

Dear Exhibitor,

This Exhibitor Service Manual is designed to act as your quick reference guide to all relevant aspects of your participation. It includes important dates and times you should adhere to in order to ensure your ordered services arrive in good time.

EXHIBITOR MANUAL

This contains all the General Information for the event.

EXHIBITOR SERVICE FORMS SECTION

This section contains the relevant forms needed for ordering all your services, such as electrics, rigging, stand cleaning and so on.

Please ensure those person/s responsible for the coordination of your stand are given access to this Exhibitor Services Manual and are fully informed paying particular attention to the deadlines for each order form. Please refer to the schedule and the forms checklist; these can be used as a quick reference guide.

This manual is not designed to replace our personal service. If you require help or assistance at any time, then please feel free to contact us. Thank you for participating at ISA 2022 and we wish you an enjoyable and successful event.

Best regards,

Show Team

Show Team

Sales & Sponsorship Sanjay Prasad	Mobile: +1 (403) 560-0518 Email : sanjayprasad@dmgevents.com
Conference David Ghoris	Mobile : +1 (403) 880 8414 Email : davidghoris@dmgevents.com
Marketing, Media & Registration Narmina Rafiyeva	Mobile : +1 (403) 209 3573 Email : narminarafiyeva@dmgevents.com
Operations Rahul Thomas	Mobile : +1 (403) 390 9818 Email : rahulthomas@dmgevents.com

Organised by

Official Contractor List

Services	Contractor Name	Contact
Official Stand Contractor (Booth, carpet, furniture, cleaning, graphics and other accessories) Onsite material handling	GOODKEY	5506 – 48 St NW Edmonton, AB T6B 2Z1 Tel : 780-426-2211 Fax : 780-426-5734 Email : exhibitorservices@goodkey.com
Electrical, Housekeeping, utilities, Audio visual, Internet, security and Food & Beverage	Vancouver Convention Centre	Vancouver Convention Centre 1055 Canada Pl Vancouver, BC V6C 0C3 PHONE : 604-647- 7480 E-MAIL exhibitservices@vancouverconventioncentre.com Website : https://www.vancouverconventioncentre.com/services/exhibitor-services/online-ordering
Official Customs Broker	CROSS CONNECT	5225 Orbitor Drive, Unit 12 Mississauga, ON L4W 4Y8 Email : info@crossconnectcl.com Tel : 416-726-7229

Organised by

WELCOME EXHIBITOR

Show Name Canada Gas & LNG Exhibition and Conference		Deadline Date April 19, 2022
Show Date May 10-12, 2022	Show Venue Vancouver Convention Centre East	Show Code LNG05101222

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Canada Gas & LNG Exhibition and Conference. 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 LNG05101222.

Please Note: The deadline to qualify for early bird prices is April 19, 2022. 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.

SCHEDULE				
Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move In	Sunday	08/05/22	1:00 pm	5:00 pm
Exhibitor Move In	Monday	09/05/22	7:00 am	5:00 pm
Show Hours	Tuesday	10/05/22	9:30 am	5:30 pm
Show Hours	Wednesday	11/05/22	9:30 am	5:30 pm
Show Hours	Thursday	12/05/22	9:30 am	2:00 pm
Exhibitor Move Out	Thursday	12/05/22	2:00 pm	10:00 pm
Exhibitor Move Out	Friday	13/05/22	8:00 am	2:00 pm

IMPORTANT INFORMATION

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

Shell scheme stands only:

(x3 lights)

(x2) Bar stools

(x1) counter OR 6ft. Black Skirted

Carpet and one power socket

Space only stands need to order they own furniture, back-wall, and lights.

We realize exhibiting in a convention can be complicated. If you need assistance or to order anything not covered in the Exhibitors Kit (Stages, Extra Tall Drape etc.), please do not hesitate to contact us at any of the following:

By email: **info@goodkey.com** or **exhibitorservices@goodkey.com**
By telephone: **780.426.2211**
By fax: **780.426.5734**

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



Head Office
5506 - 48 St NW
Edmonton, AB T6B 2Z1
tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

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



HOW TO ORDER

Show Name		Deadline Date	
Canada Gas & LNG Exhibition and Conference		April 19, 2022	
Show Date	Show Venue		Show Code
May 10-12, 2022	Vancouver Convention Centre East		LNG05101222

Go to www.goodkey.com

- Click **ORDER LINE** 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 through a first-time online order to just providing some piece of mind. If you need anything just give us the word, and we'll take care of the rest.

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

National Service Centre

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

Tel: 780.426.2211
Fax: 780.426.5734
Email: info@goodkey.com



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DOCUMENTS

Visit the **ONLINE DOCUMENTS** section to download show related documents such as order forms, sample customs forms, product brochures, etc.

IMPORTANT!

All exhibitors must complete the **MATERIAL HANDLING AGREEMENT** before the specified show date(s).

Not required for POV's
(Personal vehicles or company owned vehicles)

PAGE LIST

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

<input type="checkbox"/>	1	WELCOME / SHOW INFO
<input type="checkbox"/>	2	ONLINE ORDERING
<input type="checkbox"/>	3	PAGE LIST
<input type="checkbox"/>	4	PAGE LIST
<input type="checkbox"/>	5	CARPET
<input type="checkbox"/>	6	FURNITURE
<input type="checkbox"/>	7	OPTIMUM FURNITURE
<input type="checkbox"/>	8	DRAPE & TABLES
<input type="checkbox"/>	9	ACCESSORIES
<input type="checkbox"/>	10	DISPLAY ACCESSORIES
<input type="checkbox"/>	11	HARDWALL RENTAL FORM - SPACE ONLY
<input type="checkbox"/>	12	SIGNAGE & DIGITAL PRINTING
<input type="checkbox"/>	13	PRINT READY GRAPHIC GUIDELINES
<input type="checkbox"/>	14	AUDIO VISUAL
<input type="checkbox"/>	15	INSTALLATION & DISMANTLE LABOUR
<input type="checkbox"/>	16	POST SHOW STORAGE
<input type="checkbox"/>	17	MATERIAL HANDLING
<input type="checkbox"/>	18	ONSITE SHIPPING LABEL
<input type="checkbox"/>	19	GROUND TRANSPORTATION QUOTE REQUEST
<input type="checkbox"/>	20	EXHIBITOR PAYMENT POLICY
<input type="checkbox"/>	21	TERMS & CONDITIONS
<input type="checkbox"/>	22	TERMS & CONDITIONS
<input type="checkbox"/>	23	METHOD OF PAYMENT
<input type="checkbox"/>	24	WIRE TRANSFER INFORMATION
<input type="checkbox"/>	25	CROSS CONNECT MATERIAL HANDLING
<input type="checkbox"/>	26	CROSS CONNECT MATERIAL HANDLING
<input type="checkbox"/>	27	CROSS CONNECT MATERIAL HANDLING
<input type="checkbox"/>	28	CROSS CONNECT MATERIAL HANDLING
<input type="checkbox"/>	29	CROSS CONNECT MATERIAL HANDLING
<input type="checkbox"/>	30	CROSS CONNECT MATERIAL HANDLING
<input type="checkbox"/>	31	CROSS CONNECT MATERIAL HANDLING

PAGE LIST

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

- | | | |
|--------------------------|----|---------------------------------|
| <input type="checkbox"/> | 32 | CROSS CONNECT MATERIAL HANDLING |
| <input type="checkbox"/> | 33 | CROSS CONNECT MATERIAL HANDLING |
| <input type="checkbox"/> | 34 | CROSS CONNECT MATERIAL HANDLING |

CARPET

Show Name Canada Gas & LNG Exhibition and Conference		Name of Company		Booth Number	
Show Date May 10-12, 2022		Deadline Date April 19, 2022			

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10'		\$201.60	\$251.80	
10' x 20'		\$404.30	\$505.20	
10' x 30'		\$690.60	\$863.40	
CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @ \$2.88 per sq.ft		\$2.88/sq.ft	\$3.60/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				

