



September 19-20, 2023
Telus Convention Centre
Calgary, Canada

CONNECT, ENGAGE AND DISCOVER CAREER
OPPORTUNITIES IN ENERGY

EXHIBITOR MANUAL



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

This manual is not designed to replace our personal service. If you require help or assistance at any time, then please feel free to contact us. Thank you for participating at 2023 Energy Works Career Expo. We wish you an enjoyable and successful event.

Best regards,

Show Team

Organised by

Dmg Events Show Team

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Organised by

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
Official Customs Broker	CROSS CONNECT	522 Orbitor Drive, Unit 12 Mississauga, ON L4W 4Y8 Tel: (416) 726-7229 Email: info@crossconnectcl.com
Onsite Materials Handling	GLOBAL CONVENTION SERVICES	120 9 th Ave SE Calgary, AB T2G 0P3 Tel: (403) 273- 8064 Email: sdewolfe@globalconvention.ca
Audio Visual, Banner Installation	Encore	120 9 th Ave SE Calgary, AB T2G 0P3 Tel: (587) 226-5919 Email: doug.jewell@encoreglobal.com
Venue, Electrical, Housekeeping, Utilities, Internet, Security, Parking, Food & Beverage	TELUS Convention Centre	Telus Convention Centre 120 9 th Ave SE Calgary, AB, T2G 0P3 Tel: (403) 261-8500 Email: sales@calgary-convention.com

Organised by

WELCOME EXHIBITOR

Show Name

Energy Works Career Expo 2023

Show Date

September 19-20, 2023

Show Venue

Calgary Telus Convention Centre

Show Code

EWCE9192023

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at Energy Works Career Expo 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 EWCE9192023.

Please Note: The deadline to qualify for early bird prices is September 5, 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.

SCHEDULE

Event	Date	D/M/Y	Start Time	End Time
Exhibitor Move In	Monday	18/09/2023	03:00 pm	7:00 pm
Show Hours	Tuesday	19/09/2023	08:00 am	5:00 pm
Show Hours	Wednesday	20/09/2023	08:00 am	5:00 pm
Exhibitor Move Out	Wednesday	20/09/2023	05:00 pm	11:00 pm

IMPORTANT INFORMATION

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

3m x 3m Octanorm Booth

- 10x10 Grey Carpet
- One (1) .5m x 1m x 1m Counter or One (1) 6' skirted table in black
- Electrical Outlet per 10x10 (supplied by TELUS Convention Centre)
- Red Aisle Carpet 8' wide
- Two (2) Bar Stools

SPACE ONLY BOOTHS includes nothing but the 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!*

