

WELCOME EXHIBITOR Calgary Show

Show Name ISA Clagary		
Show Date June 11-13, 2024	Show Venue BMO Centre at Stampede Park	Show Code ISAC6111324

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at ISA Clagary. 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 ISAC6111324.

Goodkey Show Services will be delivering services in alignment with all public health authorities, the venue and with the DMG All Secure guide.

<https://www.dmgevents.com/media/5378/dmg-all-secure-web.pdf>

Please Note: The deadline to qualify for early bird prices is May 21, 2024. 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 Early Move In (Halls ABC only - 400sqft and up)	Friday	07/06/24	12:00 PM	06:00 PM
Move In (HallsABC)	Saturday	08/06/24	08:00 AM	06:00 PM
Exhibitor Early Move In (Halls ABC only - 400sqft and up)	Saturday	08/06/24	01:00 PM	06:00 PM
Exhibitor General Move In (Halls ABC)	Sunday	09/06/24	08:00 AM	06:00 PM
Exhibitor General Move In (Halls ABC)	Monday	10/06/24	08:00 AM	04:00 PM
Show Hours Day 1	Tuesday	11/06/24	10:00 AM	05:00 PM
Show Hours Day 2	Wednesday	12/06/24	10:00 AM	05:00 PM
Show Hours Day 3	Thursday	13/06/24	10:00 AM	04:00 PM
Exhibitor Move Out	Thursday	13/06/24	04:00 PM	11:00 PM
Exhibitor Move Out	Friday	14/06/24	08:00 AM	04:30 PM
Exhibitor Move Out	Saturday	15/06/24	08:00 AM	01:00 PM

Please use SATURDAY for shipment and forced freight only



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

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



Provided with your standard exhibit space includes:

- 8'h backwall drape - Black
- 3'h sidewall drape - Black
- (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)*
- (x1) 1500 Watt Outlet
- Basic Material Handling *(Up to 5,000 lbs per crate, except for specialty work)*
- Crate storage
- 24 hour security
- Unlimited client invitations



Example of a 10' x 10' booth space



Example of a 10' x 20' booth space

*** Please fill out all mandatory forms and return to us by May 11, 2024**

*** All other order forms to be returned before May 21, 2024**

**All outbound shipments require a Material Handling Agreement form
(per shipment) for your own protection.**

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!*



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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
- Hardwall shell scheme
- Customizable counter (Contact Calvin for graphic upgrade calvin@goodkey.com)
- Two (2) stools
- One (1) Name board (Black text on white background)
- Daily janitorial
- One (1) 1500-watt electrical outlet
- Basic onsite materials handling to booth (*up to 5000 lbs. per crate, except for specialty work*)
- Crate storage during the show
- 24-hour roaming security
- Unlimited client invitations to attend the exhibiton

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

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
- Hardwall shell scheme
- Customizable counter (Contact Calvin for graphic upgrade calvin@goodkey.com)
- Two (4) stools
- Two (2) Name boards (Black text on white background)
- Daily janitorial
- Two (2) 1500-watt electrical outlet
- Basic onsite materials handling to booth (*up to 5000 lbs. per crate, except for specialty work*)
- Crate storage during the show
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HOW TO ORDER

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

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

National Service Centre

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

Tel: 780.426.2211

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