CLASSIC CARPET COLOR CHOICE Please check one ☒


☐ RED


☐ BLUE


☐ GREY


☐ BLACK


☐ FOREST GREEN

ADDITIONAL ITEMS			
Carpet Underlay		\$1.30/sq.ft	\$1.65/sq.ft
Size: _____ ft x _____ ft = _____ sq/ft			
Double Underlay		\$2.70/sq.ft	\$3.30/sq.ft
Size: _____ ft x _____ ft = _____ sq/ft			
Poly (Visqueen)		\$1.10/sq.ft	\$1.40/sq.ft
Size: _____ ft x _____ ft = _____ sq/ft			

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

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

UNDER CARPET WIRING CUT (does not include install)

Booth Size: _____ ft x _____ ft = _____ sq/ft	\$1.60/sq.ft
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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	\$4.40/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$4.10/sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
DESIGNER CARPET COLOR CHOICE Please check one <input checked="" type="checkbox"/>		
SNOW WHITE <input type="checkbox"/>		GRAPE PURPLE PMS 525 <input type="checkbox"/>
ALPINE GREEN PMS 356 <input type="checkbox"/>		APPLE GREEN PMS 368 <input type="checkbox"/>
OCEAN BLUE PMS 286 <input type="checkbox"/>		SPICY PINK PMS 226 <input type="checkbox"/>
LEMON YELLOW PMS 115 <input type="checkbox"/>		TANGERINE ORANGE PMS 1375 <input type="checkbox"/>
SILKY BEIGE PMS 7530 <input type="checkbox"/>		CHOCOLATE PMS 469 <input type="checkbox"/>

****PRICES INCLUDE DELIVERY AND INSTALLATION**

SUBTOTAL		
OFFICE USE ONLY		
<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
<input type="checkbox"/> 50% CANCELLATION FEE		
ADJUSTED SUBTOTAL		
7% P.S.T.		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	











FURNITURE

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	


















DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					SEATING				
Chrome Cruiser Table 30" dia - 40" tall			\$154.80	\$193.60	Folding Chair Green Plastic			\$21.90	\$27.30
Cruiser Table 30" dia - 40" tall			\$144.20	\$180.25	Leather Side Chair Black Leather Seat			\$87.30	\$109.20
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$46.60	\$58.20	Stool with Backrest Black Fabric			\$112.50	\$140.60
Pedestal Table 30" dia - 29" tall			\$78.50	\$98.10	Mini Bar Stool Black Faux Leather 25" tall			\$75.20	\$94.25
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$42.50	\$53.10	Bar Stool Black Faux Leather 30" tall			\$104.00	\$130.00
Wood Top Square Table Cruiser 40" tall			\$78.50	\$95.30	FURNITURE COMBOS				
Wood Top Square Table Pedestal 29" tall			\$78.50	\$95.30	Mini Barstool Combo Includes: - 2 Mini Bar Stools - 1 Pedestal Table (29" tall)			\$172.80	
Wood Top Round Table Cruiser 40" tall			\$78.50	\$95.30	Barstool Combo Includes: - 2 regular height Bar Stools - 1 Cruiser Table (40" tall)			\$264.20	
Wood Top Round Table Pedestal 29" tall			\$78.50	\$95.30	**PRICES INCLUDE DELIVERY AND INSTALLATION				
Coffee Table 30" dia - 18" tall			\$66.70	\$83.40	SUBTOTAL				
SPECIAL INSTRUCTIONS					OFFICE USE ONLY				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					ADJUSTED SUBTOTAL				
					7% P.S.T.				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

OPTIMUM FURNITURE























Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
SEATING					TABLES				
Corbusier Chair Black Leather			\$377.50	\$472.00	Wood Top Chrome End Table 18" x 18"			\$129.30	\$161.70
Corbusier Chair White Leather			\$377.50	\$472.00	Wood Top Chrome Coffee Table 24" x 48"			\$154.50	\$193.40
Corbusier Loveseat Black Leather			\$587.60	\$734.65	Wood Top Chrome Coffee Table 36" x 36"			\$154.50	\$193.40
Corbusier Loveseat White Leather			\$587.60	\$734.65	DESCRIPTION				
Corbusier Sofa Black Leather			\$666.15	\$734.65	REGULAR PRICE				
Corbusier Sofa White Leather			\$666.15	\$832.75	TOTAL				
Mini Chrome Flop Back White Leather Seat 33" tall			\$105.00	\$131.30	OPTIMUM FURNITURE COMBOS				
Chrome Flop Back Black Leather Seat 45" tall			\$140.10	\$175.10	Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)			\$385.00	
Chrome Flop Back White Leather Seat 45" tall			\$140.10	\$175.10	Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)			\$385.00	
JLO Bar Stool Black Leather Seat 36" tall			\$93.70	\$117.40	Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[w] x 30"[t]) - 6 leather side chairs			\$846.70	
JLO Bar Stool White Leather Seat 36" tall			\$93.70	\$117.40	**PRICES INCLUDE DELIVERY AND INSTALLATION				
SPECIAL INSTRUCTIONS					SUBTOTAL				
					OFFICE USE ONLY				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					ADJUSTED SUBTOTAL				
					7% P.S.T.				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

DRAPE & TABLES


















Show Name Canada Gas & LNG Exhibition and Conference				Name of Company		Booth Number		
Show Date May 10-12, 2022				Deadline Date April 19, 2022				
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					DRAPE PARTITIONING			
4'x2'x29"[h] <i>Decorated Table (4 side drape)</i>		\$101.70	\$127.20		3' High Drape- per linear foot	\$4.94/LF	\$6.18/LF	
6'x2'x29"[h] <i>Decorated Table (3 side drape)</i>		\$101.70	\$127.20		Size: _____ ft x _____ ft= _____			
6'x2'x29"[h] <i>Decorated Table (4 side drape)</i>		\$141.90	\$177.40		8' High Drape- per linear foot	\$7.62/LF	\$9.58/LF	
8'x2'x29"[h] <i>Decorated Table (3 side drape)</i>		\$101.70	\$127.20		Size: _____ ft x _____ ft= _____			
8'x2'x29"[h] <i>Decorated Table (4 side drape)</i>		\$141.90	\$177.40		DRAPE COLOR CHOICE Please check one <input checked="" type="checkbox"/>			
COUNTERS					 <input type="checkbox"/> WHITE  <input type="checkbox"/> BLUE  <input type="checkbox"/> GREY			
4'x2'x40"[h] <i>Decorated Table (4 side drape)</i>		\$151.70	\$189.50		 <input type="checkbox"/> BLACK  <input type="checkbox"/> RED  <input type="checkbox"/> NAVY			
6'x2'x40"[h] <i>Decorated Table (3 side drape)</i>		\$151.70	\$189.50		 <input type="checkbox"/> TEAL  <input type="checkbox"/> GOLD  <input type="checkbox"/> FOREST GREEN			
6'x2'x40"[h] <i>Decorated Table (4 side drape)</i>		\$204.20	\$255.20		 <input type="checkbox"/> BURGUNDY			
8'x2'x40"[h] <i>Decorated Table (3 side drape)</i>		\$151.70	\$189.50					
8'x2'x40"[h] <i>Decorated Table (4 side drape)</i>		\$204.20	\$255.20					
SKIRT COLOR CHOICE Please check one <input checked="" type="checkbox"/>					DESCRIPTION QTY EARLY BIRD REGULAR PRICE TOTAL			
 <input type="checkbox"/> WHITE  <input type="checkbox"/> BLUE  <input type="checkbox"/> GREY					HARDWARE ACCESSORIES <i>(Installation not included)</i>			
 <input type="checkbox"/> BLACK  <input type="checkbox"/> RED  <input type="checkbox"/> NAVY					Labour to install			
 <input type="checkbox"/> TEAL					Baseplate			
					4' - 7' Slider			
					6' - 10' Slider			
					7' - 12' Slider			
					4' solid			
					3' high upright <i>(Baseplate not included)</i>			
					8' high upright <i>(Baseplate not included)</i>			
					12' high upright <i>(Baseplate not included)</i>			
					**PRICES INCLUDE DELIVERY AND INSTALLATION			
UNDECORATED TABLES					SUBTOTAL			
4'x2'x29"[h]		\$57.70	\$72.40		OFFICE USE ONLY			
6'x2'x29"[h]		\$57.70	\$72.40		<input type="checkbox"/> 35% LATE ORDER SURCHARGE			
8'x2'x29"[h]		\$57.70	\$72.40		<input type="checkbox"/> 50% CANCELLATION FEE			
SPECIAL INSTRUCTIONS					ADJUSTED SUBTOTAL			
					7% P.S.T.			
					5% G.S.T.			
					TOTAL AMOUNT DUE			
					GST REGISTRATION#: 121717813 RT			
					PST REGISTRATION#: PST-1013-7620			