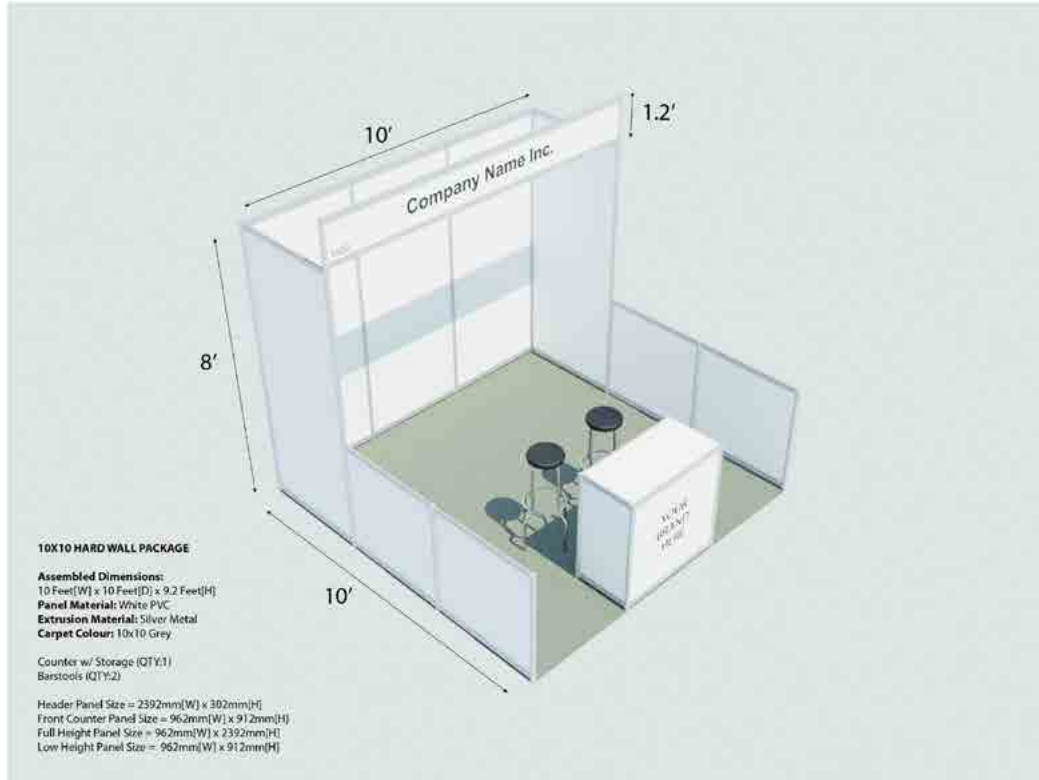


Head Office
5506 - 48 St NW
Edmonton, AB T6B 2Z1
tel no. 780.426.2211 | fax 780.426.5734 | goodkey.com

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



Indoor Hardwall Exhibition Package



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

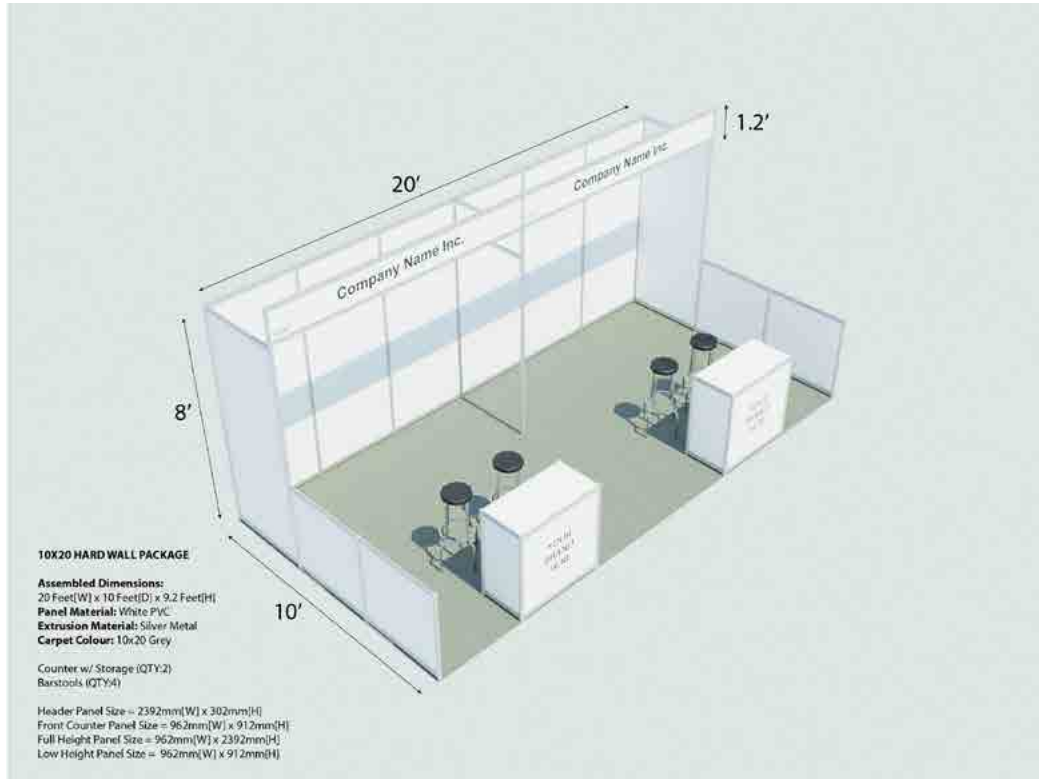
Provided with this package:

10x10 booth

- One (1) Black and white Header Sign
- White Hardwall Panels
- 10'x10' Grey Carpet
- One (1) 1m x 1/2m x 1m Counter
- Two (2) Bar Stools
- One (1) 1500-watt electrical outlet

