Canadian Hydrogen Convention

APRIL 25-27 , 2023 | EDMONTON, ALBERTA

EXHIBITOR MANUAL

hydrogenexpo.com

#HYDROGENEXPO #CHC2023

Co-Host

Edmonton Global

Venue Partner

EXPLORE EDMONTON

Key Stakeholder'

Alberta Canada

Organised by

dmg events

Canadian Hydrogen Convention
April 25-27, 2023 | Edmonton, Canada

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 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 persons 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, please feel free to contact us. Thank you for participating at the 2023 Canadian Hydrogen Convention and we wish you an enjoyable and successful event.

Best regards,

Show Team

Show Team

Operations Rahul Thomas Hayley Dalgleish	Mobile: +1 (403) 390 9818 Email: rahulthomas@dmgevents.com Mobile: +1 (403) 836 6917 Email: hayleydalgleish@dmgevents.com
Conference David Ghoris	Mobile: +1 (403) 880 8414 Email: davidghoris@dmgevents.com
Marketing, Media & Registration Krystle Holdegaard	Mobile: +1 (403) 771 1566 Email: krystleholdegaard@dmgevents.com
Sales & Sponsorship Sanjay Prasad	Mobile: +1 (403) 560 0518 Email: sanjayprasad@dmgevents.com

Organised by

dmg::events

Canadian Hydrogen Convention
April 25-27, 2023 | Edmonton, Canada

Official Contractor List

Services	Contractor Name	Contact
Official Stand Contractor (Booth, carpet, furniture, cleaning, graphics and other accessories)	GOODKEY	5506 – 48 St NW Edmonton, AB T6B 2Z1 Tel: 780-426-2211 Fax: 780-426-5734 Email: exhibitorservices@goodkey.com
Onsite material handling & in-booth forklift	GES	6292- 50 St NW Edmonton, AB T6B 2N7 Tel: 780-469-7767 Email: edmonton@ges.com
Electrical, lighting and rigging services	SHOWTECH	5675 McLaughlin Road Mississauga, ON L5R 3K5 Tel: 780-429-1162 Email: info@showtech.ca
Internet and Audio-Visual Equipment	Encore	9797 Jasper Ave Edmonton, AB T5J 1N9 Tel: 780-886-3712 Email: silva.mungai@encoreglobal.com
Official Customs Broker	CROSS CONNECT	5225 Orbitor Drive, Unit 12 Mississauga, ON L4W 4Y8 Tel: 416-726-7229 Email: info@crosscontectcl.com
Lead Retrieval	CONEXSYS	34-7050B Bramalea Road Mississauga, ON L5S 1S9 Email: troy@conexsys.com
Venue **Food & Beverage**	Edmonton Convention Centre	9797 Jasper Avenue Edmonton, AB, T5J 1N9 Tel: 780-421-9797 Email: kfoster@exploreedmonton.com

Organised by

dmg events

Canadian Hydrogen Convention
April 25-27, 2023 | Edmonton, Canada

Venue Map

Organised by

dmg events

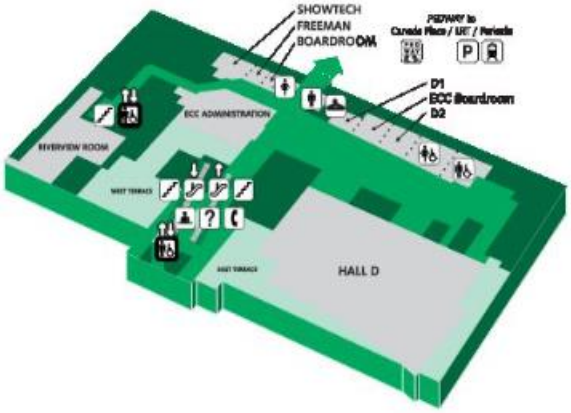
Canadian Hydrogen Convention

April 25-27, 2023 | Edmonton, Canada

Jasper Avenue

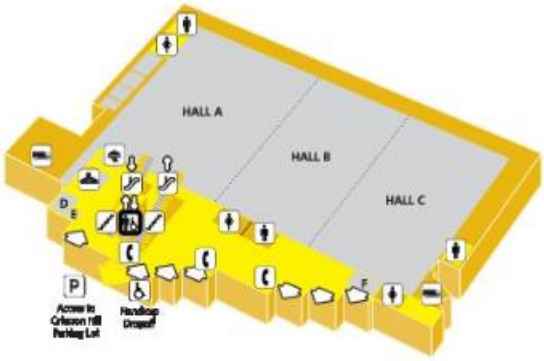
Pedway Level

D1
ECC Boardroom
D2



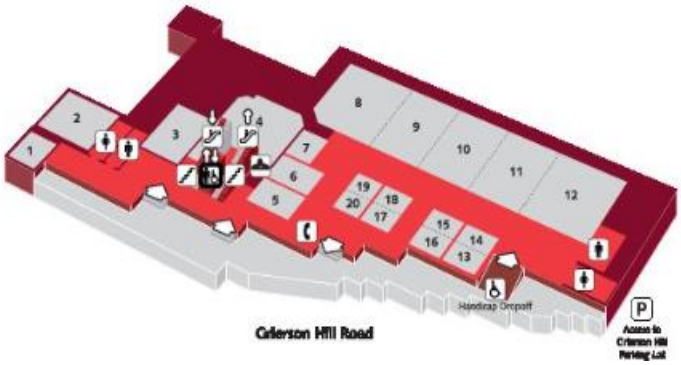
Assembly Level

D - Support Room
E - Ticket Office
F - Salon F



Meetings Level

Salons 1-20



- Banquet Office / Business Services
- Coat Check
- Elevator
- Entrance / Exit
- Escalator down
- Escalator up
- Handicap Access
- Information
- Loading Dock
- LRT
- Parking
- Pedway
- Security
- Stairs
- Taxi / Bus
- Telephone
- Washroom Ladies
- Washroom Ladies Handicap Access
- Washroom Mens
- Washroom Mens Handicap Access
- You Are Here

Organised by

dmg events

WELCOME EXHIBITOR

Show Name		
Canadian Hydrogen Convention 2023		
Show Date	**Show Venue**	**Show Code**
April 25-27, 2023	Edmonton Convention Centre	CHC4252723

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Canadian Hydrogen Convention 2023. 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 CHC4252723.

Please Note: The deadline to qualify for early bird prices is April 4, 2023. 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.

Information about booking & move in times are subject to change and will become available closer to the show.

SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move In (Halls B & C)	Monday	24/04/23	02:00 PM	08:00 PM
Show Hours Day 1	Tuesday	25/04/23	10:00 AM	05:00 PM
Show Hours Day 2	Wednesday	26/04/23	10:00 AM	05:00 PM
Show Hours Day 3 (Site Tour)	Thursday	27/04/23	10:00 AM	05:00 PM
Exhibitor Move Out	Thursday	27/04/23	05:00 PM	11:00 PM
Exhibitor Move Out	Friday	28/04/23	08:00 AM	05:00 PM

IMPORTANT INFORMATION

Equipment and Services provided by Show Management (per exhibit booth):
10' x 10' booth with the following:
8' Backwall Drape (Blue, white, white, blue)
3' Sidewall Drape (Blue)
1 - 1500 watt outlet
Grey carpet

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

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

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

100% CANADIAN OSPI

HOW TO ORDER

Show Name
Canadian Hydrogen Convention 2023

Show Date	Show Venue	Show Code
April 25-27, 2023	Edmonton Convention Centre	CHC4252723

Go to **www.goodkey.com**

- Click **ORDER ONLINE** from the menu near the top of the page.
- Register your company if you have not done so at the Goodkey site before. *Please note: Your Default User name will be your e-mail address, and the preselected password is **blue**. You can then go into your account and change your password.
- Put in your **SHOW CODE** (see above).
- You are now at the show info page. That will tell you the move-in and move-out information along with the furnishings and colors that are supplied by your show organizer.
- If you would like to order extra furnishings, material handling, labour, etc please click on **MAIN** on top of the page.
- Click on the sub category **PRODUCTS** or **SERVICES** of your choice.
- To add to your order, select the options beside the photo then **ADD ITEM TO CART**. Click **BACK TO ORDER ONLINE** by the **VIEW MY CART** to return to the main order directory.
- Once you are completely satisfied with your order(s) click on **CONFIRM MY CART** at the bottom of the page.
- Click the terms and conditions box - please note instructional pop up and click **OK**.
- Click **PAY ONLINE** and complete the required fields.
- Click **COMPLETE PAYMENT** and print your receipt.

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)*

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

We're here for you

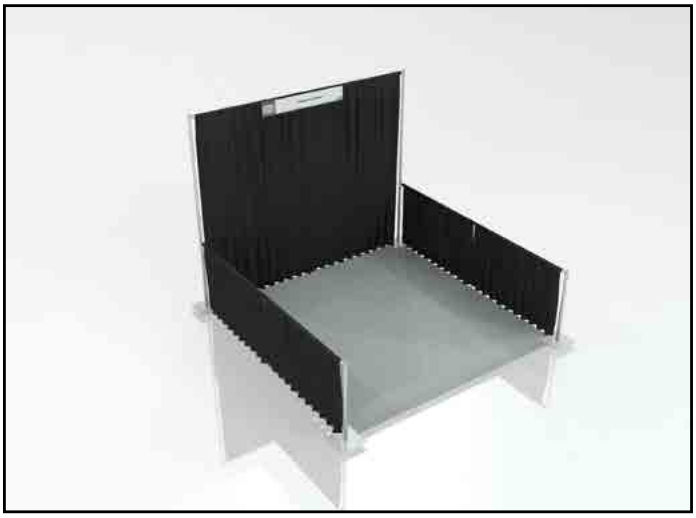
At Goodkey we know that exhibiting can be complicated, if it's your first show or if you're a seasoned pro. We're here to help! From walking you though a first-time online order to just providing some piece of mind. If you need anything just give us the word, and we'll take care of the rest.

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

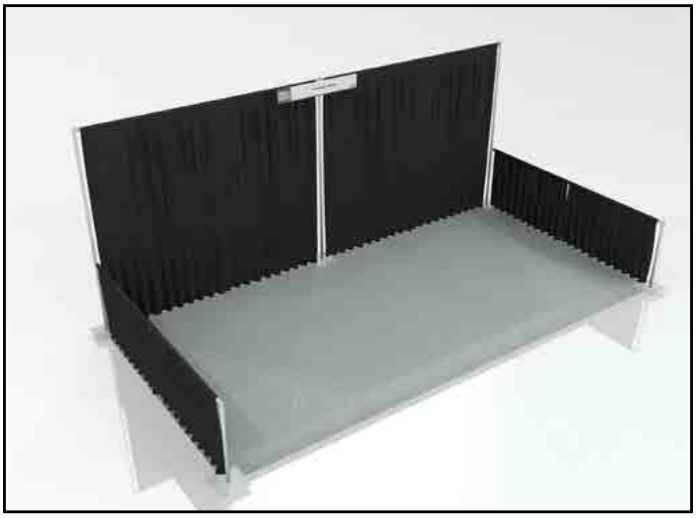
National Service Centre
Open: Monday - Friday 8:00 AM - 4:30 PM (MST)

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

Provided with your standard exhibit space includes:
• 8'h backwall drape - Blue, white, white, blue
• 3'h sidewall drape - Blue
• (x1) 44" [w] x 7" [h] Company Sign
(GES style format, name will be as per latest exhibitor list 21 days prior to show)
• Grey Carpet *(any other color is at the cost of the exhibitor, order form page 9)*
• One Outlet



Example of a 10' x 10' booth space



Example of a 10' x 20' booth space

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

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

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

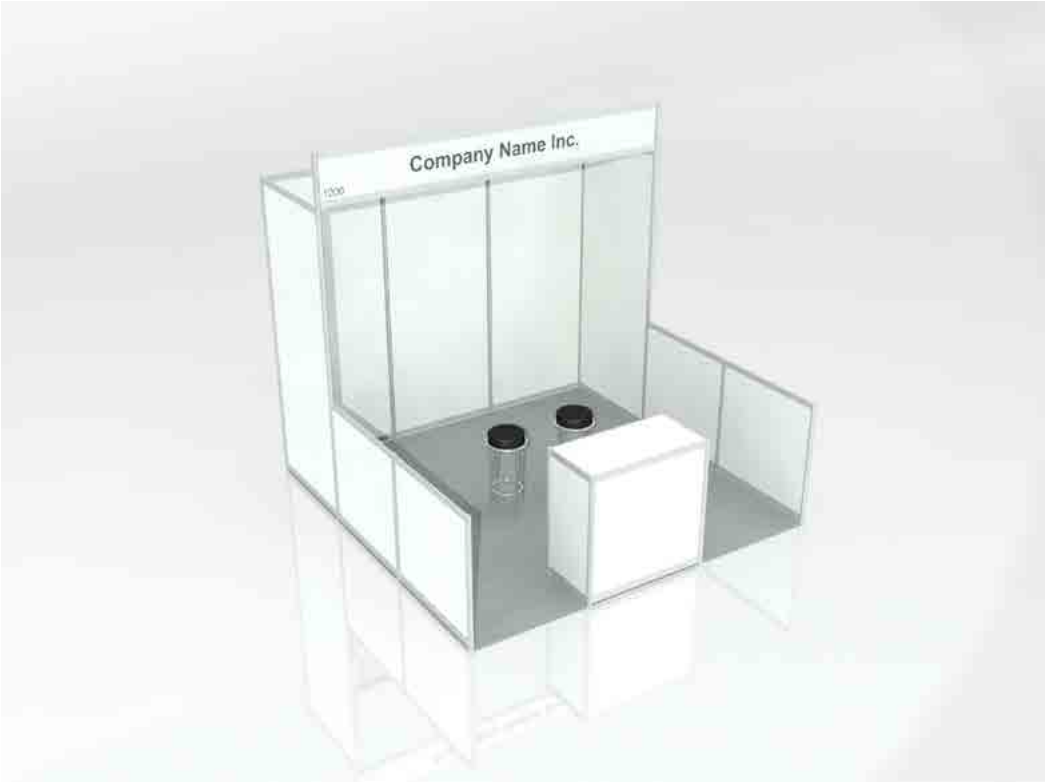
GOODKEY SHOW SERVICES LTD.
Decorating | Graphic Design | Logistics | Customer Service

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

10x10 Indoor Hardwall Exhibition Package



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

Provided with this package:
• Floor Space
• Standard Grey Booth Carpet
• White Hardwall Panels
• 1m x 1/2m x 1m Counter
• Two Bar Stools
• One Outlet

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

10x20 Indoor Hardwall Exhibition Package

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

Provided with this package:
• Floor Space
• Standard Grey booth carpet
• White Hardwall Panels
• Two 1m x 1/2m x 1m Counter
• Four Bar Stools
• One Outlet

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

PAGE LIST

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

☐	1	WELCOME / SHOW INFO
☐	2	ONLINE ORDERING
☐	3	SHOW INFO
☐	4	SHOW INFO
☐	5	SHOW INFO
☐	6	PAGE LIST
☐	7	PAGE LIST
☐	8	(MANDATORY) HEADER SIGNS
☐	9	(MANDATORY) CARPET CONFIGURATION
☐	10	CARPET
☐	11	FURNITURE
☐	12	OPTIMUM FURNITURE
☐	13	DRAPE & TABLES
☐	14	ACCESSORIES
☐	15	DISPLAY ACCESSORIES
☐	16	OCTANORM BOOTHS 10 X 10
☐	17	OCTANORM BOOTHS 10 X 20
☐	18	OCTANORM ACCESSORIES
☐	19	BOOTH GRAPHIC UPGRADE
☐	20	TURNKEY BOOTH PRICING
☐	21	TURNKEY BOOTHS 10x10
☐	22	TURNKEY BOOTHS 10x20
☐	23	TURNKEY BOOTHS 20x20
☐	24	TURNKEY BOOTHS 20x30
☐	25	TURNKEY BOOTHS 30x30
☐	26	SIGNAGE & DIGITAL PRINTING
☐	27	PRINT READY GRAPHIC GUIDELINES
☐	28	EXHIBIT BOOTH VACUUMING & CLEANING
☐	29	INSTALLATION & DISMANTLE LABOUR
☐	30	EXHIBITOR APPOINTED CONTRACTOR
☐	31	EXHIBITOR PAYMENT POLICY

PAGE LIST

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

- ☐ 30 TERMS & CONDITIONS
- ☐ 31 TERMS & CONDITIONS
- ☐ 32 METHOD OF PAYMENT
- ☐ 33 WIRE TRANSFER INFORMATION

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

(MANDATORY) HEADER SIGNS

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**March 31, 2023**	

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

Hardwall Booths

- Text will be in **bold black font** proportionally on white panel in capital letters unless specified.
- If you have 2 or more header signs (10x20 hardwall booths, 20x20 hardwall booths, etc.), please specify the texts that will be printed.
- Please indicate with a check mark if you will order a header graphic upgrade and do not need a generic black on white header signs.