ACCESSORIES

Show Name Canada Gas & LNG Exhibition and Conference					Name of Company			Booth Number			
Show Date May 10-12, 2022					Deadline Date April 19, 2022						
DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
LITERATURE DISPLAYS						MISCELLANEOUS					
Chrome Literature Rack <i>8 wire slots Fits 8.5" x 11"</i>			\$147.30	\$184.40		Draw Barrel			\$83.70	\$104.80	
Single Literature <i>Fits up to 9.25" x 10.75" Clear Acrylic</i>			\$38.10	\$47.60		Mini Fridge			\$228.15	\$285.05	
3 to 4 Tier Literature <i>Fits up to 9.25" x 10.75" Clear Acrylic</i>			\$65.70	\$82.10		Water Cooler <i>Includes 1 jug of water + 250 cups</i>	Water Cooler		\$189.80	\$237.40	
						Additional Water Jug		\$30.40	\$38.10		
						Desk			\$347.40	\$434.15	
BUSINESS CARD HOLDERS											
Single Business Card <i>Fits standard card Clear Acrylic</i>			\$15.45	\$19.10		Coat Tree			\$45.60	\$56.90	
4 Tier Business Card <i>Fits standard card Clear Acrylic</i>			\$26.30	\$33.00		Bag Holder			\$86.00	\$107.40	
4 Double Tier Business Card <i>Fits standard card Clear Acrylic</i>			\$66.70	\$83.40		Garment Rack <i>Chrome on casters</i>			\$61.50	\$76.70	
LIVE PLANTS						Chrome Sign Holder <i>Holds 22" x 28"</i>			\$69.00	\$86.30	
3' Potted Plant <i>Live Tropical</i>			\$77.50	\$96.80		Easel <i>Free Standing</i>			\$26.30	\$32.70	
4' Potted Plant <i>Live Tropical</i>			\$79.60	\$99.40		Eco-Friendly Garbage Pail			\$38.10	\$47.60	
5' Potted Plant <i>Live Tropical</i>			\$102.00	\$127.20		**PRICES INCLUDE DELIVERY AND INSTALLATION					
Small Floral Arrangement			PRICE TBD	PRICE TBD		SUBTOTAL					
Medium Floral Arrangement			PRICE TBD	PRICE TBD		OFFICE USE ONLY					
Large Floral Arrangement			PRICE TBD	PRICE TBD		<input type="checkbox"/> 35% LATE ORDER SURCHARGE					
						<input type="checkbox"/> 50% CANCELLATION FEE					
						ADJUSTED SUBTOTAL					
						7% P.S.T.					
						5% G.S.T.					
TOTAL AMOUNT DUE											
GST REGISTRATION#: 121717813 RT								PST REGISTRATION#: PST-1013-7620			

DISPLAY ACCESSORIES

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM COUNTERS AND RISERS					OCTANORM DISPLAY SYSTEMS				
Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]		\$206.80	\$258.50		Shelf Gondola White 3 Glass Shelves 9" x 38" 20" x 38" x 98"[h]		\$404.30	\$505.20	
COUNTER WITH FULL COLOR GRAPHIC ~Be noticed!		\$295.60	\$370.00		Slat Wall Gondola Brackets not included 20" x 38" x 98"[h]		\$404.30	\$505.20	
Doors & storage shelf 		Display a company logo or branding! <ul style="list-style-type: none"> • Full color digital printing • Image size: 962mm[w] x 912mm[h] Send logo in .eps format along with directions to signsondemand@goodkey.com an email will be sent confirming receipt of logo and proof of signage.			2" Slat Wall Hook 		\$1.05	\$1.30	
Show Case Two shelves 20"[d]x38"[w]x49"[h]		\$311.80	\$389.90		POSTER DISPLAY SYSTEMS				
Jewelry Case One shelf with lights 20"[d]x38"[w]x49"[h]		\$277.80	\$347.40		Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive		\$108.15	\$135.20	
Computer Counter 29"[d]x40"[w]x40"[h]		\$251.30	\$314.15		Hook Velcro 6 yards per box Self Adhesive		\$25.75	\$32.20	
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]		\$341.40	\$426.95		Loop Velcro 6 yards per box Self Adhesive		\$25.75	\$32.20	
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall		\$293.80	\$367.20		GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)				
Single Show Case 20"[d]x20"[w]x40"[h]		\$151.70	\$189.50		Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces		\$4.10 per pad	\$5.15 per pad	
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]		\$151.70	\$189.50		Removable Double-sided Foam Tape Roll 30ft roll x 1" wide		\$51.50 per roll	\$64.40 per roll	
**PRICES INCLUDE DELIVERY AND INSTALLATION									
SUBTOTAL									
OFFICE USE ONLY									
<input type="checkbox"/> 35% LATE ORDER SURCHARGE									
<input type="checkbox"/> 50% CANCELLATION FEE									
ADJUSTED SUBTOTAL									
7% P.S.T.									
5% G.S.T.									
TOTAL AMOUNT DUE									
GST REGISTRATION#: 121717813 RT							PST REGISTRATION#: PST-1013-7620		

HARDWALL RENTAL FORM - SPACE ONLY

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	

DESCRIPTION

Space Only Stand Type (shown as a 9m², 10x10) - Place your order via Goodkey. This is not included in your stand space.

INCLUDED:

System:

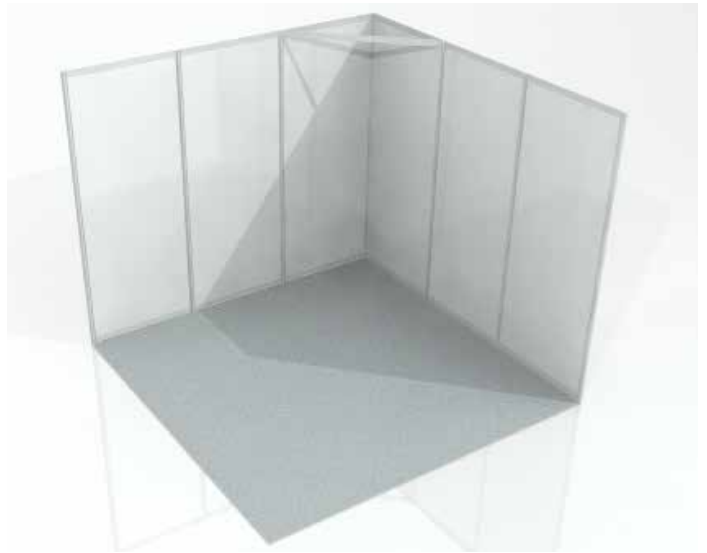
Anodized Octanorm

Infills:


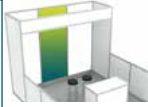










White Sintra Panels

Electrical:

Power supplied by venue



SIGNAGE & DIGITAL PRINTING

Show Name Canada Gas & LNG Exhibition and Conference		Name of Company		Booth Number	
Show Date May 10-12, 2022		Deadline Date April 19, 2022			
DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES					
Full Color Header Upgrade - Single Sided 2942mm (w) x 302mm (h) <i>(Octanorm booth rental required)</i>				\$97.85	\$122.30
Full Color Backwall Panel Upgrade - Single Sided 965mm (w) x 2392mm (h) <i>(Octanorm booth rental required)</i>				\$309.00	\$386.25
Full Color Counter Upgrade - Single Sided 962mm (w) x 912mm (h) <i>(Counter rental required)</i>				\$92.70	\$115.90
Freestanding Flush Backwall - Single Sided 2930mm (w) x 2480mm (h) <i>(Wall rental and graphics included)</i>				\$1,297.80	\$1,622.25
FABRIC SIGNAGE					
Curved Fabric Backwall - Double Sided 10' (w) x 8' (h) [Graphic 2410mm x 2220mm] (comes with frame, print, and canvas bag)				\$824.00	\$1,030.00
Hanging Fabric Halo - Many Custom Designs available 10' (w) x 3' (h) generic size <i>(Does not include hanging fee, allow 3 weeks min. for order)</i>		 FLAT  ROUND  SQUARE  TRIANGLE	Call for quote		
STAND ALONE SIGNAGE					
Medium Retractable Pop Up Banner - Single Sided 850mm (w) x 2000mm (h) visible (comes with hardware, print, and canvas bag)				\$154.50	\$193.10
Large Retractable Pop Up Banner 1000mm (w) x 2000mm (h) visible (comes with hardware, print, and canvas bag)				\$236.90	\$296.10
Vinyl Banner - Single Sided 119" (w) x 36" (h) hanging off backwall with S hooks (Cost includes banner, installation hardware and labour to install)				\$360.50	\$450.60
Rigid Sintra Sign - Single Sided 96" (w) x 24" (h) hanging off backwall with S hooks (Cost includes sign, installation hardware and labour to install)				\$247.20	\$309.00
DESIGN WORK & STORAGE					
If artwork is not supplied as print ready, a minimum of \$50 will be charged to modify art files				\$50.00	
Have the Goodkey in house design team create the artwork & vectorize logos				\$75.00/ per hour	
SIGNAGE STORAGE <i>Indicate if you will be needing the signage again, if not it will be recycled after the event</i>				Call for quote	
Contact us for a consultation about custom sizes, items, and printing options. Subject availability of supplies and time-lines. ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE SPECIAL INSTRUCTIONS		**PRICES INCLUDE DELIVERY AND INSTALLATION			
		SUBTOTAL			
		OFFICE USE ONLY			
		<input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL			
		7% P.S.T.			
		5% G.S.T.			
		TOTAL AMOUNT DUE			
GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620			

PRINT READY GRAPHIC GUIDELINES

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	



DESIGN with 0.25" bleeds and cropmarks

SCALE artwork to full size

EMBED all links

RESOLUTION for images: min 100dpi

TEXT must be at least 2" away from edge

CONVERT all text to outlines



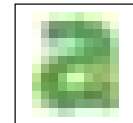
*Inline panel example



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



REPRESENTS panel break and will not print
DO NOT INCLUDE LINES

AVOID text going through the panel break

SEND as one file with 0.25" bleed, full size or 10% scale we will split the panels for production



*FLUSH graphic example

LABEL files appropriately when saving (showname_companyname_panel) - ex. *ABC18_Company_counter1*

LEGEND include a layout legend if there are multiple panels

COLOR space has to be CMYK








FONTS if live, should be sent with the art

FILE types for print ready art: high res .pdf | 150dpi + .jpg | .eps

SEND files by **email** | **wetransfer.com** | **dropbox.com**

SEND ALL ARTWORK FILES TO
signsondemand@goodkey.com
Subject Line: **Show Name - Company Name - Booth Number**

AUDIO VISUAL

Show Name Canada Gas & LNG Exhibition and Conference				Name of Company				Booth Number				
Show Date May 10-12, 2022				Deadline Date April 19, 2022								
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL			
MONITORS					ACCESSORIES (the items below do not include monitor rentals)							
 <p>Included with each monitor:</p> <ul style="list-style-type: none"> HDMI cord Remote control Your choice of wall-mount or monitor base <p>No other cords are available for rent.</p>					 <p>Counter with graphic Graphic: 962mm x 912mm</p>					\$295.60	\$370.00	
42" LCD Monitor Wall-mounted bracket <i>(Requires octanorm hardwall rental to mount to)</i>		\$589.70	\$737.20		 <p>Freestanding Octanorm Stand with graphic Graphic: 782mm x 302mm</p>		\$295.60	\$370.00				
42" LCD Monitor Monitor base to sit on counter <i>(Counter/table not included, please order separately)</i>		\$589.70	\$737.20		 <p>Freestanding Gondola with graphic Above TV: 962mm x 835mm Below TV: 962mm x 1400mm</p>		\$371.30	\$464.00				
50" LCD Monitor Wall-mounted bracket <i>(Requires octanorm hardwall rental to mount to)</i>		\$874.20	\$1,092.80		 <p>Blu-ray Media Player (USB or Blu-ray disc compatible)</p>		\$225.80	\$282.50				
50" LCD Monitor Monitor base to sit on counter <i>(Counter/table not included, please order separately)</i>		\$874.20	\$1,092.80		 <p>Laptop (PC only)</p>		\$674.65	\$843.30				
AUDIO / VISUAL NOTES					 <p>Wall-mount Bracket <i>(Monitor not included, requires hardwall rental to mount to)</i></p>							
<ul style="list-style-type: none"> 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												
					**PRICES INCLUDE DELIVERY AND INSTALLATION							
					SUBTOTAL							
					OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL							
					7% P.S.T.							
					5% G.S.T.							
					TOTAL AMOUNT DUE							
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620							

INSTALLATION & DISMANTLE LABOUR

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	

INSTALLATION & DISMANTLE RATES				
Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday			\$72.30/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 8:00 am - 4:00 pm Saturday and Sunday			\$117.40/hr.
Double Time (DT):	All other hours including Sundays and statutory holidays			\$156.60/hr.
INSTALLATION: <i>(estimated requirements)</i> MINIMUM OF 2 HOURS				
Labourers	Hours	\$72.30/hr. (RT)	\$	
Labourers	Hours	\$117.40/hr. (OT)	\$	
Labourers	Hours	\$156.60/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
DISMANTLE: <i>(estimated requirements)</i> MINIMUM OF 2 HOURS				
Labourers	Hours	\$72.30/hr. (RT)	\$	
Labourers	Hours	\$117.40/hr. (OT)	\$	
Labourers	Hours	\$156.60/hr. (DT)	\$	
Date Required: _____ Start Time: _____ Finish: _____				
Client Supervised? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Supervisors name: _____				
Supervised by Goodkey Show Services Ltd.? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, add 25% to total estimated charges				
The exhibit consists of _____ shipping cases or crates <i>(Please do not include cartons/boxes of literature or products)</i>				
Ladders Required: _____				
SPECIAL INSTRUCTIONS		TOTAL ESTIMATED CHARGE		
		25% SUPERVISION FEE		
		SUBTOTAL		
		OFFICE USE ONLY		
		<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
		<input type="checkbox"/> 50% CANCELLATION FEE		
		ADJUSTED SUBTOTAL		
		7% P.S.T.		
		5% G.S.T.		
		TOTAL AMOUNT DUE		
		GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