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

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:

10x20 booth

- Two(2) Black and white Header Sign
- White Hardwall Panels
- 10'x20' Grey Carpet
- Two (2) 1m x 1/2m x 1m Counter
- Four (4) Bar Stools
- One (1) 1500-watt electrical outlet

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

HOW TO ORDER

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Show Name Energy Works Career Expo 2023		
Show Date September 19-20, 2023	Show Venue Calgary Telus Convention Centre	Show Code EWCE9192023

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**

Fax: **780.426.5734**

Email: info@goodkey.com



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PAGE LIST

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

- | | | |
|--------------------------|----|--|
| <input type="checkbox"/> | 1 | WELCOME / SHOW INFO |
| <input type="checkbox"/> | 2 | 10X10 INDOOR HARDWALL EXHIBITION PACKAGE |
| <input type="checkbox"/> | 3 | 10X20 INDOOR HARDWALL EXHIBITION PACKAGE |
| <input type="checkbox"/> | 4 | ONLINE ORDERING |
| <input type="checkbox"/> | 5 | PAGE LIST |
| <input type="checkbox"/> | 6 | (MANDATORY) HEADER SIGNS |
| <input type="checkbox"/> | 7 | (MANDATORY) CARPET CONFIGURATION |
| <input type="checkbox"/> | 8 | CARPET |
| <input type="checkbox"/> | 9 | FURNITURE |
| <input type="checkbox"/> | 10 | OPTIMUM FURNITURE |
| <input type="checkbox"/> | 11 | DRAPE & TABLES |
| <input type="checkbox"/> | 12 | ACCESSORIES |
| <input type="checkbox"/> | 13 | DISPLAY ACCESSORIES |
| <input type="checkbox"/> | 14 | OCTANORM BOOTHS 10 X 10 |
| <input type="checkbox"/> | 15 | OCTANORM BOOTHS 10 X 20 |
| <input type="checkbox"/> | 16 | OCTANORM ACCESSORIES |
| <input type="checkbox"/> | 17 | BOOTH GRAPHIC UPGRADE |
| <input type="checkbox"/> | 18 | SIGNAGE & DIGITAL PRINTING |
| <input type="checkbox"/> | 19 | PRINT READY GRAPHIC GUIDELINES |
| <input type="checkbox"/> | 20 | EXHIBIT BOOTH VACUUMING & CLEANING |
| <input type="checkbox"/> | 21 | EXHIBITOR APPOINTED CONTRACTOR |
| <input type="checkbox"/> | 22 | EXHIBITOR PAYMENT POLICY |
| <input type="checkbox"/> | 23 | TERMS & CONDITIONS |
| <input type="checkbox"/> | 24 | TERMS & CONDITIONS |
| <input type="checkbox"/> | 25 | METHOD OF PAYMENT |
| <input type="checkbox"/> | 26 | WIRE TRANSFER INFORMATION |

(MANDATORY) HEADER SIGNS

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
Show Date September 19-20, 2023	Deadline Date September 5, 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.)

<input type="checkbox"/>	Please clearly print name as you would like it to appear. Header 1: _____ Header 2: _____ Header 3: _____ Header 4: _____ Header 5: _____ Header 6: _____
<input type="checkbox"/>	We do require header signs.
<input type="checkbox"/>	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 August 18, 2023**

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



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(MANDATORY) CARPET CONFIGURATION

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
Show Date September 19-20, 2023	Deadline Date September 5, 2023	

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

- Only hard wall booth includes 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 <input type="checkbox"/>	We do require the <u>supplied grey</u> carpet from Show Management.
B <input type="checkbox"/>	We do require carpet, however we have chosen to order a different color.(not supplied by show management) PLEASE ORDER FROM PAGE 10
C <input type="checkbox"/>	We do not require carpet from Goodkey Show Services or Show Management, as we will be ordering from an alternate carpet provider.

