

**SUBTOTAL**

For Office Use Only

- 25% Late Order Surcharge
- 25% Cancellation Fee

Adjusted Subtotal

5% G.S.T.

**TOTAL AMOUNT DUE**

---

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

G.S.T. reg. #12171 7813 RT* | P.S.T. reg. #PST-1013-7620

---

**ORDER DEADLINE DATE:**

**SHOW NAME:**

- **August 31, 2015**
- **CHES 2015**

**SHOW DATE:**

- **September 20-22, 2015**
MATERIAL HANDLING

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

Name of Company: ____________________________
Contact: ____________________________
Telephone No: ____________________________
Fax No: ____________________________

ADVANCED MATERIAL HANDLING

Starting: August 24, 2015
Deadline: September 14, 2015

• RECEIVING & 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

$68.00 per hundred pounds (lbs.) ($136.00 min. charge)

Weight ____________________ @ $68.00/cwt_________________________________

Carrier Name: ____________________________  # of pcs. ______
Bill of Lading #: ____________________________

To qualify for Pre Show Prices orders must be received 21 days prior to event date. A 25% cancellation fee will be processed for orders received and then cancelled if service has already been provided. 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars.

SUBTOTAL

5% G.S.T

TOTAL AMOUNT DUE

CONDITIONS

• ALL ORDERS MUST BE PREPAID
• ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBMITTED TO A %25 LATE FEE
• PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:00 AM - 4:00 PM

*RESHIPPING: Exhibitors must arrange for pick-up at show site, all items must be labelled and include completed bill of lading. Material not removed from exhibit area by specified time will be dropped collect by first available carrier.

ONSITE LABELING

SHOW NAME 2015
NAME OF EXHIBITING COMPANY - BOOTH #
c/o GOODKEY SHOW SERVICES LTD.
970 JASPER AVENUE
EDMONTON, AB T5J 1N9

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 stoppage, 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: ____________________________

ONSITE MATERIAL HANDLING

Date: DURING MOVE-IN DAY(S) ONLY

• RECEIVE & STORE SHIPMENT UP TO 1 DAY PRIOR TO SHOW OPENING
• 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

□ $55.00 per hundred pounds (lbs.) ($110.00 min. charge)

Weight ____________________ @ $55.00/cwt_________________________________

Carrier Name: ____________________________  # of pcs. ______
Bill of Lading #: ____________________________

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

SUBTOTAL

5% G.S.T

TOTAL AMOUNT DUE

ADVANCED WAREHOUSE LABELING

CHES 2015
NAME OF EXHIBITING COMPANY - BOOTH #
c/o GOODKEY SHOW SERVICES LTD.
9519 49 STREET
EDMONTON, AB T6B 2L8
MATERIAL HANDLING AGREEMENT

FROM:

SHAW CONFERENCE CENTRE

9797 JASPER AVENUE

EDMONTON, AB

T5J 1N9

SHIPPED FROM/EVENT/FACILITY/CITY

CHES 2015

TO:

DATE:

RECEIVED:

BOOTH NUMBER:

DATE/TIME

INSTRUCTIONS:

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

DESCRIPTION OF ARTICLES:

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 ACCEPTANCE 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 CLASSED, 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.

EMERGENCY RESPONSE NUMBER REQUIRED IF HM COLUMN USED

DATE/TIME

AM

PM

SIGNATURE

SIGNATURE

TRAILER

NO.

DATE

LOADED

START TIME

FINISH TIME

CARRIER

PRINT NAME

DRIVER

DATE

PIECES RECEIVED

BILL FREIGHT CHARGES TO:

COLLECT

PREPAID

IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT.

DECLARED VALUE FOR AIR SHIPMENTS ONLY

AMOUNT

OPTIONAL

$ 00

WEIGHT (LB.)

SUBJECT TO CORR.

AIR FREIGHT WILL BE BILLED ON ACTUAL OR DIMENSIONAL WEIGHT, WHICH EVER IS GREATER

GOODKEY LOGISTICS

STANDARD GROUND

UNCRA TED

AIR FREIGHT

NEXT DAY

SECOND DAY

DEFERRED

OTHER CARRIERS

COMMON CARRIER

VAN LINE

AIR FREIGHT

NEXT DAY

SECOND DAY

DEFERRED

FRIGHT INFORMATION

CHE CHER

NO.