POST SHOW STORAGE

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	

FREIGHT INFORMATION					
CARRIER NAME: _____		# OF PIECES _____			
TOTAL WEIGHT	COST	CONDITIONS			
<input type="checkbox"/> 001 - 600 lbs	\$251.30	<ul style="list-style-type: none">• EXHIBITORS NEED TO FILL OUT THE FORM• EXHIBITORS MUST MAKE ARRANGEMENTS TO OWN CARRIER• THE ABOVE FEE MUST BE PAID BEFORE RELEASE OF FREIGHT			
<input type="checkbox"/> 600 - 1200 lbs	\$505.70				
<input type="checkbox"/> 1201 + lbs	\$731.30				
Signature _____ Date _____					
NOTES					
				SPECIAL INSTRUCTIONS	
				SUBTOTAL	
				OFFICE USE ONLY	
				<input type="checkbox"/> 35% LATE ORDER SURCHARGE	
				<input type="checkbox"/> 50% CANCELLATION FEE	
				ADJUSTED SUBTOTAL	
				7% P.S.T.	
5% G.S.T.					
TOTAL AMOUNT DUE					
GST REGISTRATION#: 121717813 RT					
PST REGISTRATION#: PST-1013-7620					

MATERIAL HANDLING

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date DeadlineDate	

ONSITE MATERIAL HANDLING

Date: **DURING MOVE IN DAYS(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

(200 lbs minimum charge of \$60.00)

Weight _____ @ \$00.30/cwt _____

Carrier Name: _____ # of pcs. _____

Bill of Lading # _____

SUBTOTAL		
OFFICE USE ONLY		
<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
<input type="checkbox"/> 50% CANCELLATION FEE		
ADJUSTED SUBTOTAL		
7% P.S.T.		
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 SUBJECT TO A 35% LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:00 AM - 4:00 PM

*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 LABELING

Canada Gas & LNG Exhibition and Conference

NAME OF EXHIBITING COMPANY - BOOTH #

c/o GOODKEY SHOW SERVICES LTD.

VANCOUVER CONVENTION CENTRE EAST, Halls A&B

999 Canada Place

Vancouver, BC V6C 3E1

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 _____

ONSITE SHIPPING LABEL



LOGISTICS

FROM:

EXHIBITION FREIGHT

**DIRECT TO
SHOW SITE**

EVENT NAME: _____

EXHIBITING COMPANY: _____ BOOTH #: _____

SHIP TO: VANCOUVER CONVENTION CENTRE EAST, HALL A&B

999 Canada Place

VenueAddress2

CARRIER: _____ No. OF PIECES: _____ OF _____

Tel: 1-780-426-2211



LOGISTICS

FROM:

EXHIBITION FREIGHT

**DIRECT TO
SHOW SITE**

EVENT NAME: _____

EXHIBITING COMPANY: _____ BOOTH #: _____

SHIP TO: VANCOUVER CONVENTION CENTRE EAST, HALL A&B

999 Canada Place

Vancouver, BC V6C 3E1

CARRIER: _____ No. OF PIECES: _____ OF _____

Tel: 1-780-426-2211

GROUND TRANSPORTATION QUOTE REQUEST

Show Name Canada Gas & LNG Exhibition and Conference	Name of Company	Booth Number
Show Date May 10-12, 2022	Deadline Date April 19, 2022	

SHIPPER INFORMATION				
Name of Company:	Contact:	Email:		
Address:	Telephone no.	Pick-up Date:	Pick-up Hours:	
City, Province, State:	Postal Code:	Fax no.	Pick-up Location (Loading dock, office, etc...)	

Customs Papers Attached: ☐ Yes ☐ No If yes, Broker name: _____ Contact: _____ Telephone: _____

I will be shipping to the Advance Warehouse: ☐ Yes ☐ No

DESTINATION			
Canada Gas & LNG Exhibition and Conference NAME OF EXHIBITING COMPANY - BOOTH # c/o GOODKEY SHOW SERVICES LTD. YRC Reimer 3985 Stillcreek Avenue Burnaby, BC V5C 4E2	Company Name:	Delivery Date:	Booth Number:
	On-Site Contact:	Delivery Time:	

SERVICE Competitive ground transportation pricing, priority move-in/out at show site ☐ ONE WAY ☐ ROUND TRIP

ITEM DESCRIPTION		SERVICE WILL BE CHARGED ON ACTUAL WEIGHTS AND DIMENSIONS	
TOTAL NUMBER OF PIECES		DIMENSIONS	ESTIMATED WEIGHT
	CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
	TRUNKS/ CASES (FIBER) (COLOR) _____	H _____ x W _____ x L _____	
	CRATES (WOODEN)	H _____ x W _____ x L _____	
	SKIDS/ PALLETS	H _____ x W _____ x L _____	
	CARPETS (COLOR) _____	H _____ x W _____ x L _____	
	OTHER _____	H _____ x W _____ x L _____	

TOTAL PIECES	TOTAL WEIGHT
---------------------	---------------------

RELEASE SIGNATURE _____ DECLARED VALUE _____

TO AUTHORIZE DELIVERY WITHOUT OBTAINING SIGNATURE

TERMS AND CONDITIONS	
<p>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. 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.</p> <p><i>By signing this order form, shipper agrees to be bound by it's term and conditions</i></p> <p>Signature _____ Date _____</p> <p>Please Print Name _____</p>	

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 \$100.00.

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 \$30.00 service charge applicable for CAD wire transfers and \$50.00 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 \$150.00 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 \$450.00 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 fact 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 same 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. \$450.00 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

☐ 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

persons, parties or other contracting firms 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).
- EXHIBITOR'S 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 EXHIBITOR. 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 for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'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.

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

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> Cash / Wire Transfer / E-Transfer Please send all e-transfers to accounting@goodkey.com</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><input type="checkbox"/> 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</div> <div style="border: 1px solid black; padding: 5px;"><input type="checkbox"/> 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: <div style="display: flex; justify-content: space-between; margin-top: 5px;"><input type="checkbox"/> MASTER CARD<input type="checkbox"/> VISA<input type="checkbox"/> PERSONAL<input type="checkbox"/> COMPANY</div><div style="border-top: 1px solid black; height: 20px; margin-top: 5px;"></div><div style="display: flex; justify-content: space-between; margin-top: 5px;">Expiration Date: <div style="border-bottom: 1px solid black; width: 100px;"></div>CVC: <div style="border-bottom: 1px solid black; width: 50px;"></div></div><div style="border-top: 1px solid black; margin-top: 5px;">Cardholders name:</div><div style="border-top: 1px solid black; margin-top: 5px;">Signature:</div><div style="border-top: 1px solid black; margin-top: 5px;"><i>Cardholders Billing Address</i></div><div style="border-top: 1px solid black; margin-top: 5px;">Street:</div><div style="border-top: 1px solid black; margin-top: 5px;">City/Province:</div><div style="border-top: 1px solid black; margin-top: 5px;">Postal Code:</div></div>

☐ **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:

*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:

If you are utilizing Wire Transfer Payment to Goodkey Show Services please complete the following and return to accounting@goodkey.com along with your bank confirmation documents.

Event Name: _____ Booth #: _____

Company Name: _____ Sender's name: _____

Email address: _____ Tel. No. _____

Amount transferred: _____ Date of transfer: _____

Please note: Orders placed remains unconfirmed until the funds are received by Goodkey.

Receiver Name: Goodkey Show Services Ltd

Receiver Address: 5506 – 48 Avenue SW
Edmonton, Alberta T6B 2Z1

Country: Canada

Bank Name: CIBC – Canadian Imperial Bank of Commerce

Bank Address: 10102 – Jasper Ave
Edmonton, Alberta, Canada T5J 1W5

Account No. 11-27918

Transit #: 00059

Bank #: 010

Swift Code: CIBCCATT

Routing #: CC001000059

Note: Please add \$ 50.00 bank fee for all international wire transfers and \$ 30.00 for all Canadian wire transfers.

Additional info: We have recently noticed a spike in phishing scheme trying to gain access to confidential information from companies. We ask that if you receive a requests from Goodkey to update our payment information, or notice any irregularities, to please contact our office at 780-426-2211 and speak to Rodella or Calvin Goodkey to confirm the authenticity of the request.