SPECIAL INSTRUCTIONS

**THIS FORM MUST BE COMPLETED & RETURNED TO GOODKEY SHOW SERVICES
NO LATER THAN August 18, 2023
email: info@goodkey.com / exhibitorservices@goodkey.com | fax: 780-426-5734**

Show Name Energy Works Career Expo 2023		Name of Company		Booth Number	
Show Date September 19-20, 2023		Deadline Date September 5, 2023			

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
CARPET FOR STANDARD SIZE BOOTHS				
10' x 10'		\$190.00	\$256.50	
10' x 20'		\$380.00	\$513.00	
10' x 30'		\$570.00	\$769.50	
CARPET FOR BOOTHS GREATER THAN 300 SQ/FT (CUSTOM CUT)				
Other sizes laid @ \$2.10 per sq.ft		\$2.10	\$2.80	
Size: _____ ft x _____ ft = _____ sq/ft				

CLASSIC CARPET COLOR CHOICE Please check one <input checked="" type="checkbox"/>				
				
<input type="checkbox"/> RED	<input type="checkbox"/> BLUE	<input type="checkbox"/> GREY	<input type="checkbox"/> BLACK	<input type="checkbox"/> FOREST GREEN

ADDITIONAL ITEMS				
Carpet Underlay		\$1.00 /sq.ft	\$1.35 /sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Double Underlay		\$2.00 /sq.ft	\$2.70 /sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				
Poly (Visqueen)		\$0.69 /sq.ft	\$0.92 /sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft				

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

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

UNDER CARPET WIRING CUT (does not include install)				
Booth Size: _____ ft x _____ ft = _____ sq/ft		\$1.50 /sq.ft		

SPECIAL INSTRUCTIONS



Decorating | Graphic Design | Logistics | Customer Service

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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



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	\$3.70 /sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		
700 - 1200 sq.ft	\$3.45 /sq.ft	
Size: _____ ft x _____ ft = _____ sq/ft		

DESIGNER CARPET COLOR CHOICE Please check one <input checked="" type="checkbox"/>			
SNOW WHITE <input type="checkbox"/>			GRAPE PURPLE PMS 525 <input type="checkbox"/>
ALPINE GREEN <input type="checkbox"/>			APPLE GREEN PMS 368 <input type="checkbox"/>
OCEAN BLUE <input type="checkbox"/>			SPICY PINK PMS 226 <input type="checkbox"/>
LEMON YELLOW <input type="checkbox"/>			TANGERINE ORANGE PMS 1375 <input type="checkbox"/>
SILKY BEIGE <input type="checkbox"/>			CHOCOLATE PMS 469 <input type="checkbox"/>

****PRICES INCLUDE DELIVERY AND INSTALLATION**

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

FURNITURE

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
Show Date September 19-20, 2023	Deadline Date September 5, 2023	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					SEATING				
Chrome Cruiser Table 30" dia - 40" tall			\$146.00	\$ 197.10	Folding Chair Green Plastic			\$20.00	\$27.00
Cruiser Table 30" dia - 40" tall			\$120.00	\$162.00	Leather Side Chair Black Leather Seat			\$70.00	\$94.50
Lycra Cruiser Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$40.00	\$54.00	Stool with Backrest Black Fabric			\$100.00	\$135.00
Pedestal Table 30" dia - 29" tall			\$74.00	\$99.90	Mini Bar Stool Black Faux Leather 25" tall			\$40.00	\$54.00
Lycra Pedestal Cover <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> PURPLE <input type="checkbox"/> BLUE <input type="checkbox"/> GREEN			\$35.00	\$58.00	Bar Stool Black Faux Leather 30" tall			\$75.00	\$101.30
Wood Top Square Table Cruiser 40" tall			\$74.00	\$92.50	DESCRIPTION				
Wood Top Square Table Pedestal 29" tall			\$74.00	\$99.90	REGULAR PRICE				
Wood Top Round Table Cruiser 40" tall			\$74.00	\$99.90	TOTAL				
Wood Top Round Table Pedestal 29" tall			\$74.00	\$99.90	FURNITURE COMBOS				
Coffee Table 30" dia - 18" tall			\$60.00	\$99.90	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		
<input type="checkbox"/> 35% LATE ORDER SURCHARGE		
<input type="checkbox"/> 50% CANCELLATION FEE		
ADJUSTED SUBTOTAL		
5% G.S.T.		
TOTAL AMOUNT DUE		
GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