PIECES

DESCRIPTION OF ARTICLES:

CRATES EXHIBITION MATERIAL, K.D. (WOODEN)

CARTONS (CARDBOARD)

TRUNKS/ CASES (FIBER) (COLOR)

SKIDS/ PALLETS

CARPETS (COLOR)

CARPET PADDING

SIGNATURE

SIGNATURE

DELETED

G O O D K E Y

LOGISTICS

9519 49 Street

Edmonton, AB T6E 2L8

Tel-1.877.726.2211

Fax-1.888.426.5734

EXHIBITOR

TRADE SHOW/CONVENTION NAME

PLACE PRONUMBER HERE

DATE/TIME

AM

PM

RE-ROUTE VIA_________________________ BY________________________

DATE________________ TIME_____________ AM PM

CIRCLE NUMBER OF SEPARATE SHIPMENTS IN BOOTH:

1

2

3

4

OR SPECIFY:

RE-ROUTE VIA_________________________

BY________________________

PICK UP NUMBER:

DECLARED VALUE

FOR AIR SHIPMENTS ONLY

$ 00

SUBMITTED TO:
**GROUND TRANSPORTATION QUOTE REQUEST FORM**

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

### SHIPPER INFORMATION

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Telephone No:</th>
<th>Pick-up Date:</th>
<th>Pick-up Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, Province, State:</th>
<th>Postal Code:</th>
<th>Fax: No:</th>
<th>Pick-up Location (Loading Dock, office, etc...):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Custom Papers Attached:  □ Yes  □ No  If Yes, Broker Name: ____________  Contact: ____________  Telephone: ____________

- I will be Shipping to the Advance Warehouse:  □ Yes  □ No

### DESTINATION

**SHOW NAME & ADDRESS:**

**CHES 2015**

**NAME OF EXHIBITING COMPANY - BOOTH #:**

**C/O GOODKEY SHOW SERVICES LTD.**

**9519 49 Street**

**EDMONTON, AB T6B 2L8**

**COMPANY NAME:**

**DELIVERY DATE:**

**ON-SITE CONTACT:**

**DELIVERY TIME:**

**BOOTH NUMBER:**

**COMPETITIVE GROUND TRANSPORTATION PRICING, PRIORITY MOVE IN/OUT AT SHOW SITE**

### SERVICE

**ONE WAY □  ROUND TRIP □**

**ITEM DESCRIPTION**

**SERVICE WILL BE CHARGED ON ACTUAL WEIGHTS AND DIMENSIONS**

**TOTAL NUMBER OF PIECES**

<table>
<thead>
<tr>
<th>CARTONS (CARDBOARD)</th>
<th>CASES / TRUNKS (FIBRE) • COLOR</th>
<th>CRATES (WOODEN)</th>
<th>SKIDS / PALLETS</th>
<th>CARPET • COLOR</th>
<th>OTHER</th>
</tr>
</thead>
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**DIMENSIONS**

<table>
<thead>
<tr>
<th>H x W x L</th>
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**ESTIMATED WEIGHT**

<p>| |</p>
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**TOTAL PIECES**

**TOTAL WEIGHT**

**RELEASE SIGNATURE X**

To Authorize Delivery Without Obtaining Signature

**DECLARED VALUE**

**TERMS AND CONDITIONS**

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. Shipment 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  stoppage, or any other cause unavoidable or beyond their control. 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.

By Signing this order form, shipper agrees to be bound by its terms and conditions

**Signature X ______________________ Date __________________**

Please Print Name ____________________________
POST SHOW STORAGE

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

<table>
<thead>
<tr>
<th>Name of Company:</th>
<th>Contact:</th>
<th>Booth No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone No:</td>
<td>Fax: No:</td>
</tr>
<tr>
<td></td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>City, Province, State:</td>
<td>Email</td>
<td>Postal Code:</td>
</tr>
</tbody>
</table>

FREIGHT INFORMATION

Carrier Name: ____________________________ # of pcs. ______

<table>
<thead>
<tr>
<th>TOTAL WEIGHT</th>
<th>COST</th>
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<tbody>
<tr>
<td>001 - 600 lbs.</td>
<td>$230.00</td>
</tr>
<tr>
<td>600 - 1200 lbs.</td>
<td>$463.00</td>
</tr>
<tr>
<td>1201+ lbs.</td>
<td>$670.00</td>
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</tbody>
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CONDITIONS

• EXHIBITORS NEED TO FILL OUT THE FORM
• EXHIBITORS MUST MAKE ARRANGEMENTS TO OWN CARRIER
• THE ABOVE FEES MUST BE PAID BEFORE RELEASE OF FREIGHT

Signature ____________________________ Date ____________________