Canada Gas & LNG Exhibition & Conference

Appointed by:

VANCOUVER CONVENTION CENTRE
VANCOUVER, BC
MAY 10-12, 2022



Customs Clearance & Transportation Services

Cross Connect Customs and Events Logistics Inc. ("Cross Connect") has been appointed by DMG EVENTS as the Official Customs Broker & Transportation Provider for all shipments originating outside of Canada. Please read these instructions in conjunction with the exhibitor's manual provided by the Show Organizer.

These instructions will assist you in preparing for the correct, and timely, dispatch of your shipments; both to and from the event. Cross Connect is pleased to offer a complete logistics package that includes transportation/freight forwarding, customs clearance, delivery, and re-exportation services.

Cross Connect will provide the following services:

- On-site service from the first move-in day to the last day of move-out
- Transportation / Freight Forwarding and Advance Warehousing
- Post all securities and bonds with Canadian Border Services Agency
- Prepare the proper Customs entries to account for any sales you may make & remit the payments to Customs
- Prepare return export documents, bills of lading, shipping labels, and provide U.S. Customs Clearance, when required.

For more information, please contact:

Pat D'Alessandro

Phone: 416-726-7229
E-mail: info@crossconnectcl.com

Danny Mekhuri

Phone: 416-704-1956
E-mail: info@crossconnectcl.com

Sunny Salas

Phone: **416-676-1124**
E-mail: info@crossconnectcl.com

CANADA GAS & LNG EXHIBITION & CONFERENCE has been granted “official recognition status” by Canada Border Services Agency (Canada Customs) allowing certain privileges for event materials entering Canada. Using the official Customs Broker will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation. We will assist all Exhibitors with their temporary imports, permanent entries, export of exhibit materials, and ensure that all qualifying “official recognition status” privileges are applied.

PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays and may lead to additional charges. For this reason, if you will be using a Freight Forwarder or Customs Broker, other than Cross Connect, please be sure to pass these instructions on to them. Exhibitors using their own Customs Broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Consignment Instructions

ADVANCE WAREHOUSE:

The warehouse will start receiving freight 30 days prior to the event from 9am to 3pm, Monday to Friday.

Advance warehouse services include delivery to show site only. MATERIAL HANDLING SERVICES AND CHARGES ARE NOT INCLUDED.

Advance warehouse services are not provided at the conclusion of the event. Your carrier MUST pick up your materials directly from show site during the scheduled move-out time.

Price: \$39.00 PER 100 LBS (400 LBS MINIMUM CHARGE)*

*This price is per shipment/waybill delivery.

For delivery to the Advance Warehouse, consign your shipment to:

**Exhibitor Name, Booth #
c/o CANADA GAS & LNG EXHIBITION & CONFERENCE
ABF FREIGHT
17735-1 AVENUE, STE. 174
SURREY, BC - V3Z 9S1**

DIRECT TO SHOW SITE:

Shipments delivered direct to show site will only be accepted during scheduled move-in dates and times. Shipments arriving early or late will not be accepted.

For delivery Direct to Show Site, consign your shipment to:

**Exhibitor Name, Booth #
c/o CANADA GAS & LNG EXHIBITION & CONFERENCE
VANCOUVER CONVENTION CENTRE
1055 CANADA PLACE
VANCOUVER, BC - V6C 0C3**

Shipping Checklist

****PRIVATE VEHICLE & AIRLINE HAND BAGGAGE:**

If you intend to bring your goods across the border in a private vehicle (personal, company, or rental), or carry them as baggage on an airline, there are documents that must accompany the individual carrying the materials. Please contact Cross Connect at least 1 week in advance of your expected crossing.

- ☐ Complete required forms below & send them to Cross Connect via e-mail.
- ☐ Schedule your pick-up (if not arranging transportation through Cross Connect).
 - We strongly suggest that exhibitors **DO NOT** ship by parcel courier, or by mail. Please contact Cross Connect for advice on how best to handle these types of shipments.
 - Goods being shipped need to abide by the following timelines:
 - o **TRUCK / COMMON CARRIER:** scheduled to arrive 1 week prior to show opening
 - o **AIRFREIGHT:** scheduled to arrive 3 days (minimum) prior to show opening
 - o **VAN LINE:** Shipments may be sent direct to show site and should be scheduled for delivery on the appropriate move-in day.
 - All shipments **MUST BE SENT PREPAID**. Cross Connect will not accept any collect freight charges. Shipments sent collect will be refused.
- ☐ Label your freight.
 - All pieces must be labelled clearly; showing the address where the freight is going, piece # and total # of pieces (e.g. piece 1 of 3), emergency contact information, and **"NOTIFY CROSS CONNECT FOR CUSTOMS CLEARANCE"**.
 - For freight on skids/pallets, if possible, we recommend that a label be placed on each individual carton, case, etc. and that any large pieces have labels placed on multiple sides.
 - Ensure that any previous shipping labels (used for past shipments) have been removed / destroyed.
- ☐ Ship your goods, ensuring that the appropriate documents have been provided.
 - o The Bill of Lading or Air Waybill, all Customs documents, and labels must be marked **"NOTIFY CROSS CONNECT FOR CUSTOMS CLEARANCE"**.
 - o If shipping out of the USA, the body of the Bill of Lading or Air Waybill, must also be marked **"CERTIFICATE OF REGISTRATION (CF4455) ATTACHED. GOODS MUST BE PRESENTED TO U.S. CUSTOMS PRIOR TO EXPORT FROM THE USA. STAMPED COPIES MUST BE E-MAILED TO CROSS CONNECT (broker@crossconnectcl.com), AND TURNED OVER ON DELIVERY."**
 - o 3 completed copies of the Commercial Invoice must be attached to the Bill of Lading or Air Waybill.
 - o If shipping out of the USA, 3 copies of the Certificate of Registration (CF4455) must be attached to the Bill of Lading or Air Waybill.
- ☐ On show site:
 - The show site has been declared a bonded area for the entire event. Under **NO** circumstances are any goods to be removed without prior consent of Cross Connect.
 - Cross Connect can provide the following services:
 - o Return of goods to your stated destination
 - o Supply required shipping documents, export documents, and labels
 - o Arrange Customs clearance of any goods remaining in Canada; applicable duties and taxes must be paid prior to removal from the show site.
 - o Arrange transfer of goods to be displayed at another event in Canada
 - NOTE: Cross Connect is not responsible for lost, stolen, or damaged freight. All goods should be insured for the entire duration of the event; prior to, during, and after. Please contact Cross Connect for more information on cargo insurance.

Form Checklist

- ☐ **Customs & Transportation Services Order Form (Mandatory)**
 - Please ensure that all fields, including credit card information and client signature (at bottom of form), are completed.
 - Note: IRS# (U.S. Tax ID, or E.I.N.) is required if goods will be returning to the USA.
- ☐ **Commercial Invoice / Packing List (Mandatory)**
 - Complete all required information per example provided.
 - All invoices **MUST** include detailed descriptions (using general terms), countries of origin, and values for all items in the shipment.
 - For shipments that include electronics, please also provide the brand name and model # for each item in the description.
- ☐ **Certificate of Registration (CF4455)**
 - Required for all shipments from the USA.