OPTIMUM FURNITURE

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
Show Date September 19-20, 2023	Deadline Date September 5, 2023	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
SEATING					TABLES				
Corbusier Chair Black Leather			\$350.00	\$472.50	Wood Top Chrome End Table 18" x 18"			\$110.00	\$148.50
Corbusier Chair White Leather			\$350.00	\$472.50	Wood Top Chrome Coffee Table 24" x 48"			\$130.00	\$175.50
Corbusier Loveseat Black Leather			\$450.00	\$607.50	Wood Top Chrome Coffee Table 36" x 36"			\$145.00	\$195.80
Corbusier Loveseat White Leather			\$450.00	\$607.50	DESCRIPTION				
Corbusier Sofa Black Leather			\$560.00	\$756.00	REGULAR PRICE				
Corbusier Sofa White Leather			\$560.00	\$756.00	TOTAL				
Mini Chrome Flop Back White Leather Seat 33" tall			\$90.00	\$121.50	OPTIMUM FURNITURE COMBOS				
Chrome Flop Back Black Leather Seat 45" tall			\$131.00	\$176.90	Square Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Square Wood Top Cruiser Table (40" tall)			\$336.00	
Chrome Flop Back White Leather Seat 45" tall			\$131.00	\$176.90	Round Wood Top Combo Includes: - 2 Chrome Flop Back Chairs (Black leather seat) - 1 Round Wood Top Cruiser Table (40" tall)			\$336.00	
JLO Bar Stool Black Leather Seat 36" tall			\$88.00	\$118.80	Boardroom Combo Includes: - 1 Wooden Table (85"[L] x 42"[W] x 30"[H]) - 6 leather side chairs			\$775.00	
JLO Bar Stool White Leather Seat 36" tall			\$88.00	\$118.80	**PRICES INCLUDE DELIVERY AND INSTALLATION				
SPECIAL INSTRUCTIONS					SUBTOTAL				
					OFFICE USE ONLY				
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE				
					<input type="checkbox"/> 50% CANCELLATION FEE				
					ADJUSTED SUBTOTAL				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

DRAPE & TABLES























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Show Name Energy Works Career Expo 2023				Name of Company				Booth Number	
Show Date September 19-20, 2023				Deadline Date September 5, 2023					

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION & QTY	EARLY BIRD	REGULAR PRICE	TOTAL
TABLES					DRAPE PARTITIONING			
6'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$96.00	\$129.60		3' High Drape- per linear foot	\$4.65	\$6.30	
8'x2'x29"[h] <i>Decorated Table (3 sides draped)</i>		\$96.00	\$129.60		Size: _____ ft x _____ ft= _____			
Upgrade Decorated Table to 4 sides draped ADD		\$38.00	\$51.30		8' High Drape- per linear foot	\$7.25	\$9.80	
4'x2'x29"[h] <i>Decorated Table (4 sides draped)</i>		\$96.00	\$129.60		Size: _____ ft x _____ ft= _____			
COUNTERS					DRAPE COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>			
6'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$143.00	\$193.50		 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY	
8'x2'x40"[h] <i>Decorated Table (3 sides draped)</i>		\$143.00	\$193.50		 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY	
Upgrade Decorated Counter to 4 sides draped ADD		\$49.50	\$66.80		 <input type="checkbox"/> TEAL	 <input type="checkbox"/> GOLD	 <input type="checkbox"/> FOREST GREEN	
4'x2'x40"[h] <i>Decorated Table (4 sides draped)</i>		\$143.00	\$193.50		 <input type="checkbox"/> BURGUNDY			
SKIRT COLOR CHOICE <i>Please check one</i> <input checked="" type="checkbox"/>								
 <input type="checkbox"/> WHITE	 <input type="checkbox"/> BLUE	 <input type="checkbox"/> GREY						
 <input type="checkbox"/> BLACK	 <input type="checkbox"/> RED	 <input type="checkbox"/> NAVY						
 <input type="checkbox"/> TEAL								
UNDECORATED TABLES					HARDWARE ACCESSORIES <i>(Installation not included)</i>			
4'x2'x29"[h]		\$54.50	\$73.60		Labour to install		\$27.70	
6'x2'x29"[h]		\$54.50	\$73.60		Baseplate		\$20.50	\$27.70
8'x2'x29"[h]		\$54.50	\$73.60		4' - 7' Slider		\$20.50	\$27.70
SPECIAL INSTRUCTIONS					6' - 10' Slider		\$20.50	\$27.70
					7' - 12' Slider		\$20.50	\$27.70
					4' solid		\$20.50	\$27.70
					3' high upright <i>(Baseplate not included)</i>		\$20.50	\$27.70
					8' high upright <i>(Baseplate not included)</i>		\$20.50	\$27.70
					12' high upright <i>(Baseplate not included)</i>		\$20.50	\$27.70
					**PRICES INCLUDE DELIVERY AND INSTALLATION			
					SUBTOTAL			
					OFFICE USE ONLY			
					<input type="checkbox"/> 35% LATE ORDER SURCHARGE			
					<input type="checkbox"/> 50% CANCELLATION FEE			
					ADJUSTED SUBTOTAL			
					5% G.S.T.			
					TOTAL AMOUNT DUE			
					GST REGISTRATION#: 121717813 RT		PST REGISTRATION#: PST-1013-7620	