Pipe & Drape Booths

- Text will be in **bold colored* font** proportionally on white panel in capital letters unless specified. (Color to be confirmed by Show Management.)

☐	Please clearly print name as you would like it to appear. Header 1: _____ Header 2: _____ Header 3: _____ Header 4: _____ Header 5: _____ Header 6: _____
☐	We ***do*** require header signs.
☐	We ***do not*** require header signs as we will be ordering graphic upgrades for our booth **OR** We ***do not*** require header signs as we have a custom booth.

☐ New *(Have not filled this form yet)* ☐ Revision

Date Submitted: _____

If there are revisions, please indicate the date of revision.

THIS FORM MUST BE COMPLETED & RETURNED TO GOODKEY SHOW SERVICES NO LATER THAN March 31, 2023

email: info@goodkey.com / exhibitorservices@goodkey.com | fax: 780-426-5734

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

(MANDATORY) CARPET CONFIGURATION

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date **April 25-27, 2023**	Deadline Date **March 31, 2023**	

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

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

A ☐	We ***do*** require the supplied grey carpet from Show Management.
B ☐	We ***do*** require carpet, however we have chosen to order a different color.(not supplied by show management) *PLEASE ORDER FROM PAGE 10*
C ☐	We ***do not*** require carpet from Goodkey Show Services or Show Management, as we will be ordering from an alternate carpet provider.

SPECIAL INSTRUCTIONS

THIS FORM MUST BE COMPLETED & RETURNED TO GOODKEY SHOW SERVICES NO LATER THAN March 31, 2023
email: info@goodkey.com / exhibitorservices@goodkey.com | fax: 780-426-5734

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

CARPET

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	April 4, 2023	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10'		$220.00	$297.00	
10' x 20'		$440.00	$594.00	
10' x 30'		$660.00	$891.00	
CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @ $2.75 per sq.ft Size:_____ft x _____ft= _____ sq/ft		$2.75	$3.70	

CLASSIC CARPET COLOR CHOICE *Please check one* ☑

☐ RED ☐ BLUE ☐ GREY ☐ BLACK ☐ FOREST GREEN

ADDITIONAL ITEMS				
Carpet Underlay Size: _____ ft x _____ ft= _____ sq/ft		$1.20 /sq.ft	$1.60 /sq.ft	
Double Underlay Size: _____ ft x _____ ft= _____ sq/ft		$2.40 /sq.ft	$3.20 /sq.ft	
Poly (Visqueen) Size: _____ ft x _____ ft= _____ sq/ft		$0.80 /sq.ft	$1.10 /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			$1.50 /sq.ft	

SPECIAL INSTRUCTIONS

designer carpet line by

GOODKEY SHOW SERVICES LTD.

- Guaranteed new high quality carpet available in a variety of new designer colors
- Price includes Visqueen covering, delivery, installation, carpet tape, and carpet removal
- No material handling charges when ordered from Goodkey

DESCRIPTION & QTY	REGULAR PRICE	TOTAL
DESIGNER CARPET		
100 - 700 sq.ft Size:_____ft x _____ft= _____ sq/ft	$3.70 /sq.ft	
700 - 1200 sq.ft Size:_____ft x _____ft= _____ sq/ft	$3.45 /sq.ft	

DESIGNER CARPET COLOR CHOICE *Please check one* ☑

☐ SNOW WHITE ☐ GRAPE PURPLE *PMS 525*

☐ ALPINE GREEN *PMS 356* ☐ APPLE GREEN *PMS 368*

☐ OCEAN BLUE *PMS 286* ☐ SPICY PINK *PMS 226*

☐ LEMON YELLOW *PMS 115* ☐ TANGERINE ORANGE *PMS 1375*

☐ SILKY BEIGE *PMS 7530* ☐ CHOCOLATE *PMS 469*

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐35% LATE ORDER SURCHARGE ☐50% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

FURNITURE

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

TABLES

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Chrome Cruiser Table *30" dia - 40" tall*		$146.00	$197.10	
Cruiser Table *30" dia - 40" tall*		$120.00	$162.00	
Lycra Cruiser Cover ☐ BLACK ☐ WHITE ☐ PURPLE ☐ BLUE ☐ GREEN		$40.00	$54.00	
Pedestal Table *30" dia - 29" tall*		$74.00	$99.90	
Lycra Pedestal Cover ☐ BLACK ☐ WHITE ☐ PURPLE ☐ BLUE ☐ GREEN		$35.00	$47.30	
Wood Top Square Table *Cruiser 40" tall*		$74.00	$99.90	
Wood Top Square Table *Pedestal 29" tall*		$74.00	$99.90	
Wood Top Round Table *Cruiser 40" tall*		$74.00	$99.90	
Wood Top Round Table *Pedestal 29" tall*		$74.00	$99.90	
Coffee Table *30" dia - 18" tall*		$60.00	$81.00	

SEATING

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Folding Chair *Green Plastic*		$28.00	$37.80	
Leather Side Chair *Black Leather Seat*		$70.00	$94.50	
Stool with Backrest *Black Fabric*		$100.00	$135.00	
Mini Bar Stool *Black Faux Leather* *25" tall*		$40.00	$54.00	
Bar Stool *Black Faux Leather* *30" tall*		$75.00	$101.30	

FURNITURE COMBOS

DESCRIPTION	REGULAR PRICE	TOTAL
Mini Barstool Combo *Includes:* *- 2 Mini Bar Stools* *- 1 Pedestal Table (29" tall)*	$150.00	
Barstool Combo *Includes:* *- 2 regular height Bar Stools* *- 1 Cruiser Table (40" tall)*	$249.00	

SPECIAL INSTRUCTIONS

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

OPTIMUM FURNITURE

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
SEATING					
Corbusier Chair *Black Leather*			$350.00	$472.50	
Corbusier Chair *White Leather*			$350.00	$472.50	
Corbusier Loveseat *Black Leather*			$450.00	$607.50	
Corbusier Loveseat *White Leather*			$450.00	$607.50	
Corbusier Sofa *Black Leather*			$560.00	$756.00	
Corbusier Sofa *White Leather*			$560.00	$756.00	
Mini Chrome Flop Back *White Leather Seat 33" tall*			$90.00	$121.50	
Chrome Flop Back *Black Leather Seat 45" tall*			$131.00	$176.90	
Chrome Flop Back *White Leather Seat 45" tall*			$131.00	$176.90	
JLO Bar Stool *Black Leather Seat 36" tall*			$88.00	$118.80	
JLO Bar Stool *White Leather Seat 36" tall*			$88.00	$118.80	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					
Wood Top Chrome End Table *18" x 18"*			$110.00	$148.50	
Wood Top Chrome Coffee Table *24" x 48"*			$130.00	$175.50	
Wood Top Chrome Coffee Table *36" x 36"*			$145.00	$195.80	

DESCRIPTION		REGULAR PRICE	TOTAL
OPTIMUM FURNITURE COMBOS			
Square Wood Top Combo *Includes:* *- 2 Chrome Flop Back Chairs (Black leather seat)* *- 1 Square Wood Top Cruiser Table (40" tall)*		$336.00	
Round Wood Top Combo *Includes:* *- 2 Chrome Flop Back Chairs (Black leather seat)* *- 1 Round Wood Top Cruiser Table (40" tall)*		$336.00	
Boardroom Combo *Includes:* *- 1 Wooden Table (85"[L] x 42"[w] x 30"[t])* *- 6 leather side chairs*		$775.00	

SPECIAL INSTRUCTIONS

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

DRAPE & TABLES

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES				
6'x2'x29"[h] *Decorated Table (**3** sides draped)*		$96.00	$129.60	
8'x2'x29"[h] *Decorated Table (**3** sides draped)*		$96.00	$129.60	
Upgrade Decorated Table to 4 sides draped ADD		$38.00	$51.30	
4'x2'x29"[h] *Decorated Table (**4** sides draped)*		$96.00	$129.60	
COUNTERS				
6'x2'x40"[h] *Decorated Table (**3** sides draped)*		$143.00	$193.10	
8'x2'x40"[h] *Decorated Table (**3** sides draped)*		$143.00	$193.10	
Upgrade Decorated Counter to 4 sides draped ADD		$49.50	$66.80	
4'x2'x40"[h] *Decorated Table (**4** sides draped)*		$143.00	$193.10	

SKIRT COLOR CHOICE *Please check one* ☑

☐ WHITE

☐ BLUE

☐ GREY

☐ BLACK

☐ RED

☐ NAVY

☐ TEAL

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
UNDECORATED TABLES				
4'x2'x29"[h]		$54.50	$73.60	
6'x2'x29"[h]		$54.50	$73.60	
8'x2'x29"[h]		$54.50	$73.60	

DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
DRAPE PARTITIONING			
3' High Drape- per linear foot Size:_____ft x _____ft= _____	$4.65		
8' High Drape- per linear foot Size:_____ft x _____ft= _____	$7.25		

DRAPE COLOR CHOICE *Please check one* ☑

☐ WHITE

☐ BLUE

☐ GREY

☐ BLACK

☐ RED

☐ NAVY

☐ TEAL

☐ GOLD

☐ FOREST GREEN

☐ BURGUNDY

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
HARDWARE ACCESSORIES *(Installation not included)*				
Labour to install			$27.70	
Baseplate		$20.50	$27.70	
4' - 7' Slider		$20.50	$27.70	
6' - 10' Slider		$20.50	$27.70	
7' - 12' Slider		$20.50	$27.70	
4' solid		$20.50	$27.70	
3' high upright *(Baseplate not included)*		$20.50	$27.70	
8' high upright *(Baseplate not included)*		$20.50	$27.70	
12' high upright *(Baseplate not included)*		$20.50	$27.70	

SPECIAL INSTRUCTIONS

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

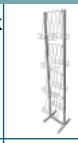
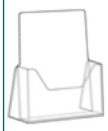
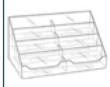
Head Office
5506 - 48 St NW
Edmonton, AB T6B 2Z1

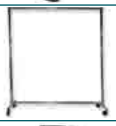
Vancouver Warehouse
Unit 10, 3751 North Fraser Way
Burnaby, BC V5J 5G4

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

ACCESSORIES

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
LITERATURE DISPLAYS					
Chrome Literature Rack *8 wire slots* *Fits 8.5" x 11"*			$95.00	$128.30	
Single Literature *Fits up to 9.25" x 10.75"* *Clear Acrylic*			$36.00	$48.60	
3 to 4 Tier Literature *Fits up to 9.25" x 10.75"* *Clear Acrylic*			$62.75	$84.70	
BUSINESS CARD HOLDERS					
Single Business Card *Fits standard card* *Clear Acrylic*			$14.50	$19.60	
4 Tier Business Card *Fits standard card* *Clear Acrylic*			$24.75	$33.40	
4 Double Tier Business Card *Fits standard card* *Clear Acrylic*			$62.75	$84.70	
LIVE PLANTS					
3' Potted Plant *Live Tropical*			$73.00	$98.60	
4' Potted Plant *Live Tropical*			$75.00	$101.30	
5' Potted Plant *Live Tropical*			$96.00	$129.60	
Small Floral Arrangement			PRICE TBD	PRICE TBD	
Medium Floral Arrangement			PRICE TBD	PRICE TBD	
Large Floral Arrangement			PRICE TBD	PRICE TBD	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
MISCELLANEOUS					
Draw Barrel			$75.00	$101.30	
Mini Fridge			$200.00	$270.00	
Water Cooler *Includes 1 jug of water + 250 cups*	Water Cooler		$175.00	$236.30	
	Additional Water Jug		$26.00	$35.10	
Desk			$400.00	$540.00	
Coat Tree			$43.25	$58.40	
Bag Holder			$70.00	$94.50	
Garment Rack *Chrome on casters*			$55.00	$74.30	
Chrome Sign Holder *Holds 22" x 28"*			$60.00	$81.00	
Easel *Free Standing*			$24.75	$33.40	
Eco-Friendly Garbage Pail			$40.00	$54.00	

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

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

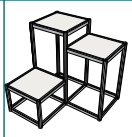
Vancouver Warehouse
Unit 10, 3751 North Fraser Way
Burnaby, BC V5J 5G4

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

DISPLAY ACCESSORIES

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

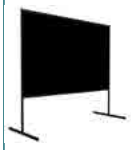
OCTANORM COUNTERS AND RISERS

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Counter *Doors & storage shelf* *20"[d]x40"[w]x40"[h]*			$275.00	$371.30	
COUNTER WITH FULL COLOR GRAPHIC *~Be noticed!*			$355.00	$479.30	
Doors & storage shelf *20"[d]x 40"[w]x40"[h]*	*Display a company logo or branding!* • Full color digital printing • Image size: 962mm[w] x 912mm[h] *Send logo in .**eps** format along with directions to **signsondemand@goodkey.com** an email will be sent confirming receipt of logo and proof of signage.*				
Show Case *Two shelves* *20"[d]x38"[w]x40"[h]*			$275.00	$371.30	
Jewelry Case *One shelf with lights* *20"[d]x38"[w]x40"[h]*			$275.00	$371.30	
Computer Counter *29"[d]x40"[w]x40"[h]*			$236.00	$318.60	
Computer Counter w/ Graphic *29"[d]x40"[w]x40"[h]* *Image size: 962mm[w] x 912mm[h]*	 		$326.00	$440.10	
Product Risers *3 white shelves* *20"x20"* *15", 33", 38" tall*			$225.00	$303.80	
Single Show Case *20"[d]x20"[w]x40"[h]*			$120.00	$162.00	
Ballot Box with Slot in Top *20"[d]x20"[w]x40"[h]*			$120.00	$162.00	

OCTANORM DISPLAY SYSTEMS

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Shelf Gondola White *3 Glass Shelves* *9" x 38"* *20" x 38" x 98"[h]*			$381.00	$514.40	
Slat Wall Gondola *Brackets not included* *20" x 38" x 98"[h]*			$381.00	$514.40	
2" Slat Wall Hook			$1.00	$1.40	

POSTER DISPLAY SYSTEMS

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Poster Board (Black) *Double Sided* *4'[h] x 8'[w]* **Material is hook velcro receptive*			$102.00	$137.70	
Hook Velcro *6 yards per box* *Self Adhesive*			$25.00	$33.80	
Loop Velcro *6 yards per box* *Self Adhesive*			$25.00	$33.80	

GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Removable Double-sided Foam Tape *10 pieces per pad* *2" x 1" pieces*			$4.00 per pad	$5.40 per pad	
Removable Double-sided Foam Tape Roll *30ft roll x 1" wide*			$50.00 per roll	$67.50 per roll	

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

OCTANORM BOOTHS 10 X 10

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Style 1 - 10' x 10' • 1 Header Sign *(2942mm [w]x 302mm[h])*		$996.00	$1344.60	
With Graphic Upgrade Package		$2666.75	$3600.10	
Style 2 - 10' x 10' • 1 Header Sign *(1952mm [w]x 302mm[h])* • Storage Area 3' x 9.6' w/ lockable door • Lockable counter 3.3' high		$1353.00	$1826.60	
With Graphic Upgrade Package		$2500.00	$3375.00	
Style 3 - 10' x 10' • 1 Curved Header Sign *(1500mm [w]x 450mm[h])* • Corner storage area 3' x 3' • Lockable counter 3.3' high		$3060.00	$4131.00	
With Graphic Upgrade Package		$4502.00	$6077.70	
Style 4 - 10' x 10' • 2 Header Signs *(1952mm [w]x 302mm[h])* • Curved counter 3.3' high		$1562.00	$2108.70	
With Graphic Upgrade Package		$3054.00	$4122.90	

GRAPHIC UPGRADE CUSTOMIZATION

Carpet Color Choice

☐ Red ☐ Blue ☐ Grey ☐ Black

PANEL & HARDWARE DISCLAIMER

If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.