****NOTE:** All forms must be completed and returned to Cross Connect for review, prior to shipping.

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

☒ Continuous Authority granted



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Services Required (please check all that apply):

☒ Transportation ☒ Customs Clearance ☒ Advance Warehouse

Event & Exhibitor	Shipment Delivering to (please check one):	<input type="checkbox"/> Direct to Event/Show Site	<input checked="" type="checkbox"/> Advance Warehouse
	Exhibitor Name: ABC COMPANY	Booth #: 1001	
	Event Name: NAME OF THE SHOW / EVENT YOU ARE ATTENDING	Event Dates: 05-Jul-21 to 07-Jul-21	
	Facility/Venue Name: NAME OF CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD		
	Facility/Venue Address: ADDRESS OF THE CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD		
	City: TORONTO	State/Province: ON	Zip/Postal Code: M0X X0X
	On-site Contact: JOHN SMITH	Cell #: 555-555-0000	
	E-mail: JSMITH@DOMAIN.COM	Importer # (if applicable): 123456789RM0001	

Shipper	Company Name: ABC COMPANY	IRS #: 12-3456789
	Address: 123 SOMEPLACE AVENUE, SUITE 3	
	City: NEW YORK	State/Province: NY
	Contact Name: JOHN SMITH	Zip/Postal Code: 10093
	E-mail: JSMITH@DOMAIN.COM	Tel: 555-555-0000

Return Freight	<input checked="" type="checkbox"/> Same as Shipper <input type="checkbox"/> No Return Shipment	
	Company Name: ABC COMPANY	IRS / Importer #: 12-3456789
	Address: 123 SOMEPLACE AVENUE, SUITE 3	
	City: NEW YORK	State/Province: NY
	Contact Name: JOHN SMITH	Zip/Postal Code: 10093
	E-mail: JSMITH@DOMAIN.COM	Tel: 555-555-0000

Billing	<input checked="" type="checkbox"/> Same as Shipper	
	Company Name: ABC COMPANY	GST/HST# (if applicable): 123456789RM0001
	Address: 123 SOMEPLACE AVENUE, SUITE 3	
	City: NEW YORK	State/Province: NY
	Contact Name: JANE DOE, ACCOUNTS PAYABLE	Zip/Postal Code: 10093
	E-mail: JDOE@DOMAIN.COM	Tel: 555-555-0001

MUST BE COMPLETED

Payment	Charge to:	<input checked="" type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
	Cardholder Name: JOHN SMITH	CVV Number: 123
	Credit Card Number: 1234 5678 9123 4567	Expiry Date: 11/24
	I authorize use of this card for payment of services relative to this form. I acknowledge that declined credit cards are subject to a 30% surcharge (minimum \$50.00 USD).	
	Cardholder Signature: <i>John Smith</i>	Date: 10-Jun-21

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	Per Piece	Total		
2	SKIDS	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	800
1	CRATE	@ Dimensions (Inches) Each	41	52	50	@ Weight (lbs) Each	1,000	1,000
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3		@ Dimensions (Inches) Each				@ Weight (lbs) Each		1,800

Requested Service Level:	<input type="checkbox"/> Air	<input type="checkbox"/> 2nd Day	<input checked="" type="checkbox"/> Truck	<input type="checkbox"/> Other:
Additional Services Required:	<input checked="" type="checkbox"/> Lift Gate	<input type="checkbox"/> Inside Pick-up	<input type="checkbox"/> Inside Delivery	<input type="checkbox"/> Weekend Pick-up
		<input type="checkbox"/> Weekend Delivery		
Total Shipment Value: \$ 10,000.00	Carrier Name & Contact Info: IF USING CARRIER OTHER THAN CROSS CONNECT, PROVIDE INFO.			
Available for Pick-up Date: 15-Jun-21	Shipper Hours of Operation: 8:00 am to 4:00 pm Must Deliver By: 30-Jun-21 @ 4:00 pm			

Cargo Insurance / Declared Value
This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Customs_STC.pdf. Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

Client Signature

I have read and agree to the terms of this contract.

Signature: *John Smith*
Printed Name: JOHN SMITH

Date: 10-Jun-21
Title: CEO

Cross Connect Internal Use Only

Accepted by:
Date:
Signature:

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

☐ Continuous Authority granted



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Services Required (please check all that apply):

☐ Transportation ☐ Customs Clearance ☐ Advance Warehouse

Event & Exhibitor

Shipment Delivering to (please check one): ☐ Direct to Event/Show Site ☐ Advance Warehouse

Exhibitor Name: Booth #:

Event Name: Event Dates: to

Facility/Venue Name:

Facility/Venue Address:

City: State/Province: Zip/Postal Code:

On-site Contact: Cell #:

E-mail: Importer # (if applicable):

Shipper

Company Name: IRS #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

Return Freight

☐ Same as Shipper ☐ No Return Shipment

Company Name: IRS / Importer #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

Billing

☐ Same as Shipper

Company Name: GST/HST# (if applicable):

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

MUST BE COMPLETED

Payment

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name: CVV Number:

Credit Card Number: Expiry Date:

I authorize use of this card for payment of services relative to this form. I acknowledge that declined credit cards are subject to a 30% surcharge (minimum \$50.00 USD).

Cardholder Signature: Date:

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	@ Weight (lbs) Each	Per Piece	Total
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	@ Dimensions (Inches) Each				@ Weight (lbs) Each		

Requested Service Level: ☐ Air ☐ 2nd Day ☐ Truck ☐ Other: _____

Additional Services Required: ☐ Lift Gate ☐ Inside Pick-up ☐ Inside Delivery ☐ Weekend Pick-up ☐ Weekend Delivery

Total Shipment Value: Carrier Name & Contact Info:

Available for Pick-up Date: Shipper Hours of Operation: to Must Deliver By:

Cargo Insurance / Declared Value

This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Customs_STC.pdf. Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

Client Signature

I have read and agree to the terms of this contract.

Signature: Date:

Printed Name: Title:

Cross Connect Internal Use Only

Accepted by:

Date:

Signature:

COMMERCIAL INVOICE / PACKING LIST



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000	Consignee (Ship To): ABC COMPANY, BOOTH # 1001 C/O NAME OF THE SHOW/EVENT VENUE NAME VENUE ADDRESS ONSITE CONTACT NAME & CELL PHONE #	Shipped Via: TRANSPORTATION COMPANY NAME	*REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
		Shipped To: <input checked="" type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site	
		IRS #: 12-3456789	
		Pieces: 3	
		Weight: 1,800 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs	
		Currency: USD	
		Ship Date: 15-Jun-21	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in lbs (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	400	48	48	48	1.81	9403.20	X			5,250.00	5,250.00
1	CRATE	2	50" LED TV'S - LG MODEL# 55EG9100	CHINA	50	41	52	50	1.75	8528.72	X			700.00	1,400.00
		2	WEIGHTED METAL TV STANDS	JAPAN	950					9403.20	X			500.00	1,000.00
1	SKID	5000	ADVERTISING LITERATURE	USA	200	48	48	48	1.81	4911.10			X	0.15	750.00
		1000	BALL POINT PENS	CHINA	48					9608.10			X	0.35	350.00
		400	CATALOGS	USA	150					4911.10			X	3.00	1,200.00
		2	POSTERS	USA	2					4911.91		X		25.00	50.00

Each commodity **MUST** be listed on it's own line; Please **DO NOT** group items. Also, please note that vague descriptions, such as "Give Aways", "Display Materials", or "Trade Show Samples" will **NOT** be accepted.

Electronic Equipment **MUST** include Brand Name & Model #.

Indicate the Country of Manufacture (where the goods are made).

Values need to reflect the cost of goods (price paid), or the selling price of goods (price payable); whichever is greater. \$0 values will **NOT** be accepted.

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

**FOB VALUE:	10,000.00
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	10,000.00

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE: 7,650.00
PERMANENT IMPORT VALUE: 2,350.00

Signature: John Smith

Date: 10-Jun-21

COMMERCIAL INVOICE / PACKING LIST



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Shipper:	Consignee (Ship To):	Shipped Via:	*REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
		Shipped To: <input type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site	
		IRS #:	
		Pieces:	
		Weight: <input type="checkbox"/> kg <input type="checkbox"/> lbs	
		Currency:	
		Ship Date:	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in _____ (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions" , as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf . The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE:
PERMANENT IMPORT VALUE:

Signature: _____

Date: _____

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB Control Number: 1651-0010
Expiration Date: 08/31/2019

CERTIFICATE OF REGISTRATION

19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37

(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

NO.