ACCESSORIES








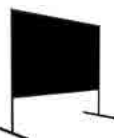









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Show Name Energy Works Career Expo 2023					Name of Company					Booth Number	
Show Date September 19-20, 2023					Deadline Date September 5, 2023						
DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
LITERATURE DISPLAYS						MISCELLANEOUS					
Chrome Literature Rack 8 wire slots Fits 8.5" x 11"			\$95.00	\$128.30		Draw Barrel			\$75.00	\$101.30	
Single Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$36.00	\$48.00		Mini Fridge			\$200.00	\$270.00	
3 to 4 Tier Literature Fits up to 9.25" x 10.75" Clear Acrylic			\$62.75	\$84.70		Water Cooler Includes 1 jug of water + 250 cups	Water Cooler		\$175.00	\$236.30	
							Additional Water Jug		\$26.00	\$35.10	
						Desk			\$200.00	\$270.00	
BUSINESS CARD HOLDERS											
Single Business Card Fits standard card Clear Acrylic			\$14.50	\$19.60		Coat Tree			\$43.25	\$58.40	
4 Tier Business Card Fits standard card Clear Acrylic			\$24.75	\$33.40		Bag Holder			\$70.00	\$94.50	
4 Double Tier Business Card Fits standard card Clear Acrylic			\$62.75	\$84.70		Garment Rack Chrome on casters			\$55.00	\$74.30	
LIVE PLANTS						Chrome Sign Holder Holds 22" x 28"			\$60.00	\$81.00	
3' Potted Plant Live Tropical			\$73.00	\$98.50		Easel Free Standing			\$24.75	\$33.40	
4' Potted Plant Live Tropical			\$75.00	\$101.30		Eco-Friendly Garbage Pail			\$30.00	\$40.50	
5' Potted Plant Live Tropical			\$96.00	\$129.60		**PRICES INCLUDE DELIVERY AND INSTALLATION					
Small Floral Arrangement			PRICE TBD	PRICE TBD		SUBTOTAL					
Medium Floral Arrangement			PRICE TBD	PRICE TBD		OFFICE USE ONLY					
Large Floral Arrangement			PRICE TBD	PRICE TBD		<input type="checkbox"/> 35% LATE ORDER SURCHARGE					
						<input type="checkbox"/> 50% CANCELLATION FEE					
						ADJUSTED SUBTOTAL					
						5% G.S.T.					
						TOTAL AMOUNT DUE					
GST REGISTRATION#: 121717813 RT								PST REGISTRATION#: PST-1013-7620			