You will be charged **$60/panel** for cleaning or repair.

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

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

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

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

Panel Color Choice	***Complimentary***	***Burfab Upgrade*** *Velcro Receptive*	REGULAR PRICE	TOTAL
	☐ WHITE HARDWALL	☐ BLUE	$300.00 per panel	
	☐ BLACK HARDWALL	☐ BLACK		

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

OCTANORM BOOTHS 10 X 20

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
Style 5 - 10' x 20' • 2 Header Signs *(2942mm [w]x 302mm[h])*		$2030.00	$2740.50	
With Graphic Upgrade Package		$4402.00	$5942.70	
Style 6 - 10' x 20' • Storage area 3' x 6' w/ lockable door • Custom reception counter		$2800.00	$3780.00	
With Graphic Upgrade Package		$6661.00	$8992.40	
Style 7 - 10' x 20' • 1 Curved Header Sign *(1500mm [w]x 450mm[h])* • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		$3181.00	$4294.40	
With Graphic Upgrade Package		$5062.00	$6833.70	
Style 8 - 10' x 20' • 3 Header Signs *1@(2942mm [w] x 302mm[h]) + 2@(1952mm [w]x 302mm[h])* • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		$2628.00	$3,547.80	
With Graphic Upgrade Package		$5136.00	$6933.60	

PANEL & HARDWARE DISCLAIMER

If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.

You will be charged **$60/panel** for cleaning or repair.

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

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

GRAPHIC UPGRADE CUSTOMIZATION

Carpet Color Choice

☐ Red ☐ Blue ☐ Grey ☐ Black

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

☐ ***Complimentary*** (Bold black font proportionally on white panel, capital letters unless specified)
Please clearly print name as you would like it to appear _____

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

Panel Color Choice	***Complimentary***	***Burfab Upgrade*** *Velcro Receptive*	REGULAR PRICE	TOTAL
	☐ WHITE HARDWALL	☐ BLUE	$300.00 per panel	
	☐ BLACK HARDWALL	☐ BLACK		

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

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

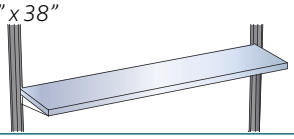
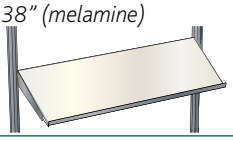
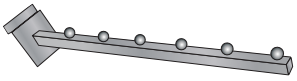
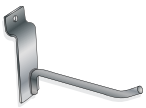
Vancouver Warehouse
Unit 10, 3751 North Fraser Way
Burnaby, BC V5J 5G4

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

OCTANORM ACCESSORIES

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM DISPLAY SYSTEMS				
Full Height Slat Wall Panel *1m x 2.5m* ☐ White Slat Wall ☐ Black Slat Wall			$150.00	$202.50	
Half Slat Wall Panel *1m x 1.25m* ☐ White Slat Wall ☐ Black Slat Wall ☐ Top Slat Wall ☐ Bottom Slat Wall			$77.00	$104.00	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM ACCESSORIES				
Glass Shelf *9" x 38"* 		$24.50	$33.10	
Angled Literature Shelf *12" x 38" (melamine)* 		$27.00	$36.50	
Waterfall Rack **must be used with slat wall* 		$25.00	$33.80	
Gooseneck Light **does not include power* 		$75.00	$101.30	
2" Slat Wall Hook 		$1.00	$1.40	

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

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

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

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

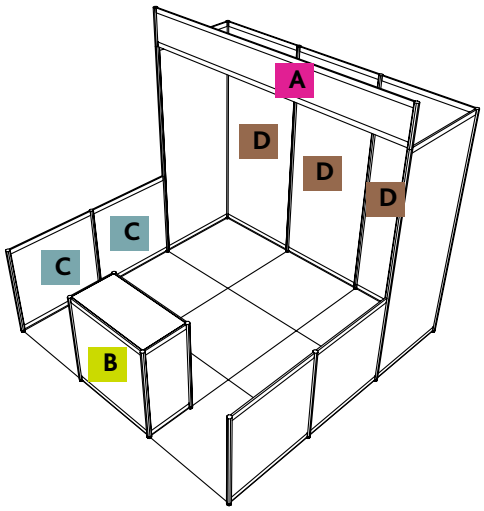
Vancouver Warehouse
Unit 10, 3751 North Fraser Way
Burnaby, BC V5J 5G4

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

BOOTH GRAPHIC UPGRADE

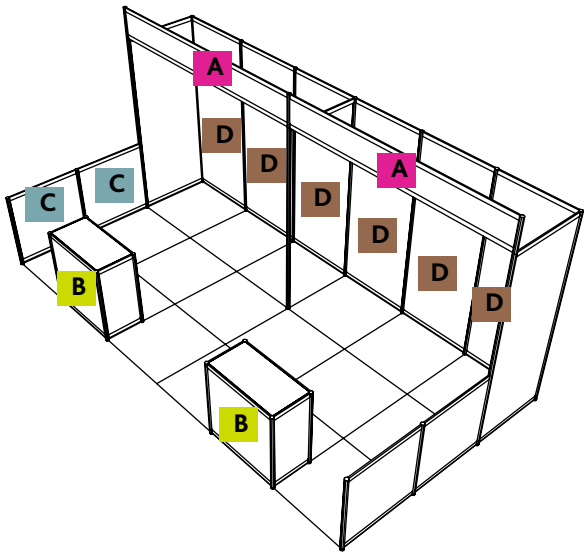
Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	

10x10 HARDWALL SHELL SCHEME



SAMPLES:

10x20 HARDWALL SHELL SCHEME



GRAPHIC PANEL LIST

Info	Article Description	Width	Depth	Length	Prices	Qty
A	Header	2942	4	302	$95.00	
B	Counter	962	4	912	$108.00	
C	Half Panel	962	4	912	$108.00	
D	Full Panel	962	4	2392	$300.00	

**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

TURNKEY BOOTH PRICING

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	

Please refer to the Turnkey Booth pages for sample renderings

DESCRIPTION	QTY	REGULAR PRICE	TOTAL
10'x10'-1		$4,958.20	
10x10'-2		$5,276.20	
10'x20'-1		$5,186.20	
10x20'-2		$6,388.10	
20'x20'-1		$10,375.00	
20x20'-2		$11,617.00	
20'x30'-1		$13,007.00	
20x30'-2		$14,561.00	
30'x30'-1		$16,730.00	
30x30'-2		$16,779.00	

PANEL & HARDWARE DISCLAIMER

If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.

You will be charged **$60/panel** for cleaning or repair.

SPECIAL INSTRUCTIONS

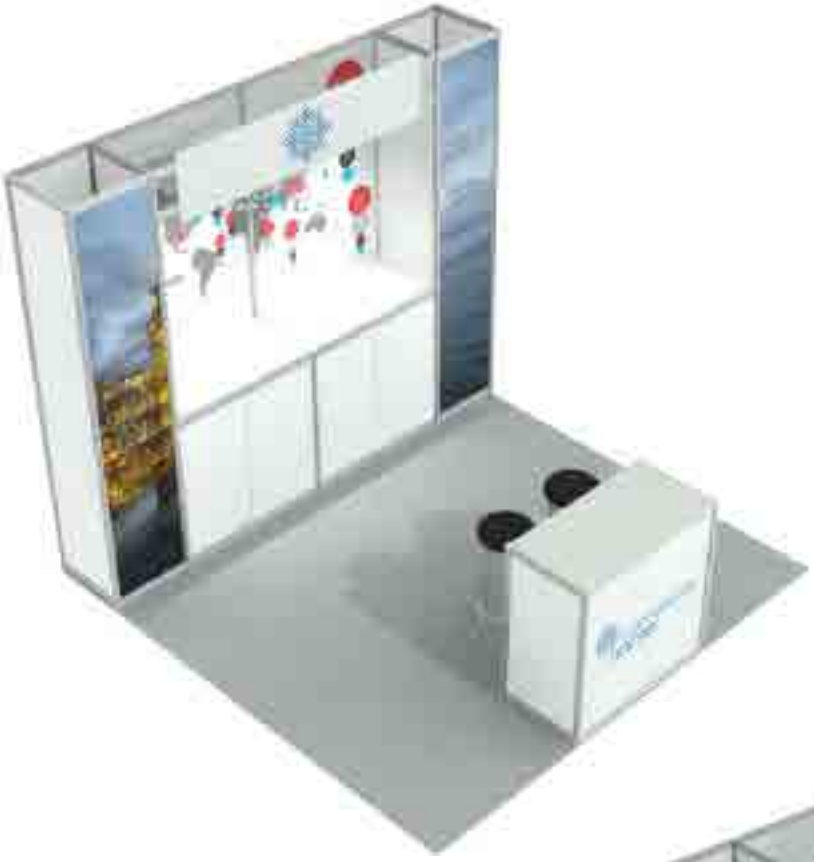
**PRICES INCLUDE DELIVERY AND INSTALLATION

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

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

TURNKEY BOOTHS 10x10

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	



10’x10’-1

1 - OCTANORM RENTALS
1 - 10‘x10’ GREY CARPET
1 - GRAPHICS PACKAGE
3 - 1M COUNTER
2 - BAR STOOLS

10’x10’-2

1 - OCTANORM RENTALS
1 - 10‘x10’ GREY CARPET
1 - GRAPHICS PACKAGE
3 - 1M COUNTER
2 - BAR STOOLS
1 - CRUISER COMBO

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

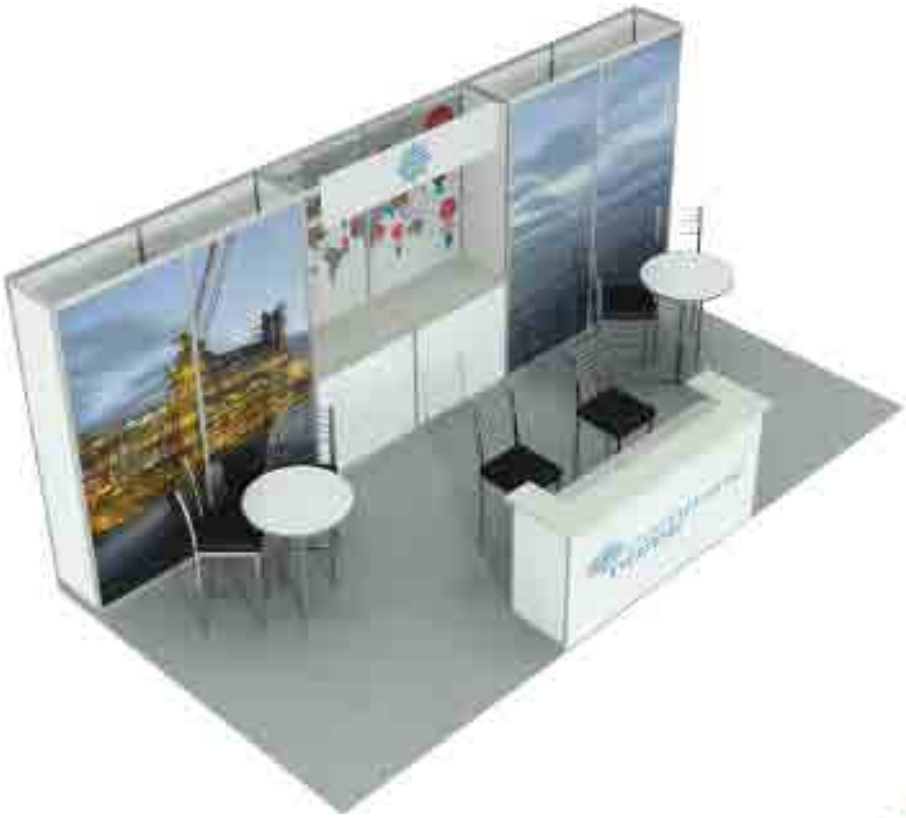
Head Office
5506 - 48 St NW
Edmonton, AB T6B 2Z1

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

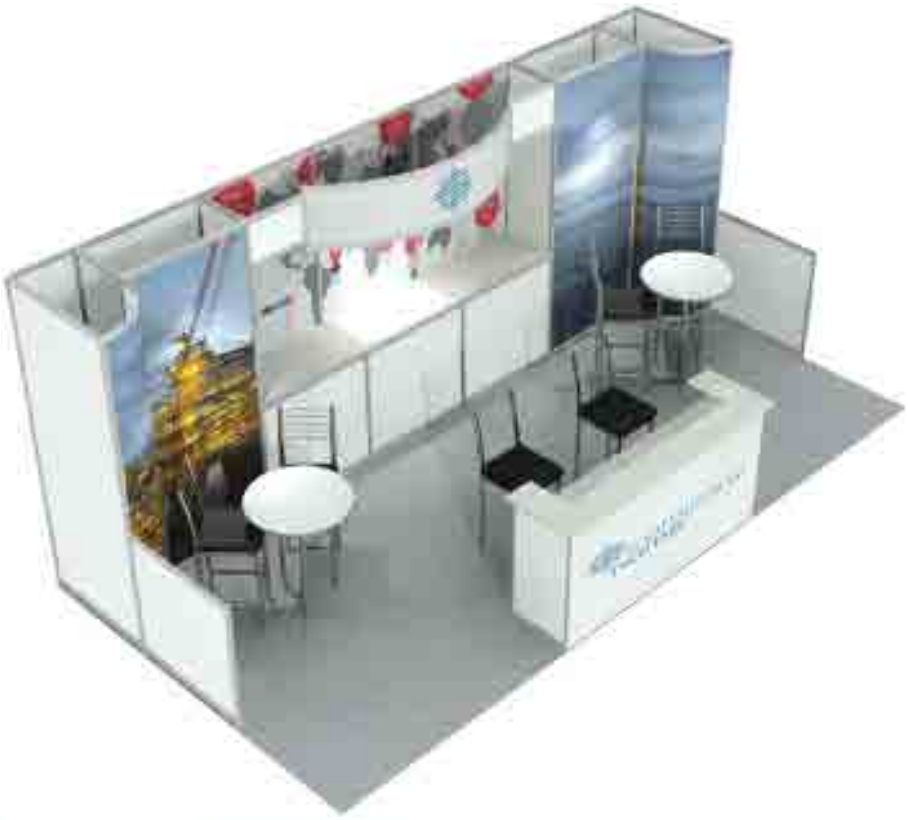
TURNKEY BOOTHS 10x20

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	



10’x20’-1

1 - OCTANORM RENTALS
1 - 10'x20’ GREY CARPET
1 - GRAPHICS PACKAGE
2 - 1M COUNTER
1 - CUSTOM COUNTER
2 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS



10’x20’-2

1 - OCTANORM RENTALS
1 - 10'x20’ GREY CARPET
1 - GRAPHICS PACKAGE
3 - 1M COUNTER
1 - CUSTOM COUNTER
2 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS

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

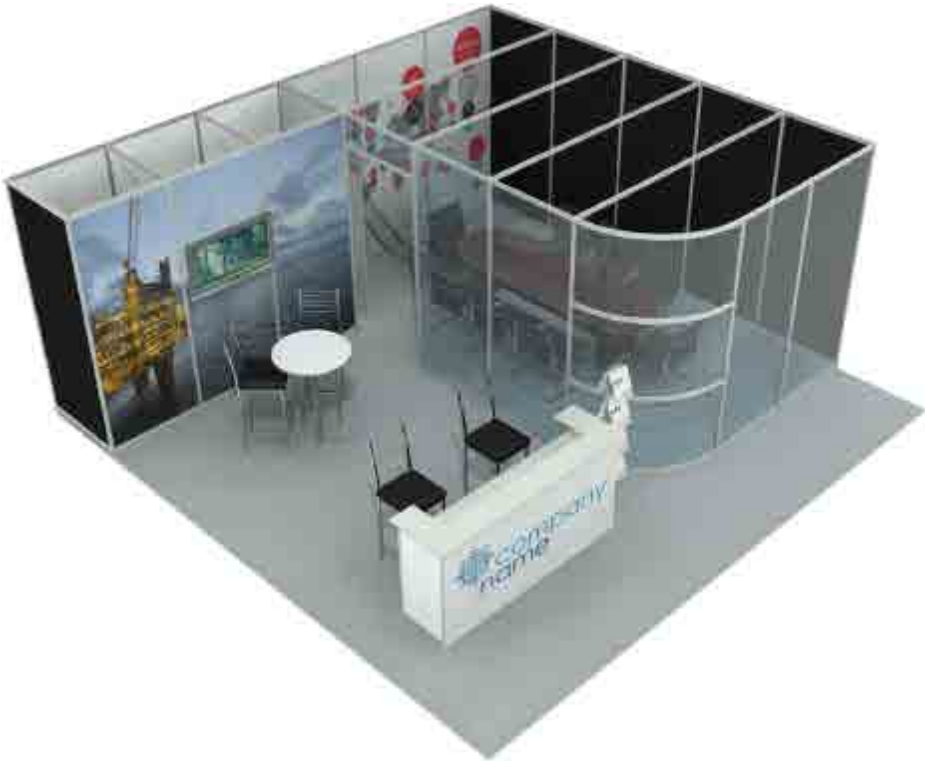
Head Office
5506 - 48 St NW
Edmonton, AB T6B 2Z1

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

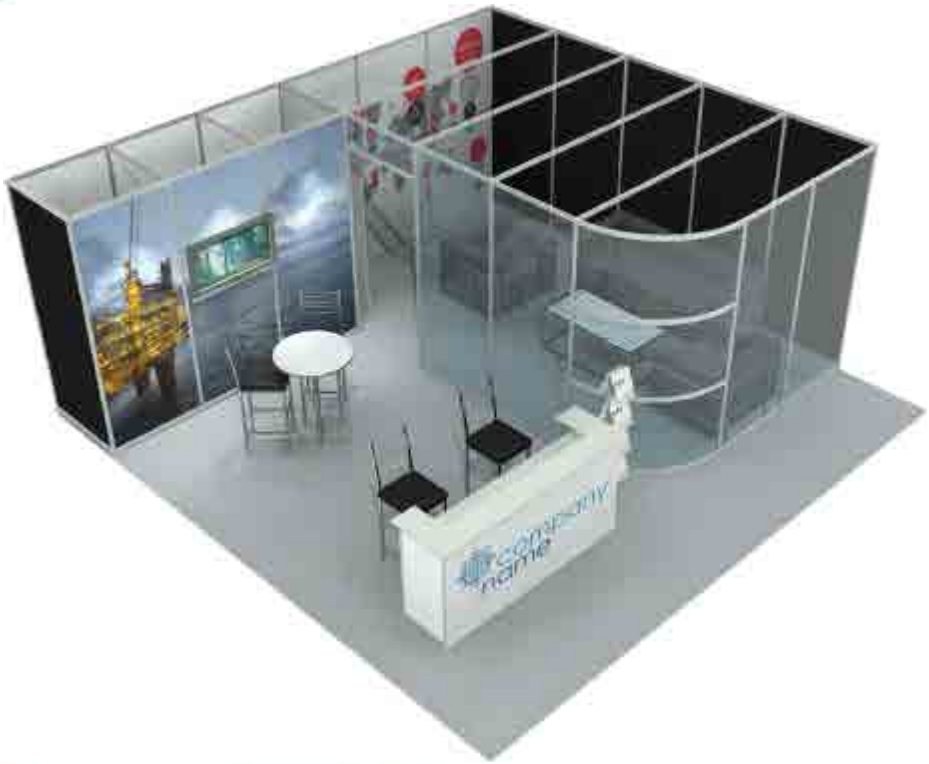
TURNKEY BOOTHS 20x20

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	



20’x20’-1

1 - OCTANORM RENTALS
1 - 20'x20’ GREY CARPET
1 - 42” MONITOR
1 - GRAPHICS PACKAGE
1 - BOARDROOM COMBO
c/w 8 RIPPLE BACK CHAIRS
1 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS
1 - CUSTOM COUNTER
1 - LITERATURE RACK



20’x20’-2

1 - OCTANORM RENTALS
1 - 20'x20’ GREY CARPET
1 - 42” MONITOR
1 - GRAPHICS PACKAGE
1 - FURNITURE (1 SOFA, 1 LOVE
SEAT, 1 SINGLE SEATER,
1 COFFEE TABLE)
1 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS
1 - CUSTOM COUNTER
1 - LITERATURE RACK

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

TURNKEY BOOTHS 20x30

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	

20'x30'-1

1 - OCTANORM RENTALS
1 - 20'x30' GREY CARPET
2 - 1M COUNTER
1 - GRAPHICS PACKAGE
1 - BOARDROOM COMBO
c/w 8 RIPPLE BACK CHAIRS
3 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS
1 - CUSTOM COUNTER
1 - LITERATURE RACK

20'x30'-2

1 - OCTANORM RENTALS
1 - 20'x30' GREY CARPET
1 - 42" MONITOR
1 - GRAPHICS PACKAGE
1 - FURNITURE (1 SOFA, 1 LOVE SEAT, 1 SINGLE SEATER, 1 COFFEE TABLE)
3 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS
1 - CUSTOM COUNTER
1 - LITERATURE RACK
2 - 1M COUNTER

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

TURNKEY BOOTHS 30x30

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	

30'x30'-1

1 - OCTANORM RENTALS
1 - 30'x30' GREY CARPET
1 - 10' ROUND HALO
1 - GRAPHICS PACKAGE
1 - BOARDROOM COMBO
c/w 8 RIPPLE BACK CHAIRS
3 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS
1 - CUSTOM COUNTER
1 - LITERATURE RACK
1 - FURNITURE (2 SINGLE SEATERS,
1 18x18 END TABLE)
2 - MONITORS

30'x30'-2

1 - OCTANORM RENTALS
1 - 30'x30' GREY CARPET
1 - 10' ROUND HALO
1 - GRAPHICS PACKAGE
1 - FURNITURE (1 SOFA, 2 SINGLE SEATER, 1 COFFEE TABLE ALL BLACK)
3 - CRUISER COMBO UNITS
2 - FLOP BACK CHAIRS
1 - CUSTOM COUNTER
1 - LITERATURE RACK
1 - FURNITURE (2 SINGLE SEATERS, 1 18x18 END TABLE)
2 - MONITORS

SIGNAGE & DIGITAL PRINTING

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES					
Full Color Header Upgrade - Single Sided *2942mm (w) x 302mm (h)* ***(Octanorm booth rental required)***			$95.00	$128.30	
Full Color Backwall Panel Upgrade - Single Sided *962mm (w) x 2392mm (h)* ***(Octanorm booth rental required)***			$300.00	$405.00	
Full Color Counter Upgrade - Single Sided *962mm (w) x 912mm (h)* ***(Counter rental required)***			$108.00	$145.80	
FABRIC SIGNAGE					
3M Freestanding Goodkey Hybrid Wall (Fabric Graphics) - Single Sided *2966mm (w) x 2444mm (h)* ***(Wall rental and graphics included, allow 3 weeks min. for order)***			$2200.00	$2970.00	
Hanging Fabric Halo - Many Custom Designs available *10' (w) x 3' (h) generic size* ***(Does not include hanging fee, allow 3 weeks min. for order)***			Call for quote		
STAND ALONE SIGNAGE					
Vinyl Banner - Single Sided *119" (w) x 36" (h) hanging off backwall with S hooks* *(Cost includes banner, installation hardware and labour to install)*			$350.00	$472.50	
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)*			$240.00	$324.00	
DESIGN WORK & STORAGE					
If artwork is not supplied as print ready, a minimum of $50 will be charged to modify art files			$50.00/per hour		
Have the Goodkey in house design team create the artwork & vectorize logos			$75.00/per hour		
SIGNAGE STORAGE ***Indicate if you will be needing the signage again, if not it will be recycled after the event***			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 ☐35% LATE ORDER SURCHARGE ☐50% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		

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

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

PRINT READY GRAPHIC GUIDELINES

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

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

REPRESENTS panel break and will not print DO NOT INCLUDE LINES

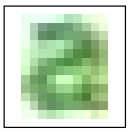
AVOID text going through the panel break

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

*FLUSH graphic example

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

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**

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

EXHIBIT BOOTH VACUUMING & CLEANING

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	

SERVICE INCLUDES:

• EXHIBIT VACUUMING
• EMPTYING OF WASTEBASKETS

PRE-ORDERS *(must be received prior to above order deadline date)*

Booth Width _____ x Booth Depth _____ + Square Feet _____ x Number of Days _____ x $0.55 = _____
(min 100 Sq.Ft.)

LATE-ORDERS

Booth Width _____ x Booth Depth _____ + Square Feet _____ x Number of Days _____ x $0.74 = _____
(min 100 Sq.Ft.)

SPECIAL INSTRUCTIONS

**PRICES INCLUDE DELIVERY AND INSTALLATION

SUBTOTAL		
OFFICE USE ONLY ☐ 35% LATE ORDER SURCHARGE ☐ 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

INSTALLATION & DISMANTLE LABOUR

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	**Deadline Date**	
April 25-27, 2023	**April 4, 2023**	

INSTALLATION & DISMANTLE RATES		PRE-ORDER	ONSITE ORDER
Regular Time (RT):	8:00 am - 4:00 pm Monday to Friday	$100.00/hr.	$135.00/hr.
Overtime (OT):	4:00 pm - 6:00 pm Monday to Friday 6:00 pm - 8:00 am Saturday and Sunday	N/A	N/A
Double Time (DT):	All other hours including Sundays and statutory holidays	N/A	N/A

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

QUANTITY		PRE-ORDER	ONSITE ORDER	ESTIMATED CHARGE
Labourers	Hours	$100.00/hr. (RT)	$135.00/hr.(RT)	$

Date Required: _____ Start Time: _____ Finish: _____

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

QUANTITY		PRE-ORDER	ONSITE ORDER	ESTIMATED CHARGE
Labourers	Hours	$100.00/hr. (RT)	$135.00/hr.(RT)	$

Date Required: _____ Start Time: _____ Finish: _____

Client Supervised? ☐ YES ☐ NO If yes, Supervisors name: _____

Supervised by Goodkey Show Services Ltd.? ☐ YES ☐ NO If yes, add 25% to total estimated charges

The exhibit consists of _____ shipping cases or crates *(Please do not include cartons/boxes of literature or products)*

DESCRIPTION	QTY	PRE-ORDER	LATE	TOTAL
Ladder Rental		$25.00 /per day	$33.80 /per day	

PLEASE NOTE:

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

SPECIAL INSTRUCTIONS

TOTAL ESTIMATED CHARGE		
25% SUPERVISION FEE		
SUBTOTAL		
OFFICE USE ONLY ☐35% LATE ORDER SURCHARGE ☐50% CANCELLATION FEE ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

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

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

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

tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

EXHIBITOR APPOINTED CONTRACTOR

Show Name	Name of Company	Booth Number
Canadian Hydrogen Convention 2023		
Show Date	Deadline Date	
April 25-27, 2023	**April 4, 2023**	

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an EAC, please submit this form along with a **valid Certificate of Insurance** to **Goodkey Show Services** by 30 days prior to show start. The Notice of Intent to use an EAC must be completed for every third party (as well as any other third party ordering or requesting services from **Goodkey Show Services** on behalf of Exhibitor) at the above show.

Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **Goodkey Show Services** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company:_____ Booth #:_____

Authorized Name & Title:_____

- ☐ Yes - We will employ the services of (name of EAC):_____
- ☐ Certificate of Insurance Attached
- ☐ Certificate of Insurance to Follow

Full Name of EAC:_____

Complete Address:_____

City, Province/State:_____

Phone Number:_____ Fax Number:_____

Email Address:_____

EAC "Show Site" Representative:_____

Type of Service to be performed:_____

Return this form to:

Goodkey Show Serices c/o Canadian Hydrogen Conference
Exhibitor Services Department
5506 48 St NW, Edmonton, AB T6B 2Z1
tel no: 780 468 8110 fax no: 780 426 5734
info@goodkey.com
www.goodkey.com

Goodkey Show Services shall have no liability to any party for damage or injuries caused by exhibitor or its 3rd party agents. It is the exhibitor's responsibility to provide its exhibitor appointed contractors with all show rules and regulations as set forth in the exhibitor space leased and the Exhibitor Service Manual. Exhibitor agrees to indemnify and defend Goodkey Show Services for the actions of its agents and exhibitor appointed contractors. The exhibitor is responsible for any losses, damages, or injuries that are caused by or attributed to exhibitor appointed contractors that are not covered or provided by exhibitor appointed contractor's insurance.

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 some have been delivered to EXHIBITORS booth.

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

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

All post show freight returned to the advanced storage warehouse will incur both Post Show Freight services charges and storage charges at standard industry prices. $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 persons, parties or other contracting firms

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

Terms & Conditions Contract

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

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

INDEMNIFICATION

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

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

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

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

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

INSURANCE

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

CLAIM(S) FOR LOSS

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

MAXIMUM RECOVERY

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

MISCELLANEOUS

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

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY

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

JURISDICTION

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

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

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

Signature _____

METHOD OF PAYMENT

IMPORTANT! If you are planning to utilize any of the services provided by **Goodkey Show Services**, please carefully complete and return this form with all your display requirements.

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

☐ Cash / Wire Transfer / E-Transfer

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

☐ Company Cheque (REQUIRE A CREDIT CARD BACKUP)

Please make cheque payable to: **Goodkey Show Services Ltd.**

Note: No cheques will be accepted after the order deadline date.

Address: Goodkey Show Services Ltd.
5506 - 48 ST NW
Edmonton, Alberta
T6B 2Z1

☐ Credit Card

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

☐ MASTER CARD ☐ VISA ☐ PERSONAL ☐ COMPANY

Expiration Date: CVC:

Cardholders name:

Signature:

Cardholders Billing Address

Street:

City/Province:

Postal Code:

*Please note: Adjustments will not be made after the closure of the show. Please visit our on-site service desk for any questions or concerns regarding your order with Goodkey.
We have read, understand and agree to all terms as described above and have advised our show site representative accordingly.