VIA (Carrier)	B/L or INSURED NO. BILL OF LADING / AIR WAYBILL #	DATE MM/DD/YYYY
NAME OF TRANSPORTATION COMPANY	ARTICLES EXPORTED FOR:	
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> REPAIR* <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT	
ABC COMPANY c/o Cross Connect 6900 Airport Road, Suite 123 Mississauga, ON L4V 1E8	<input type="checkbox"/> PROCESSING* <input checked="" type="checkbox"/> OTHER, (specify) <u>DISPLAY / TOOLS OF TRADE</u>	
* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.		

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description
1	SKID	1 DISPLAY BOOTH - BACKWALLS, PANELS, LIGHTS, GRAPHICS, CARPET & UNDERPAD (USA)
1	CRATE	2 55" LED TV'S - LG MODEL# 55E9100 (CHINA)
1	SKID	2 WEIGHTED METAL TV STANDS (JAPAN)
		1000 ADVERTISING LITERATURE (USA)
		400 BALL POINT PENS (CHINA)
		200 CATALOGS (USA)
		2 POSTERS (USA)

****FORMAL U.S. ENTRY WILL BE PREPARED. PLEASE VALIDATE TO SHOW
PROOF OF EXPORT, ALLOWING THE USE OF HS# 9801.00.85.00 / 9801.00.60.00
ON THE RETURN ENTRY.**

SIGNATURE OF OWNER OR AGENT (Print or Type <u>and</u> Sign) JOHN SMITH	<i>John Smith</i>	DATE MM/DD/YYYY
---	-------------------	--------------------

The Above-Described Articles Were:

EXAMINED	DATE	BE SURE TO MARK THE FOLLOWING IN THE BODY OF YOUR BILL OF LADING OR AIR WAYBILL: "CERTIFICATE OF REGISTRATION (CF4455) ATTACHED. GOODS MUST BE PRESENTED TO U.S. CUSTOMS PRIOR TO EXPORT FROM THE USA. STAMPED COPIES MUST BE E-MAILED TO CROSS CONNECT (broker@crossconnectcl.com) & TURNED OVER ON DELIVERY."
DATE	PORT	
SIGNATURE OF CBP OFFICER	SIGNATURE	

CERTIFICATE

Duty-free entry is claimed for the described articles as having been exported with
reverse if needed)

ATTENTION CBP:

**FORMAL ENTRY
PREPARED -- PLEASE BE SURE TO
SCAN THE ACE E-MANIFEST.**

(THIS DOCUMENT WAS VALIDATED TO MEET DUTY-FREE RE-ENTRY
REQUIREMENTS UNDER HS# 9801.00.85.00 / 9801.00.60.00, ONLY.)

SIGNATURE OF IMPORTER (Print or Type <u>and</u> Sign) JOHN SMITH	<i>John Smith</i>	DATE MM/DD/YYYY
---	-------------------	--------------------

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

OMB Control Number: 1651-0010
Expiration Date: 08/31/2019

NO.

(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

VIA (Carrier)	B/L or INSURED NO.	DATE
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)	ARTICLES EXPORTED FOR:	
	<div> <input type="checkbox"/> ALTERATION* <input type="checkbox"/> PROCESSING* </div> <div> <input type="checkbox"/> REPAIR* <input type="checkbox"/> OTHER, (specify) </div> <div> <input type="checkbox"/> USE ABROAD _____ </div> <div> <input type="checkbox"/> REPLACEMENT _____ </div>	
<p>* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.</p>		

Number Packages	Kind of Packages	Description

SIGNATURE OF OWNER OR AGENT <i>(Print or Type and Sign)</i>	DATE
---	------

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER (<i>Print or Type <u>and</u> Sign</i>)	DATE
--	------

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.



EXHIBIT SERVICES

VISIT OUR ONLINE ORDERING SYSTEM FOR ALL OF YOUR EXHIBIT NEEDS.

Online Ordering

With a dedicated exhibit services team and the perfect playground, exhibitors at our facility are bound to succeed. Our exhibit space is designed for business transactions, the exchange of ideas, and the showcase of products and services.

Exhibiting at an upcoming show? We want to make your exhibit planning experience easy, whether you are ordering housekeeping services, electrical, internet, rigging or plumbing. Our convenient online ordering system will not only save time, but you will also contribute to our sustainability efforts by reducing paper consumption. You will receive instant confirmation your order has been received and our team will review it to ensure everything is ready for you when you arrive onsite.

The following services and products are provided by our official suppliers:

- AV
- Food and beverage
- Electrical
- Plumbing
- Rigging
- Booth security
- Booth cleaning
- Telecommunications/Internet

Simply follow the links on the left to begin ordering.

If you require services that are not listed on our online ordering platform, please contact your dedicated Exhibit Services Coordinator to place an order. *

[Event Name:](#)

[Event Dates:](#)

[Advance Rate Order Deadline:](#)

[Deadline for Pre-Show Ordering:](#)

*Orders not placed online may result in a manual processing fee and/or additional onsite costs.



Contact your Exhibit Services Coordinator:

Paste this URL if the links above are inactive:
<https://www.vancouverconventioncentre.com/services/exhibitor-services/online-ordering>

Exhibitor Information

Company		Booth #
Address		
City	Onsite Contact	
Prov/State	Phone (Office)	
Postal/Zip Code	Phone (Onsite contact)	

Early Bird Price: order and payment must be received by April 29, 2022

MYLEADS – Standard

Quantity Amount

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 kB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes.
No electrical power required.

***Early Bird Price**
(\$250.00 + \$12.50 GST)

\$262.50

\$

Price (After Apr. 29)
(\$300.00 + \$15.00 GST)

\$315.00

Email To: _____

MYLEADS – Mobile App

Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifiers on demand through the exhibitor portal. No electrical power required. Internet access Required (NOT INCLUDED).

***3 Licenses (Early Bird)**
(\$300.00 + \$15.00 GST)

\$315.00

\$

***3 Licenses (After Apr. 29)**
(\$350.00 + \$17.50 GST)

\$367.50

Additional License
(\$150.00 + \$7.50 GST)

\$157.50

Payment



☐ Paying by Cheque
Cheque Payable to
CONEXSYS Registration Ltd

5% GST included in all prices
GST# 134 737 477

TOTAL

\$

Account #	Expiry Date	CVV #
Cardholder <i>Please Print</i>	Signature	
Ordered By <i>Please Print</i>	Email address for receipt	

CANCELLATION POLICY: No refunds after April 29, 2022. All refunds subject to a 20% administration fee.

Complete both sides and return to:

Please Note:

Order Online: order.conexsys.com
Event Code: CGL22W
Order By Fax: (800) 628-8838
Order By Mail: CONEXSYS Registration Ltd.
34-7050B Bramalea Road
Mississauga, ON L5S 1S9
Order By Email: troy@conexsys.com

For additional Information
Toronto: (905) 405-8415 Toll Free: (800) 661-5319

Barcode Scanners must be picked up at the
Lead Retrieval Services desk located at the registration area.
On-site orders see CONEXSYS at the Lead Retrieval Services desk.

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

Exhibitor Lead Menu (Optional)

Exhibitor: _____

Booth: _____

REFERENCES: (MAXIMUM 8)

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

PRODUCTS AND SERVICE:

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

FOLLOW UPS: (MAXIMUM 8)

<input type="checkbox"/>	1. Phone Call		OTHER
<input type="checkbox"/>	2. Sales Visit	<input type="checkbox"/>	
<input type="checkbox"/>	3. Demonstration	<input type="checkbox"/>	
<input type="checkbox"/>	4. Quotation	<input type="checkbox"/>	
<input type="checkbox"/>	5. Send Literature	<input type="checkbox"/>	
<input type="checkbox"/>	6. Hot Lead (urgent)	<input type="checkbox"/>	
<input type="checkbox"/>	7. See Notes	<input type="checkbox"/>	
<input type="checkbox"/>	8. Ready To Purchase	<input type="checkbox"/>	
<input type="checkbox"/>	9. Makes Purchasing Decision	<input type="checkbox"/>	
<input type="checkbox"/>	10. Order Placed At Show	<input type="checkbox"/>	

PLEASE TYPE OR PRINT