DISPLAY ACCESSORIES

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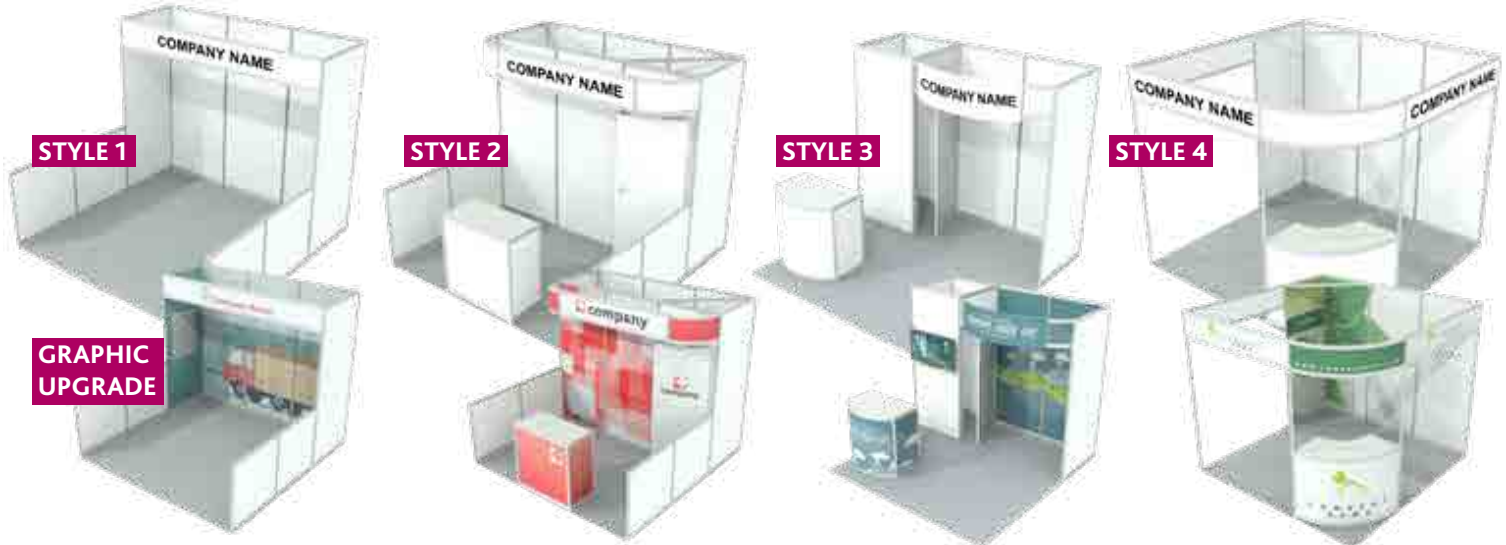
Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
Show Date September 19-20, 2023	Deadline Date September 5, 2023	

DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM COUNTERS AND RISERS					OCTANORM DISPLAY SYSTEMS				
Counter Doors & storage shelf 20"[d]x40"[w]x40"[h]		\$180.00	\$243.00		Shelf Gondola White 3 Glass Shelves 9" x 38" 20" x 38" x 98"[h]		\$381.00	\$514.40	
COUNTER WITH FULL COLOR GRAPHIC ~Be noticed!		\$260.00	\$351.00		Slat Wall Gondola Brackets not included 20" x 38" x 98"[h]		\$381.00	\$514.40	
Doors & storage shelf 		Display a company logo or branding! <ul style="list-style-type: none"> • Full color digital printing • Image size: 962mm[w] x 912mm[h] Send logo in .eps format along with directions to signsondemand@goodkey.com an email will be sent confirming receipt of logo and proof of signage.			2" Slat Wall Hook 		\$1.00	\$1.35	
Show Case Two shelves 20"[d]x38"[w]x40"[h]		\$275.00	\$371.30		POSTER DISPLAY SYSTEMS				
Jewelry Case One shelf with lights 20"[d]x38"[w]x40"[h]		\$275.00	\$371.30		Poster Board (Black) Double Sided 4'[h] x 8'[w] *Material is hook velcro receptive		\$102.00	\$137.70	
Computer Counter 29"[d]x40"[w]x40"[h]		\$236.00	\$318.60		Hook Velcro 6 yards per box Self Adhesive		\$25.00	\$33.80	
Computer Counter w/ Graphic 29"[d]x40"[w]x40"[h] Image size: 962mm[w] x 912mm[h]		\$326.00	\$440.10		Loop Velcro 6 yards per box Self Adhesive		\$25.00	\$33.80	
Product Risers 3 white shelves 20"x20" 15", 33", 38" tall		\$225.00	\$303.80		GOODKEY APPROVED TAPE (DOES NOT DAMAGE HARDWARE)				
Single Show Case 20"[d]x20"[w]x40"[h]		\$120.00	\$162.00		Removable Double-sided Foam Tape 10 pieces per pad 2" x 1" pieces		\$4.00 per pad	\$5.40 per pad	
Ballot Box with Slot in Top 20"[d]x20"[w]x40"[h]		\$120.00	\$162.00		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									
<input type="checkbox"/> 35% LATE ORDER SURCHARGE									
<input type="checkbox"/> 50% CANCELLATION FEE									
ADJUSTED SUBTOTAL									
5% G.S.T.									
TOTAL AMOUNT DUE									
GST REGISTRATION#: 121717813 RT						PST REGISTRATION#: PST-1013-7620			