Exhibitor Signature:

Print Name:

Date:

☐ Third Party Authorization

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

The items checked below are to be invoiced to the third party:

☐ ALL SERVICES
☐ BOOTH CLEANING
☐ I & D LABOUR
☐ MATERIAL HANDLING / IN & OUT
☐ RENTAL FURNITURE & CARPET
☐ SIGNS
☐ OCTANORM
☐ OTHER (please specify) _____

Third Party Agent:

Account #:

Expiration Date: CVC:

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

Cardholders name:

Signature:

Cardholders Billing Address

Street:

City/Province:

Postal Code:

Phone Number: Fax Number:

Email:

Head Office | 5506 - 48 St NW | Edmonton, AB | T6B 2Z1
Van Warehouse | Unit 9, 3751 North Fraser Way | Burnaby, BC | V5J 5G4
Red Deer Warehouse
tel: 780.426.2211 | fax: 780.426.5734 | goodkey.com

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** St. NW
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.

GES MATERIAL HANDLING

MATERIAL HANDLING SERVICE INFORMATION

GES is Exclusive for on-site material handling services at the Edmonton Convention Centre. Exhibitors are required to use GES to perform this service which includes:

- Receipt, documentation and inspection of your shipment(s) upon arrival
- Unloading of shipment(s) at the show site dock & delivery to your booth
- Removal of containers labeled "empty" from booth to the storage area
- Storage of empty containers during the event
- Return of empty containers to booth after show close
- Movement of outbound shipment(s) from your booth to the loading dock
- Reload of shipment(s) from dock onto your carrier

As the exclusive Material Handling contractor, GES is required to perform this service. Service is charged per hundred weight (CWT) with a 200lbs. minimum **at the expense of the exhibitor**. **All shipments must be accompanied by a Certified Weight Ticket. If no Certified Weight Ticket is available, GES will weigh your shipment(s) on-site and special handling charges will apply. Special Handling rates will also apply to all loose, stacked and/or uncrated shipments.**

For your convenience, shipping addresses & labels can be found within this manual.

Let GES do the heavy lifting.

ON-SITE MATERIAL HANDLING ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

6292 - 50 St. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Toll Free: 1.877.505.7767
edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

Canadian Hydrogen Convention
Edmonton Convention Centre
April 25 - 26, 2023

Advance Price Deadline Date:
Monday April 17, 2023

Exhibiting Company Name | Booth Number

Name of Primary Contact | Phone | Email

ON-SITE MATERIAL HANDLING SERVICE

Receiving shipment from loading dock

Delivery of shipment from loading dock to booth

Removal of empty containers from booth to storage

Returning empty containers to booth upon show closing

Reloading shipment from booth to exhibitor arranged outbound carrier

ON-SITE MATERIAL HANDLING: **Item Code: MHDIRWT**

Shipment(s) may arrive at Show Site on: **Monday April 24, 2023**

Estimated weight of shipment(s) rounded up to the nearest 100lbs.: _____ **lbs.**

$120.00 per 100lbs. (200lbs. Minimum) Minimum charge = $240.00

All orders received beginning on the first day of event move-in, through to the completion of the event, will be charged the On-Site Price. The On-Site Price is calculated at an increase of 20% to the Standard Price listed

Shipments arriving without a pre-arranged order and/or without a Certified Weight Ticket could be subject to Special Handling Rates

SPECIAL HANDLING (40% SURCHARGE PER SHIPMENT)

All shipments of loose, padded or uncrated materials. Special loading requirements, such as ground side door, constricted or stacked unloading.

Direct to Show Site shipments without a Certified Weight Ticket or with a proven inaccurate Certified Weight Ticket.

PLEASE COMPLETE THE FOLLOWING:

Name of Carrier: _____ **Number of Pieces:** _____

Date goods are scheduled to arrive on: ☐ ☐

GES Terms & Conditions

Tips

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

X _____
Authorized Signature

Please Sign

Authorized Name (please print) Date

Sub-Total for Items Above

All claims or discrepancies must be settled within one (1) week of show closing.

All funds listed in Canadian dollars.
GST # 104060264

IN-BOOTH FORKLIFT ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

6292 - 50 St. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Toll Free: 1.877.505.7767
edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

Canadian Hydrogen Convention
Edmonton Convention Centre
April 25 - 26, 2023

Advance Price Deadline Date:
Monday April 17, 2023

Exhibiting Company Name | Booth Number

Name of Primary Contact | Phone | Email

STEP 1 - ORDER IN-BOOTH FORLIFT SERVICE

In-Booth Forklift service may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery. This service is required for placing equipment and materials weighing 200lbs. or more. Service includes a GES supplied forklift & operator.

Straight Time: *Monday - Friday from 8:00am - 4:00pm*
Over Time: *Monday - Friday from 4:00pm - 12:00am. Saturday - Sunday from 8:00am - 4:00pm*
Double Time: *Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.*

ITEM CODE	DESCRPTION	ADVANCED PER HOUR	ON-SITE PER HOUR	# of WORKERS			# of HOURS	TOTAL
IBIRFL / IBORFL	Straight Time	$180.75	$235.00	x		x		
IBIOTFL / IBOOTFL	Over Time	$270.00	$351.00	x		x		
IBIDTFL / IBODTFL	Double Time	$361.25	$469.50	x		x		

STEP 2 - INDICATE THE SERVICE

Exhibitor Supervision: As the Exhibitor, you are required to be present in the booth at all times when work is being completed. ***Scheduling a date and time is necessary.*** Exhibitor assumes the responsibility and any liability arising for the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

☐ **Exhibitor Supervised Labour (exhibitor must be present).**
Please estimate: a) the number of workers needed b) the number of hours required per worker.
Show Site Contact:_____ Phone Number:_____

As part of this service, I will require GES to provide the following type(s) of work: ***(circle all that apply)***

Uncrating *Unskidding* *Positioning* *Leveling* *Dismantling* *Recrating* *Reskidding*

Install

Dates	Start Time	End Time	# of Workers

Dismantle

Dates	Start Time	End Time	# of Workers

GES Terms & Conditions

- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth. For all other start times, please check-in at the GES Service Desk 1/2 hour (30 minutes) before the start time requested.
- GES reserves the right to change labourers and/or rates as shifts change.
- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "*Credit Card Authorization Form*" (available in this manual).**

ON-SITE PRICING is applicable to all orders received on the first day of move-in through to the completion of the event.

TOTAL AND SIGN

Please Sign

I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

X
Authorized Signature

Authorized Name (please print) Date

Sub-Total for Items Above

All funds listed in Canadian dollars.
GST # 104060264

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.

CREDIT CARD AUTHORIZATION FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

6292 - 50 St. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Toll Free: 1.877.505.7767
edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

Canadian Hydrogen Convention
Edmonton Convention Centre
April 25 - 26, 2023

Exhibiting Company Name | Booth Number

Address | City | Province/State | Postal/Zip | Country

Name of Primary Contact | Phone | Email

Name of Show Site Contact | Phone | Email

Please indicate if you will be using a Third Party for billing of services:

☐ **No** ☐ **Yes (please completer/return the "*Third Party Billing Form*"**

ORDER SUMMARY

PRODUCT/SERVICE PAGE	SUB-TOTAL (FROM ORDER FORM)
Onsite Material Handling	$
In-Booth Forklift Order Form	$
	$
	$
	$
	$

Note: Not all forms/services are available for all events.

Sub-Total for all items [ ] + **5% G.S.T** [ ] = **Total Payment** [ ]

All funds listed in Canadian dollars.
GST # 104060264

CREDIT CARD AUTHORIZATION (required for all forms of payment)

Orders will not be accepted without the receipt of a completed "*Credit Card Authorization Form* ". A completed "*Credit Card Authorization Form*" be kept on file even if the Exhibitor is paying by cheque or EFT/Wire Transfer *(* completed *"EFT/Wire Transfer Form"* required*).* All services must be pre-paid in full.

Cardholder Name (please print)

Billing Address | City | Province/State | Postal/Zip | Country

Name of Primary Contact | Phone | Email

Method of Payment: ☐ **Credit Card** ☐ **EFT/Wire Transfer** ☐ **Cheque**

Account Number: [ ] **Expiry Date:** [ ]

☐ **VISA** ☐ **MasterCard** ☐ **American Express** **CVV:** [ ]

This "*Credit Card Authorization Form* " allows GES to charge any fees outstanding after event close to this credit card (including funds owed due to a cheque returned as NSF).

TOTAL AND SIGN

Please Sign

I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

X
Authorized Signature

Authorized Name (please print) | Date

Use these Shipping Labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

D

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

DIRECT SHIPMENT

TO: _____

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O: GES
9797 Jasper Avenue, Edmonton Alberta T5J 1N9

Shipments Should Arrive:

Monday, April 24, 2023 - Tuesday, April 25, 2023

Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.

_____
(Name of Carrier)

_____ **of** _____
Number Pieces

GES

D

RUSH!

EXHIBITION FREIGHT

FROM: _____

_____

_____

DIRECT SHIPMENT

TO: _____

(Full Name of Exhibiting Company)

(Name of Event)

(Booth Number)

(Showsite Contact Name & Phone Number)

C/O: GES
9797 Jasper Avenue, Edmonton Alberta T5J 1N9

Shipments Should Arrive:

Monday, April 24, 2023 - Tuesday, April 25, 2023

Certified Weight Tickets are required for all shipments. Drivers must check-in by 2:00pm to be guaranteed same day unloading.

_____
(Name of Carrier)

_____ of _____
Number Pieces

GES

PAYMENT POLICY

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

6292 - 50 St. NW, Edmonton, Alberta, T6B 2N7 Tel: 780.469.7767 Toll Free: 1.877.505.7767
edmonton@ges.com www.ges.com/ Instagram/Twitter: GES_Canada

Canadian Hydrogen Convention
Edmonton Convention Centre
April 25 - 26, 2023

ADVANCE PRICING:

To qualify for the Advance Price, orders must be received **with full payment on or before the Advance Price Deadline Date**. After the Advance Price Deadline Date has passed, orders will be charged the Standard Price as listed online and on the order forms. Orders without payment will not be processed until payment is received and may be charged the Standard Price.

ON-SITE PRICING:

All orders received beginning on the first day of event move-in, through to the completion of the event, will be charged the On-Site Price. The On-Site Price is calculated at an increase of 20% to the Standard Price listed.

METHOD OF PAYMENT:

GES accepts VISA, MasterCard, American Express, Debit, EFTs/Wire Transfers and cheques as methods of payment. Purchase Orders are not considered payment. Exhibitors will be charged $20.00 for cheques returned as NSF.

EFT/WIRE TRANSFER INFORMATION:

To properly credit your account, please complete the "*Electronic Funds/Wire Transfer Form* " included within this exhibitor manual. **Note:** There is a minimum service charge applicable on all EFT/Wire Transfers ($20.00 North America, $40.00 International). Any additional fees are the responsibility of the Exhibitor and may vary depending on processing bank. Please ensure that transfers are received a minimum of ten (10) days prior to the event.

PAYMENT SCHEDULE:

Payment for all GES products and/or services must be pre-paid in full. GES will not provide Material Handling, In-Booth Forklift , and/or Labour Services without a completed "*Credit Card Authorization Form* " on file.

THIRD PARTY BILLING:

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party agent to manage their exhibit and order services on their behalf. GES will agree to this arrangement provided that the EAC/agent makes satisfactory payment arrangements with us. In the event that an authorized EAC/agent does not pay for GES services as agreed upon, the Exhibitor is ultimately responsible for all charges incurred on its behalf. See "*Third Party Billing Form* " included in this manual.

ADJUSTMENTS AND CALCULATIONS:

Adjustments to an invoice **will not be made after the close of the event**. Some items, services, and labour are subject to cancellation fees. Refer to each order form for specific details.

EXHIBITORS MUST PAY 5% G.S.T. ON ALL ORDERS WHEN EXHIBITING IN ALBERTA.

SHOWTECH
POWER & LIGHTING

The SHOWTECH online ordering site is accepting orders for electrical services, lighting services, sign and banner hanging orders and booth layout. If you have never ordered from SHOWTECH online ordering portal, you need to create a new account with a username and password to log in first.

Please access the direct online ordering link below with **Google Chrome** to view pricing and/or order online. **To take advantage of the discount pricing, please order online by Monday, April 3, 2023.**

https://e.showtechordering.com/ST-00063098

If you experience any technical difficulties on our online ordering portal, please contact us at info@showtech.ca or 1-855-746-9832.

5225 Orbitor Drive, Unit 12
Mississauga, ON
L4W 4Y8
E-mail: info@crossconnectcl.com

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

CANADIAN HYDROGEN CONVENTION

Appointed by:

Canadian Hydrogen Convention
April 25-27, 2023 | Edmonton, Canada

EDMONTON CONVENTION CENTRE
EDMONTON, AB
April 25TH - 27TH, 2023

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

Anthony D'Alessandro
Phone: 416-670-6606
E-mail: info@crossconnectcl.com

5225 Orbitor Drive, Unit 12
Mississauga, ON
L4W 4Y8
E-mail: info@crossconnectcl.com

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

CANADIAN HYDROGEN CONVENTION 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 & MATERIAL HANDLING:

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

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: $165.00 PER 100 LBS (400 LBS MINIMUM CHARGE)*
The above rate includes advanced warehousing and on-site material handling fees
*This price is per shipment/waybill delivery.

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

Exhibitor Name, Booth #
c/o CANADIAN HYDROGEN CONVENTION
ABF FREIGHT
14941 - 131 AVENUE N.W.
EDMONTON, AB - T5V 1S9

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 CANADIAN HYDROGEN CONVENTION
EDMONTON CONVENTION CENTRE
9797 JASPER AVENUE
EDMONTON, AB - T5J 1N9

5225 Orbitor Drive, Unit 12
Mississauga, ON
L4W 4Y8
E-mail: info@crossconnectcl.com

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

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:
  - **TRUCK / COMMON CARRIER:** scheduled to arrive 1 week prior to show opening
  - **AIRFREIGHT:** scheduled to arrive 3 days (minimum) prior to show opening
  - **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 - pars@crossconnectcl.com**".
- 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.
- □ The Bill of Lading or Air Waybill, all Customs documents, and labels must be marked "**NOTIFY CROSS CONNECT FOR CUSTOMS CLEARANCE - pars@crossconnectcl.com**".
- □ 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.**"
- □ 3 completed copies of the Commercial Invoice must be attached to the Bill of Lading or Air Waybill.
- □ 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:
  - Return of goods to your stated destination
  - Supply required shipping documents, export documents, and labels
  - Arrange Customs clearance of any goods remaining in Canada; applicable duties and taxes must be paid prior to removal from the show site.
  - 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.

5225 Orbitor Drive, Unit 12
Mississauga, ON
L4W 4Y8
E-mail: info@crossconnectcl.com

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

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
Tel: 416-639-2176
E-mail: info@crossconnectcl.com

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: 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	Zip/Postal Code: 10093
Contact Name: JOHN SMITH		Tel: 555-555-0000
E-mail: JSMITH@DOMAIN.COM		

Return Freight

☒ Same as Shipper ☐ No Return Shipment

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

Billing

☒ Same as Shipper

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

Payment

MUST BE COMPLETED

Charge to: ☒ Visa ☐ MasterCard ☐ 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: John Smith Date: 10-Jun-21

Shipment / Freight

# 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		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3								1,800

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: $ 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 Date: 10-Jun-21

Printed Name: JOHN SMITH Title: CEO

Cross Connect Internal Use Only

Accepted by:

Date:

Signature:

EXAMPLE

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
Tel: 416-639-2176
E-mail: info@crossconnectcl.com

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: CANADIAN HYDROGEN CONVENTION		Event Dates: 25-Apr-23 to 27-Apr-23
Facility/Venue Name: EDMONTON CONVENTION CENTRE		
Facility/Venue Address: 9797 JASPER AVENUE		
City: EDMONTON	State/Province: AB	Zip/Postal Code: T5J1N9
On-site Contact:		Cell #:
E-mail:		Importer # (if applicable):

Shipper

Company Name:		IRS #:
Address:		
City:	State/Province:	Zip/Postal Code:
Contact Name:		Tel:
E-mail:		

Return Freight

☐ Same as Shipper ☐ No Return Shipment

Company Name:		IRS / Importer #:
Address:		
City:	State/Province:	Zip/Postal Code:
Contact Name:		Tel:
E-mail:		

Billing

☐ Same as Shipper

Company Name:		GST/HST# (if applicable):
Address:		
City:	State/Province:	Zip/Postal Code:
Contact Name:		Tel:
E-mail:		

Payment

MUST BE COMPLETED

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name: CVV Number:

Credit Card Number: Expiry Date: mm/yy

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: dd-mmm-yy

Shipment / Freight

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)		Length	Width	Height		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: dd-mmm-yy Shipper Hours of Operation: h:mm tt to h:mm tt Must Deliver By: dd-mmm-yy @ h:mm tt

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: dd-mmm-yy

Printed Name: Title:

Cross Connect Internal Use Only

Accepted by:

Date:

Signature:

FOR CUSTOMS CLEARANCE BY:
Cross Connect Customs And Event Logistics Inc.

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment.
HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

COMMERCIAL INVOICE / PACKING LIST

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Shipper:	Consignee (Ship To):		
ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000	ABC COMPANY, BOOTH # 1001 C/O NAME OF THE SHOW/EVENT VENUE NAME VENUE ADDRESS ONSITE CONTACT NAME & CELL PHONE #	Shipped Via:	TRANPORTATION COMPANY NAME
		Shipped To:	☒ Adv. Whse ☐ Show Site
		IRS #:	12-3456789
		Pieces:	3
		Weight:	1,800 ☐ kg ☒ lbs
		Currency:	USD
		Ship Date:	15-Jun-21

*REMARKS
("X" each item)
*A – TEMPORARY IMPORT
*B – PERMANENT IMPORT
*C – GIVEN AWAY / SOLD

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

Electronic Equipment MUST include Brand Name & Model #.

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.

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.

EXAMPLE

**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

6/21

FOR CUSTOMS CLEARANCE BY:
Cross Connect Customs And Event Logistics Inc.

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment.
HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

COMMERCIAL INVOICE / PACKING LIST

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Shipper:	Consignee (Ship To):	Shipped Via:	
		Shipped To:	☐ Adv. Whse ☐ Show Site
		IRS #:	
		Pieces:	
		Weight:	☐ kg ☐ lbs
		Currency:	
		Ship Date:	(mm/dd/yyyy)

*REMARKS
("X" each item)
*A – TEMPORARY IMPORT
*B – PERMANENT IMPORT
*C – GIVEN AWAY / SOLD

# of Pieces	Type of Pieces	Qty	Description of Contents Please include Brand Name & Model # for all electronic equipment.	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

**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.

Signature: _____ Date: _____
(mm/dd/yyyy)

TEMPORARY IMPORT VALUE:
PERMANENT IMPORT VALUE:

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

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

CERTIFICATE OF REGISTRATION

NO.

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.)

VIA *(Carrier)* NAME OF TRANSPORTATION COMPANY	B/L or INSURED NO. BILL OF LADING / AIR WAYBILL #	DATE MM/DD/YYYY

NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED *(If Applicable)*

ABC COMPANY
c/o Cross Connect
6900 Airport Road, Suite 123
Mississauga, ON
L4V 1E8

ARTICLES EXPORTED FOR:

- ☐ ALTERATION*
- ☐ REPAIR*
- ☐ USE ABROAD
- ☐ REPLACEMENT
- ☐ PROCESSING*
- ☒ OTHER, *(specify)* DISPLAY / TOOLS OF TRADE

***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) 2 WEIGHTED METAL TV STANDS (JAPAN)
1	SKID	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 and Sign)*
JOHN SMITH
John Smith

DATE MM/DD/YYYY

The Above-Described Articles Were:

EXAMINED	
DATE	PORT
SIGNATURE OF CBP OFFICER	

DATE
SIGN

CERTIFICATE

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

ATTENTION CBP: FORMAL E
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.)

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."

SIGNATURE OF IMPORTER *(Print or Type and Sign)*
JOHN SMITH
John Smith

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.

EXAMPLE

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

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

CERTIFICATE OF REGISTRATION

NO.

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.)

VIA *(Carrier)*	B/L or INSURED NO.	DATE

NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED *(If Applicable)*

c/o Cross Connect
6900 Airport Road, Suite 123
Mississauga, ON
L4V 1E8

ARTICLES EXPORTED FOR:

- ☐ ALTERATION*
- ☐ REPAIR*
- ☐ USE ABROAD
- ☐ REPLACEMENT
- ☐ PROCESSING*
- ☒ OTHER, *(specify)* DISPLAY / TOOLS OF TRADE

***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
		****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 and Sign)* | DATE

The Above-Described Articles Were:

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

CERTIFICATE ON RETURN

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)

ATTENTION CBP: FORMAL ENTRY HAS BEEN 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 and Sign)* | DATE

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.

MyLEADS By CONEXSYS

Canadian Hydrogen Convention
April 25-27, 2023 | Edmonton, Canada

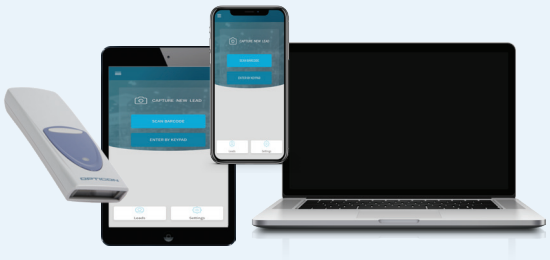
Accelerate Your Business Today!

Edmonton Convention Centre

April 25 - 27, 2023

Order early for the best rate
order.conexsys.com
EVENT CODE: CHC23W

With MyLEADS by CONEXSYS convert digitally collected sales leads into customers. Backed by expert support and sound technology, gain access to customizable tools and key delegate information.



MyLEADS - MOBILE

Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device options (Android/Apple), which sync to your exhibitor lead portal. Modify custom qualifiers on demand through your exhibitor lead portal. Internet access is required (NOT INCLUDED).

Features

- ✓ Scan Anywhere, Any Time
- ✓ Custom Qualifiers / Demographics
- ✓ Instant Lead Data
- ✓ On Demand Follow Up
- ✓ Reporting Portal
- ✓ Add Notes to Leads
- ✓ Export Leads to Excel
- ✓ Use Your Own Device (1 License Per Device)

MyLEADS - CONNECT

Use your own scanner at the event to collect leads using our API. Once your order is processed, API documentation and a token key are sent. Multiple device connections are allowed. One company per unique token key.

Features

- ✓ Scan Anywhere, Any Time
- 🔒 Custom Qualifiers / Demographics
- ✓ Instant Lead Data
- ✓ On Demand Follow Up
- 🔒 Reporting Portal
- 🔒 Add Notes to Leads
- 🔒 Export Leads to Excel
- ✓ Use Your Own Device (Multiple Device Connections)

MyLEADS - STANDARD

A small, lightweight & easy to carry scanner. Equipped with just one button and onboard, it is an easy, straight forward & economical method to collecting your leads. An electronic file is provided within one business day after the end of the event. No electrical power is required. Barcode Scanners must be picked up at Lead Retrieval Service Desk onsite.

Features

- ✓ Scan Anywhere, Any Time
- ✓ Custom Lead Menu
- 🔒 Instant Lead Data
- 🔒 On Demand Follow Up
- 🔒 Reporting Portal
- 🔒 Add Notes to Leads
- ✓ Export Leads to Excel
- ✓ Use our Rental Device (Pick up at Lead Retrieval Desk)

CONEXSYS

Call us at: 1-800-661-5319

Email us at: order_ca@conexsys.com

Visit us at: order.conexsys.com

MyLEADS By CONEXSYS

Canadian Hydrogen Convention
April 25-27, 2023 | Edmonton, Canada

Order early for the best rate order.conexsys.com EVENT CODE: CHC23W		Qty	Price	Total
MyLEADS - MOBILE 3 Licenses Use our app on up to 3 of your mobile devices to capture leads that sync instantly to your exhibitor lead portal in real-time. (Internet connection required for real time data. Internet not included)	**Early** Until 2023-04-14		**$300.00**	**$0.00**
	Regular		**$350.00**	**$0.00**
MyLEADS - MOBILE Additional License			**$150.00**	**$0.00**
MyLEADS - CONNECT Use your own device and scanner at the event and connect directly to the database using our API.	**Early** Until 2023-04-14		**$1,250.00**	**$0.00**
	Regular		**$1,500.00**	**$0.00**
MyLEADS - STANDARD Use our small, light weight & easy to carry scanner, equipped with just one key that allows for straight forward use. Scanner(s) must be picked up and returned to the lead retrieval desk.	**Early** Until 2023-04-14		**$300.00**	**$0.00**
	Regular		**$375.00**	**$0.00**

Subtotal		**$0.00**
Tax (5%)	+	**$0.00**
Total	=	**$0.00**

Please Note
MyLEADS - MOBILE activation codes, lead portal login link and setup instructions will be sent in a separate email.
All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of $800. 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. **Barcode Scanners must be picked up at the Lead Retrieval Services Desk onsite**. To order onsite, please see CONEXSYS at the Lead Retrieval Services Desk.
HST/GST# 134 737 477 / Total Amount due in Canadian Dollars.

Contact Information

Company

Booth #

Address

City

Province/State Postal/Zip Code

Onsite Contact

Onsite Phone

Email (for Leads)

Payment Information

VISA mastercard. AMERICAN EXPRESS

Card Number

Name on Card

Expiration Date

CVV #

Ordered By

Email (for receipt)

Signature

MyLEADS By CONEXSYS

Canadian Hydrogen Convention
April 25-27, 2023 | Edmonton, Canada

MyLEADS - STANDARD Lead Menu (Optional)

Exhibitor: _____ **Booth:** _____

REFERENCES (MAXIMUM 8) Ex. Sales Reps, Territories, Divisions, etc.			
1		5	
2		6	
3		7	
4		8	

PRODUCTS / SERVICES			
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)			
☐	1. Phone Call		OTHER
☐	2. Sales Visit	☐	
☐	3. Demonstration	☐	
☐	4. Quotation	☐	
☐	5. Send Literature	☐	
☐	6. Hot Lead (Urgent)	☐	
☐	7. See Notes	☐	
☐	8. Ready to Purchase	☐	
☐	9. Makes Purchasing Decision	☐	
☐	10. Order Placed at Show	☐	

PLEASE TYPE OR PRINT

encore
EVENTS THAT TRANSFORM

Exhibitor Services - AV Order Form

Encore Representative:
Silva Mungai
silva.mungai@encoreglobal.com
+1 (780) 886-3712

COMPANY:		SHOW NAME:			
STREET:		VENUE:			
CITY:		BOOTH #:			
PROV / STATE:		INSTALLATION DATE		TIME:	
POSTAL/ZIP:		EXHIBIT START DATE:		TIME:	
E-MAIL:		EXHIBIT END DATE:		TIME:	
PHONE:		CONTACT ON-SITE			
ORDERED BY:		CONTACT ON-SITE PHONE:			

Please carefully read the following terms & conditions:

PAYMENT: For your privacy and security, we will call you directly for your credit card information. DO NOT SEND YOUR CREDIT CARD INFORMATION VIA E-MAIL.

ENCORE does not supply electrical outlets for your booth. This can be supplied by SHOWTECH. You can e-mail them at *edmonton@showtech.ca* or call them at 780.429.1162

Written Order Cancellation must be received at minimum one week propr to load-in and set-up to avoid a 1-day charge fee

Your authorized representative must be at your booth at the specified date and time to accept delivery of the equipment.

You or your authorized representative are responsible for safeguarding the equipment at all times. ENCORE does offer a Loss Damage Waiver of 4% of pre-discount rental rate

Once form is completed in full, please e-mail it to the ENCORE representative listed above. You will then be provided with an official document which includes all applicable charges (Delivery/Pick-Up, Set/Strike Labor, Cables & Consumables, Loss Damage Waiver and GST) which will need to be signed in order to confirm use of Encore services.

All prices are subject to applicable sales taxes. Labour rates are subjetc to change without notice during seasonal peak periods.

Customers are required to provide their own dongles for laptop or tablet devices. A fee may apply for specialty dongle requests made onsite.

To fill out the form, just input the QUANTITY amount and DAYS required. In the Totals, include the listed amounts for Delivery/Pick-Up and Set/Strike Labor.

QUANTITY	DESCRIPTION	PER DAY RATE	DAYS	TOTAL
	FLAT SCREEN MONITOR DISPLAYS			
	22" DELL 1080P 16:9 LCD DESKTOP MONITOR	**$120.00**		$0.00
	42" SHARP AQUOS LED/LCD MONITOR WITH STAND	**$325.00**		$0.00
	43" LG 4K UHD LED MONITOR WITH STAND	**$343.00**		$0.00
	46" SAMSUNG 1080P 16:9 LCD MONITOR WITH STAND	**$366.00**		$0.00
	49" LG 4K UHD LED MONITOR WITH STAND	**$442.00**		$0.00
	52" SHARP AQUOS LED/LCD MONITOR WITH STAND	**$514.00**		$0.00
	55" LG 4K UHD LED MONITOR WITH STAND	**$539.00**		$0.00
	65" LG 4K UHD LED MONITOR WITH STAND	**$638.00**		$0.00
	70" SHARP 1080P 16:9 LED MONITOR WITH STAND	**$689.00**		$0.00
	75" LG 4K LCD/LED MONITOR WITH STAND	**$786.00**		$0.00
	80" SHARP 1080P LED/LCD MONITOR WITH STAND	**$786.00**		$0.00
	COMPUTERS			
	DELL PRECISION 7510 LAPTOP WITH OFFICE 2019	**$215.00**		$0.00
	COMPUTER DONGLE (Mini-Display/USB-C to HDMI)	**$15.00**		$0.00
	INTERNET			
	Request Internet Order From for Wi-fi Or Wired Internet			

MANDATORY FEES (enter manually)
DELIVERY & PICK-UP FEE (FOR TVS ONLY): **$50**
SET/STRIKE LABOR: **$129**

EQUIPMENT TOTAL:	**$0.00**
DELIVERY & PICK-UP:	**$0.00**
SET/STRIKE LABOR:	**$0.00**
9.5% CABLES & CONSUMABLES FEE:	**$0.00**
SUB-TOTAL	**$0.00**
5% GST (If exempt, provide copy of exempt Letter):	**$0.00**
TOTAL:	**$0.00**

ENCORE is a full-service Event Experience Company. If there is anything additional that you may require beyond this list, please feel free to contact the ENCORE representative listed above for a custom solution.

Exhibitor Services - Internet Services

Encore Representative:
Silva Mungai
silva.mungai@encoreglobal.com
1 (780) 886-3712

COMPANY:		SHOW NAME:	
STREET:		VENUE:	Edmonton CC | 9797 Jasper Ave
CITY:		BOOTH #:	
PROV / STATE:		INSTALLATION DATE:	TIME:
POSTAL/ZIP:		EXHIBIT START DATE:	TIME:
E-MAIL:		EXHIBIT END DATE:	TIME:
PHONE:			
ORDERED BY:		CONTACT ON-SITE:	
PO #:	TAX #:	CONTACT ON-SITE PHONE:	

Please carefully read the following terms & conditions:

Unless otherwise specified, all items listed below are designed for Personal Computers or devices with a Web Browser.
Once form is completed in full, please email to the listed encore representative above.
All prices are subject to applicable sales taxes. Additional Labour Charges may apply. Labour rates subject to change without notice during seasonal peaks.
Once this request form is submitted, an Encore Representative will provide you an official document for review, signature & payment details.

QTY	EQUIPMENT/SERVICE		
WIRELESS INTERNET (SHOW RATES, UP TO 7 DAYS)		**RATE**	**TOTAL**
0	Exhibitor Wireless Connect Basic (Max. 2 Activations per Item Ordered, Non Transferable)	$244.75	
	Exhibitor Wireless Connect Plus (Max. 2 Activations per Item Ordered, Non Transferable)	$342.50	
	POS Terminal Wireless Network Connection, DHCP (Max. 2 Devices, Non Transferable)	$296.75	
	WIRELESS NETWORK PRINTING NEEDS? PLEASE CONTACT US FOR DETAILS		
WIRED INTERNET (SHOW RATES, UP TO 7 DAYS)		**RATE**	**TOTAL**
1	Exhibitor Single Wired Connect Basic (Max. 1 Device per Item Ordered, Non Transferable)	$436.75	$293.50
	Exhibitor Single Wired Connect Plus (Max. 1 Device per Item Ordered, Non Transferable)	$534.75	
	Exhibitor Single Wired Connect Enhanced (Max. 1 Device per Item Ordered, Non Transferable)	$1,611.00	
	SUPPLYING YOUR OWN ROUTER? REFER TO THE OPTIONS BELOW AND CONTACT US TO ENSURE ACCURATE INSTALLATION.		
	NEED UNDER CARPET INSTALLATION? PLEASE CONTACT US FOR DETAILS		
EXHIBITOR PROVIDED ROUTER INTERNET CONNECTION (SHOW RATES, UP TO 7 DAYS)		**RATE**	**TOTAL**
	Exhibitor Router Connection, Private IP Lease via DHCP Reservation (Includes Wired Enhanced Internet)	$1,729.75	
	Exhibitor Router Connection, Public Static IP (Includes Wired Enhanced Internet)	$1,910.25	
	NEED UNDER CARPET INSTALLATION? PLEASE CONTACT US FOR DETAILS		
OTHER SERVICES		**RATE**	**TOTAL**
	VOIP Phone Line (EXCLUDES HANDSET)	$348.15	
	Static Private IP Reservation Lease - per Reservation	$195.15	
	Static Public IP Lease - per additional IP Address	$298.00	

Equipment/Service	$293.50
Labour	$143.25
Taxes	$21.84
TOTAL DUE	$458.59

BASIC USAGE (up to 5mbps)

Browse occasionally during event.
Usage is not integral to the event experience.
Checking email is for basic read/send only.

Content - basic non-embedded video presentation, media pre-loaded; Video Collaboration - not recommended

PLUS USAGE (up to 7mbps)

Anticipated to use social media, read/send email with attachments and/or use cloud services.
Digital Engagement Platform usage limited to apps expected to have only minor updates throughout the event.
Live language translations, captioning, & sign language interpretations

Content - embedded videos, engagement tools
Video Collaboration - Zoom, Teams, WebEx etc.

ENHANCED USAGE (up to 10mbps)

Video centric social media (Facebook, Instagram, TikTok, Snapchat).
Digital Engagement Platforms with live interactivity (e.g. Chime Live from Encore).
Optimal if attendees are expected to be uploading and downloading large amounts of content over the internet.
Second screen event solutions may require a higher bandwidth allocation.

Content - live downloads, live software demos
Video Collaboration - High-definition with sharing on Zoom, Teams, WebEx etc.

Encore is a full-Service Event Experience Company. If there is anything additional that you may require beyond this list, please feel free to contact the encore representative listed above for a custom solution.

EDMONTON CONVENTION CENTRE

9797 Jasper Avenue, Edmonton, AB, T5J 1N9
780.421.9797
eccinfo@edmonton.com
edmontonconventioncentre.com

Edmonton Convention Centre
Booth Catering Order Form

EVENT NAME:			
EXHIBITOR INFORMATION			
BOOTH NUMBER(S):		**SHOW DATES:**	
COMPANY NAME:		**CONTACT NAME:**	
ADDRESS:		**PROVINCE/STATE:**	
CITY:		**EMAIL:**	
PHONE NUMBER:		**CELLPHONE NUMBER:**	

CATERING INFORMATION

- All catering orders should be received no later than 14 days prior to the start of the show.
- All food and beverage orders placed on-site will be from a reduced menu (Chef's Choice).
- Each booth must order a minimum of $75.00 (before applicable service charges and taxes) or a delivery fee of $25.00 will be applicable.

Show sponsors and/or exhibitors may distribute food and/or beverage samples ONLY with prior written authorization by ECC (Food Sample Release Form).

The following guidelines must be adhered to:

• Food product – sample size not to exceed 1 oz (28 grams) per serving.
• Food or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased from ECC.
• Exhibitors will be responsible to comply with all Alberta Health Services – Environmental Public Health regulations; it is mandatory these standards are maintained and food safe handling regulations adhered to; further information can be obtained by visiting www.albertahealthservices.ca.
• Services related to food and beverage products brought in from the outside including storage, delivery or kitchen-use are not the responsibility of and will not be provided by the Edmonton Convention Centre.
• An ECC Food Liability Release Form must be filled out and returned prior to the event.

BOOTH CATERING MENU

DESCRIPTION	PRICE	QUANTITY	TOTAL
Alberta Artisan Cheese Board (20 order minimum) Vegetarian	**$12/person**		
Meuwly's Charcuterie Board (15 order minimum)	**$12/person**		
Spreads and Breads (15 order minimum) Vegetarian	**$15/person**		
Garden Crudites with Buttermilk Herb Dip Vegetarian	**$6/person**		
Sliced Fresh Fruit Vegan, Gluten Free	**$6/person**		
Warm Caramel Filled Traditional Beignet Vegetarian	**$30/dozen**		
Flavored Popcorn (20 order minimum) **Flavors to choose from: classic butter, BBQ, chili lime, Frank's Red Hot and caramel** Gluten-free, Vegetarian	**$3/person**		
Assorted Breakfast Breads	**$48/dozen**		
Assorted House Made Gourmet Pastries	**$54/dozen**		
Assorted House Made Muffins with Butter and Preserves	**$50/dozen**		
Fresh Baked Assorted Cookies	**$36/dozen**		
Starbucks Coffee (regular or decaf)	**$60/gallon**		
Assorted Teavana Teas	**$48/gallon**		
VIP Hydration (minimum 20 orders)- Rosemary, peach basil, strawberry green apple, cranberry.	**$1.50/person**		
Assorted Coca-Cola Canned Soft Drinks (BOC)	**$3.50 each**		
Assorted Canned Juices (BOC)	**$3.75 each**		
Grab and Go Boxed Lunches **Includes the following: Chef's choice salad, sandwich, and cookie.** **Choose from the following sandwiches: Lemon Chicken Wrap, Egg Salad, Classic Tuna, Ham and Gouda, Roast Beef with Horseradish Mayo**	**$22/person** **With pop:** **$25.50/person**		

EDMONTON CONVENTION CENTRE

9797 Jasper Avenue, Edmonton, AB, T5J 1N9
780.421.9797
eccinfo@edmonton.com
edmontonconventioncentre.com

Edmonton Convention Centre
Booth Catering Order Form

Hosted Bar **All host bars are subject to a bartender labour charge of $30/hr (minimum four hours) if revenue per bar is less than $500.**		**$7.00/drink +GST & Gratuity**		
Additional Menu items: **ECC Menus**	**Description:**			
			SUBTOTAL:	

CATERING TOTAL	
SUBTOTAL OF CATERING CHARGES:	
SERVICE CHARGE OF 18%:	
SUBTOTAL:	
GST 5%:	
TOTAL AMOUNT DUE:	

100% payment is required when sending in your order form. Orders placed within 1 week of event and onsite additions are subject to 20% surcharge (based on availability).
All prices are subject to 18% service & 5% GST

CATERING INFORMATION	
SERVICE DATE(S)	**SERVICE TIMES(S)**

EVENT NAME:		
EXHIBITOR INFORMATION		**PLEASE READ**
SHOWDATES:		I, the undersigned, am the card holder of the credit card specified below. I further verify that the signature below is my signature as indicated on the reverse of the card specified. I hereby authorize the Edmonton Convention Centre to charge my credit card for all catering/equipment services ordered. For a breakdown of the charges, please see Exhibitor Catering Order Form.
BOOTH NUMBER(S):		
COMPANY NAME:		
CONTACT NAME:		
ADDRESS:		
CITY:		
PROVINCE/STATE:		
PHONE NUMBER:		
EMAIL:		

CREDIT CARD INFORMATION	
Card Type:	
Cardholder Name (As shown on card):	
Card Number:	
Expiry (mm/yy):	
CVS Number:	
Amount to charge:	
Postal Code:	

I,_____, authorize_____ECC_____to charge my credit card above for agreed upon catering charges.

HEALTH & SAFETY

The Edmonton Convention Centre (ECC) is committed to maintaining a healthy and safe environment for all stakeholders. Protecting and promoting the health and safety of contractors working on site is part of that commitment. Contractor Health and Safety Guidelines have been developed to ensure contractors take all reasonable precautions to protect their safety, and to ensure compliance with all applicable health and safety legislative requirements.

HEALTH & SAFETY RULES

Purpose

In general terms, Health and Safety rules are written to protect all employees, contractors, visitors and customers from known hazards while on ECC property as well as to ensure compliance with all regulatory requirements.

The successful business operation and reputation of ECC is built upon the principles of fair dealing and ethical conduct of our employees. All ECC personnel and contractors are expected to respect and abide by the company's health and safety rules.

Anyone not directly employed by ECC and performing any work on company property will be considered a contractor or subcontractor. These workers must adhere to the ECC and their own company's health and safety policy and are required to ensure they do not injure themselves, ECC guests, or ECC employees.

Contractors and Subcontractors:

Contractors, sub-contractors, and consultants are required to meet or exceed the safety standards that has established as well as the minimum requirements of the Alberta Occupational Health & Safety Act, Regulations & Code (including the implementing requirements of Bill 30 of the Government of Alberta), Fire Code, Alberta Environment, Alberta Gas Code, CSA Standards, and Federal requirements such as WHMIS, TDG, and Bill C-45.

Contractors are responsible to ensure their staff / subcontractors who work at ECC property are aware of and comply with ECC health & safety policies. The rules are as follows:

- Contractors / subcontractors perform in a safe and professional manner.
- Contractors / subcontractors have adequate training in performing the tasks.
- Contractors / subcontractors comply with all legislative requirements.
- Understand the emergency evacuation procedures at ECC property.
- Contractors / subcontractors advise ECC of any possible health and safety concerns, such as unsafe conditions, potentially generated by the contractor's presence or activity on the property.
- Contractors / subcontractors provide ECC with a copy of their health and safety program if applicable.
- Contractors / subcontractors provide ECC with proof that they have a WCB account in good standing.
- Contractors / subcontractors are aware that ECC will make regular inspections to ensure contractors adhere to ECC's health and safety rules.
- Contractors and subcontractors need to report injuries and incidents to the Client Services or Event Manager or the security department:
  - *Fatalities*
  - *Incidents that could have caused injury, property damage or product loss*
  - *Injuries or occupational illnesses that result in employees being hospitalized or requiring medical aid*
  - *Injuries or occupational illnesses that prevent an employee from performing usual tasks*
  - *Injuries that are treated at the property*
  - *Any emergency or loss, such as a motor vehicle collision, fire, explosion, vandalism or spill*
  - *All information on the incident, including environmental conditions, etc.*

RESPONSIBILITY FOR COMPLIANCE

All contracted companies and their employees must adhere strictly to all ECC Safety Policies and Guidelines as outlined herein, and to any other rules as stipulated for that job.

Each contractor is responsible for any sub-contractor(s) in his employ and must ensure their compliance with ECC Safety Policies and Guidelines and the Alberta OH&S Act, Regulation and Code.

INSPECTIONS/WORK STOPPAGE

An ECC Representative may conduct worksite observations/ inspections at any time with the expectation that the contractor will correct any deficiencies noted. The inspection will be conducted in a safe manner abiding by any safety rules the contractor may have in place.

An ECC Representative may stop contract work for health and safety reasons. Work may restart only when the unsafe condition or practice has been corrected to the satisfaction of the ECC Representative.

GENERAL SAFETY RULES

For safety reasons, no persons under the age of 15 will be permitted during move in/move out of the show.

Personal Protective Equipment

Contractors shall supply all their own personal protective equipment, and such shall be worn on the job as required by provincial legislation or when specified by ECC or by the contractor's own safety regulations.

Hard Hats

Hard hats must be worn when hazards to the head are present either in the work itself or in the area the work is being performed.

Safety Glasses

Safety glasses with side shields must be worn when hazards to the eyes are present either in the work itself or in the area the work is being performed. Face shields may also be required when the hazards present additional risk to the face.

Footwear

CSA approved steel toed boots must be worn when hazards to the feet are present either in the work itself or in the area the work is being performed.

Alcohol and Illegal Drugs

While engaged in work on behalf of ECC, the use of alcohol and illegal drugs are strictly prohibited on ECC property. Any on-duty person under the influence or in possession of these will be refused entry or ejected if found on the premises. If necessary, police will be called.

Smoking, Vaping and Cannabis

City bylaws regarding smoking, vaping and cannabis are in effect. The smoking distance is 10 meters from a door, window or air intake. Any on-duty person reporting to work under the influence of cannabis is strictly prohibited during work hours, meals or breaks. Individuals who engage in any of the above prohibited behaviours will be asked to leave the venue.

INSPECTIONS/WORK STOPPAGE

The ECC believes that the personal safety of all persons on our site is of primary importance. Every effort is made to avoid or prevent the occurrence of on-site emergencies or critical incidents. Unfortunately, despite our best planning and preparation, we may unexpectedly experience such an event at any time. The result could be serious injury or death of employees and guests and/or severe damage or destruction of property. Comprehensive emergency response plans have been developed to enhance the protection of lives and property during and following an emergency incident.

When an emergency is detected, notify security immediately. Security can be notified by dialing **878** on any house telephone or by dialing **780.399.4963**

Do not call 9-1-1. ECC security will take charge of the situation and will activate the emergency process to notify the appropriate emergency response personnel.

Following is a summary of the procedures for responding to an emergency at ECC. These procedures apply to all staff, clients and contractors of ECC.

Types of Emergency Occurrences:

- *Emergency alarm activation (fire, explosion, building collapse or severe structural damage)*
- *Bomb threat*
- *Hazardous materials accident (chemical spill, natural gas leak)*
- *Suspicious package or device*
- *Biological and chemical threat*

FIRE ALARM

ECC is equipped with a two-stage alarm system.

First Stage (Pre-Alarm)

This alarm signals that the alarm system has been activated either through a pull station or a smoke or fire detector. The sound is a low-pitched, repeating 'buzzer' that emits approximately 20 beeps per minute. If you hear a fire alarm alert signal:

- Prepare to leave the building
- Identify exits
- Prepare to assist with evacuation

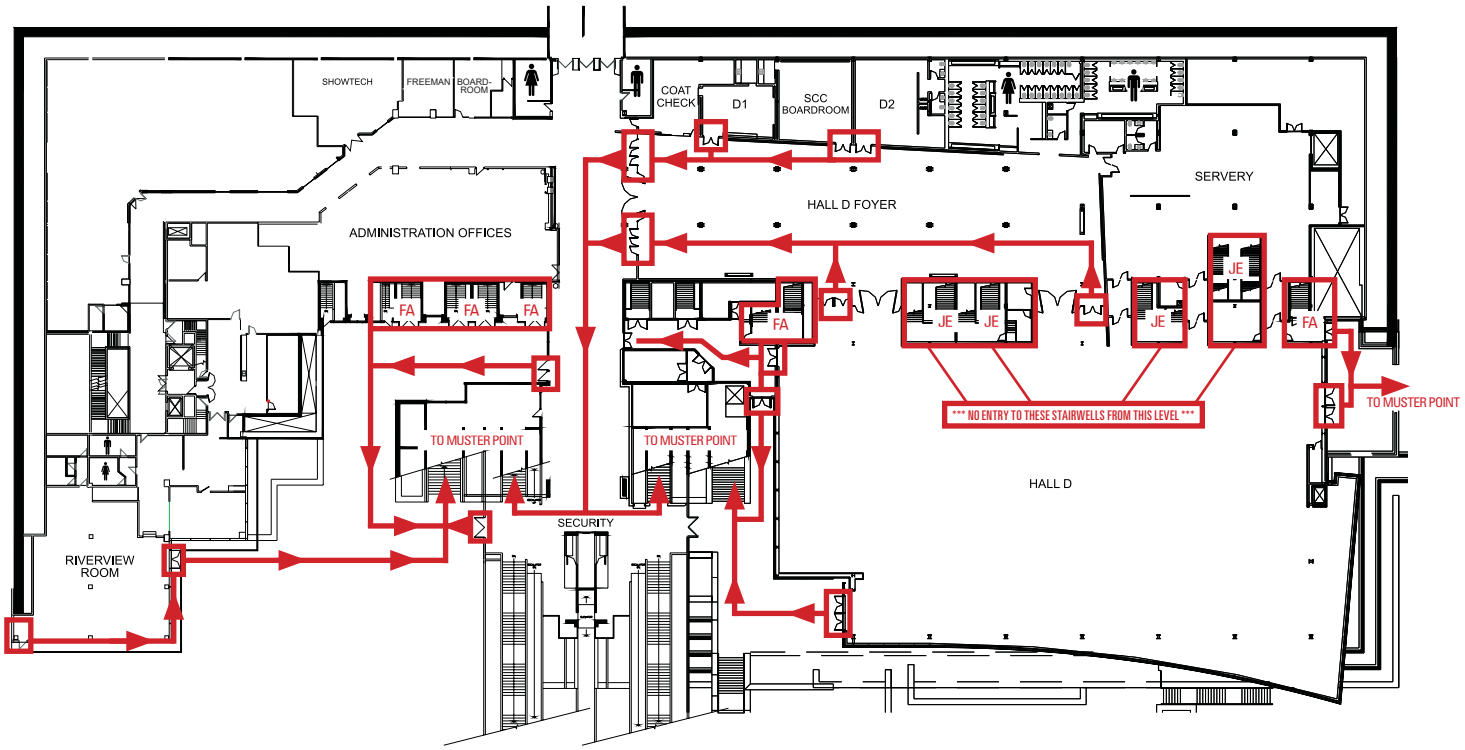
Second Stage (General Alarm)

This alarm signals that there is a need to evacuate the building. The sound is a high-pitched 'whooping' sound that emits approximately 120 beeps per minute. Strobe lights are activated; however, these are not visible in all areas of the building. If you hear a fire alarm evacuation signal:

- Leave the building via the nearest exit
- Do not use elevators or escalators
- If you encounter smoke in the stairway use alternate exits
- Once outside the building, stay clear and do not return until declared safe to do so by the fire official
- Do not attempt to remove vehicles from the loading docks
- Follow instructions over loud speakers or from security staff

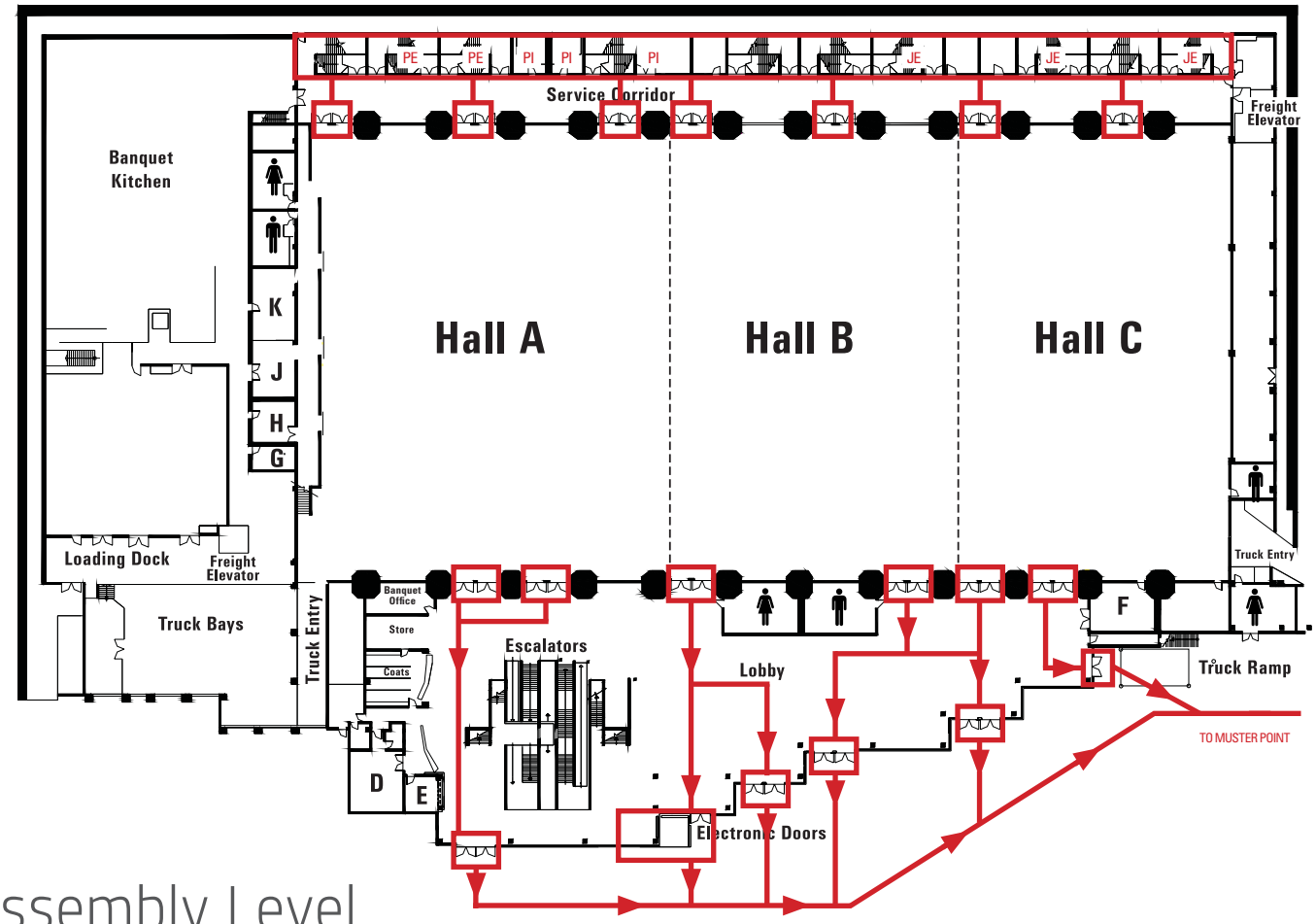
Fire and Emergency Medical Services are not directly contacted during a Stage 1 Alarm. Once the situation has been assessed, ECC security will contact Fire and Emergency Medical Services if required.

EMERGENCY EVACUATION ROUTE FLOOR PLANS



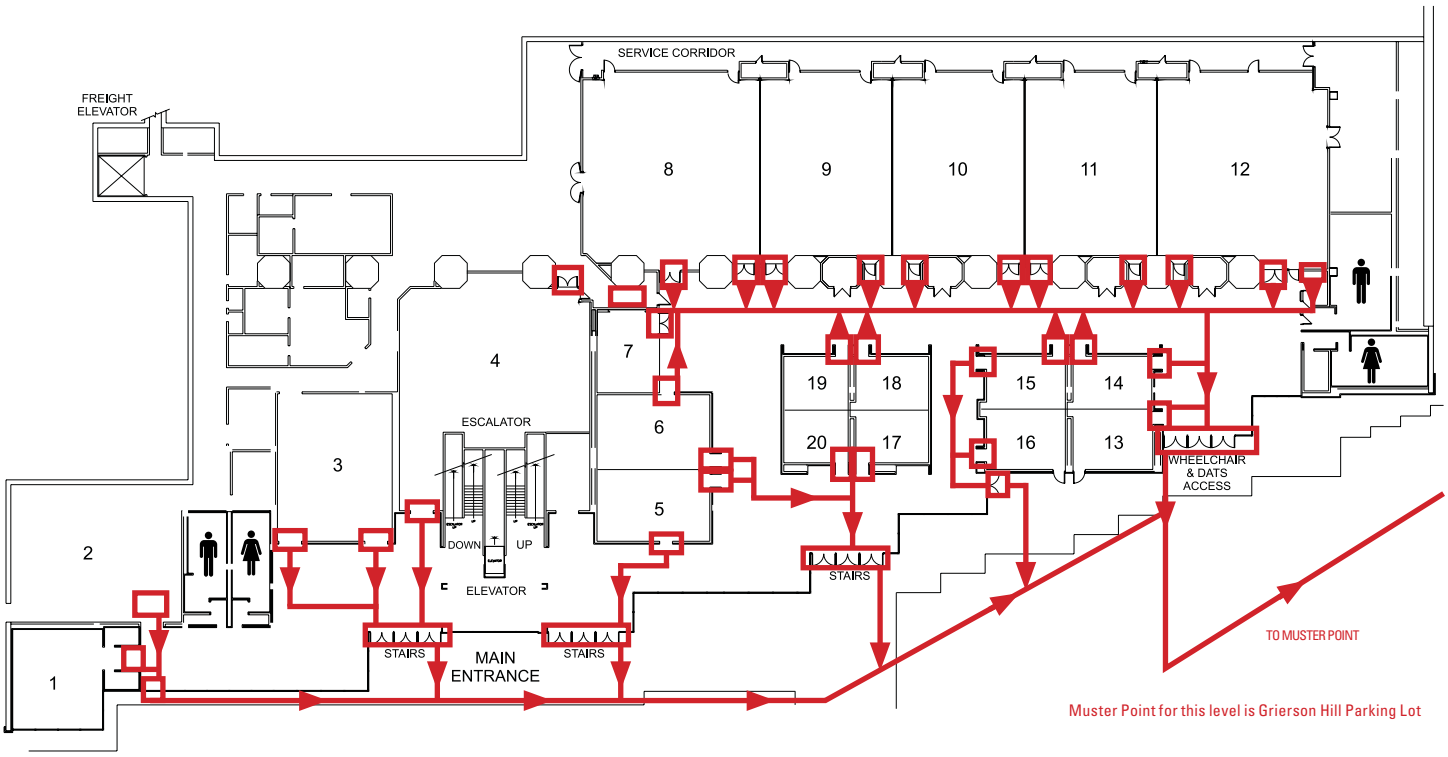
Pedway Level

EMERGENCY EVACUATION ROUTE FLOOR PLANS



Assembly Level

EMERGENCY EVACUATION ROUTE FLOOR PLANS



Meeting Room Level

MUSTER POINT LOCATIONS

MEDICAL EMERGENCY

If a medical emergency occurs, contact security by dialing 878 on any house telephone or by dialing 780.399.4963. Security will assess the situation and determine the need to activate the emergency response. If Emergency Medical Services (EMS) are required, security will contact them. Security will attend the scene to assess and if safe give first aid treatment. Remain with security to assist as directed by security personnel.

If the victim is in a danger zone, do not enter the area, as you could become a victim while trying to initiate a rescue. Stay near the area, talk to the victim and make sure that security have been notified and await their arrival. If the area becomes secure, enter and only move a victim if it is necessary. Provide first aid treatment if qualified to do so and wait for security personnel.

LOADING DOCK OPERATIONS

Policy

ECC recognizes that the loading dock is the primary load in/out hub servicing all areas of the building and thus a high traffic area with potential hazards to human and capital resources. All levels of ECC personnel, contractors, and clients/guests are responsible in making the loading dock a safe workplace environment.

Procedure

Unloading/Loading:

- Contractors must report to one of the following: ECC shipper/receiver, GES dock personnel or security department upon arrival.
- All truck trailers or large vehicles not considered personal vehicles must chock their wheels and put on emergency brake. All vehicle engines must be turned off once parked.
- When applicable, use hydraulic lift ramps to allow for safe loading/unloading. Turn on the guide lights to assist drivers in their back-up procedures.
- Utilize mounted spotlights to improve visibility within enclosed trailers.
- Forklifts and operators are an available service exclusively provided by ECC or GES. Please discuss your specific requirements with your Event Manager. Labour charges may apply.
- Ensure all vehicles are not parked under overhead doors. If vehicle is too large, inform loading dock personnel of vehicle presence under the door. During winter, tractor trailers must disconnect and park outside to allow door closure.
- When operating the overhead door panel, ensure that doors are free from obstruction. Do not leave panel until door has completely opened or closed safely.

Loading Dock Parking:

- At no time should vehicles be left parked within the loading dock beyond a reasonable unload time for contractors.
- Unhitched trailers within the loading dock must gain authorization from ECC management to park.
- All parked vehicles must report to loading dock personnel, GES, or security department, with declared departure time.

Loading Dock Storage:

- Only ECC or GES personnel, with management authorization, can store items on the upper level of the loading dock.
- Contractors must receive approval from shipper/receiver, ECC management, or GES to store items on the loading dock.
- No items can be left on designated forklift areas, hydraulic lift ramps, or clearly marked areas prohibiting storage.
- At no times can there be any items stored in front of either elevator door or the elevator pump room access door.
- All items/loads must be properly secured and have no risk of falling/spilling off pallets, carts, etc.
- Loose or open items cannot be stored above eye level.
- Authorization for storage of pressurized vessels on the loading dock must be obtained by ECC management or GES. Security to be notified of its presence. Pressurized vessels must be stored in a secured manner and isolated from other equipment and active operations.

Baler Unit:

- Baler unit can only be used by qualified ECC personnel, no exceptions.

Waste Disposal Bay:

- When disposing of waste items, all are responsible with adhering to proper waste disposal techniques.
- Follow posted signage for proper disposal of organic, recycle, and waste materials to adhere to ECC's green and sustainability initiatives.
- Glass, plastic, and can items that have a refundable deposit must be stored in proper location behind caged area.
- Waste oil drums are intended for discarded cooking oil only. When filling waste oil drums, ensure all spillage is cleaned up thoroughly including the top of the drums to avoid slipping hazards. Request assistance from housekeeping or stewarding for proper clean-up. Do not fill drums above 2/3 capacity.
- Utilize provided hose for clean-up of floor or grated areas of any spillage.
- Use proper lifting techniques to avoid injury.
- Inform housekeeping when bins are full, do not fill bins above the brim.

ADDITIONAL INFORMATION

ECC Security is located on the Pedway Level between the escalators. Should security not be in their booth, use the red phone located on the wall to contact them. Security can be reached 24 hours a day at 780.399.4963.

Contractors must sign in and out with security each time they are on ECC property. One person from each contractor can sign for all contracted employees on site. Please ensure all contracted employees are wearing the issued contractor pass while working onsite. Failure to visibly show this pass may result in a contractor being asked to leave property.