OCTANORM BOOTHS 10 X 10

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	PANEL & HARDWARE DISCLAIMER		
Style 1 - 10' x 10' • 1 Header Sign (2942mm [w]x 302mm[h])		\$996.00	\$1344.60		If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.		
With Graphic Upgrade Package		\$2666.75	\$3600.00				
Style 2 - 10' x 10' • 1 Header Sign (1952mm [w]x 302mm[h]) • Storage Area 3' x 9.6' w/ lockable door • Lockable counter 3.3' high		\$1353.00	\$1826.60		You will be charged \$60/panel for cleaning or repair.		
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		Many other custom designs are available! For more information CALL 780.426.2211		
With Graphic Upgrade Package		\$4502.00	\$6078.00				
Style 4 - 10' x 10' • 2 Header Signs (1952mm [w]x 302mm[h]) • Curved counter 3.3' high		\$1562.00	\$2108.70		**PRICES INCLUDE DELIVERY AND INSTALLATION		
With Graphic Upgrade Package		\$3054.00	\$4123.00				
GRAPHIC UPGRADE CUSTOMIZATION					SUBTOTAL		
Carpet Color Choice <input checked="" type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black					OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic <input type="checkbox"/> Complimentary (Bold black font proportionally on white panel, capital letters unless specified)					5% G.S.T.		
<input type="checkbox"/> Full color header upgrade (See SIGNAGE & DIGITAL PRINTING FORM to order graphics)					TOTAL AMOUNT DUE		
Panel Color Choice Complimentary <input type="checkbox"/> WHITE HARDWALL <input type="checkbox"/> BLACK HARDWALL Burfab Upgrade Velcro Receptive <input type="checkbox"/> BLUE <input type="checkbox"/> BLACK					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620		
					REGULAR PRICE	TOTAL	
					\$300.00 per panel		

OCTANORM BOOTHS 10 X 20

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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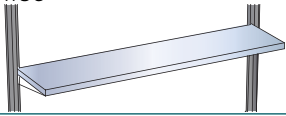

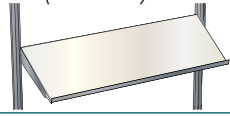
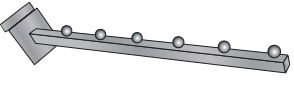




DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	PANEL & HARDWARE DISCLAIMER		
Style 5 - 10' x 20' • 2 Header Signs (2942mm [w] x 302mm [h])		\$2030.00	\$2740.50		If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.		
With Graphic Upgrade Package		\$4402.00	\$5943.00				
Style 6 - 10' x 20' • Storage area 3' x 6' w/ lockable door • Custom reception counter		\$2800.00	\$3780.00		You will be charged \$60/panel for cleaning or repair.		
With Graphic Upgrade Package		\$6661.00	\$8992.00				
Style 7 - 10' x 20' • 1 Curved Header Sign (1500mm [w] x 450mm [h]) • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		\$3181.00	\$4294.00		Many other custom designs are available! For more information CALL 780.426.2211 **PRICES INCLUDE DELIVERY AND INSTALLATION		
With Graphic Upgrade Package		\$5062.00	\$6834.00				
Style 8 - 10' x 20' • 3 Header Signs 1@ (2942mm [w] x 302mm [h]) + 2@ (1952mm [w] x 302mm [h]) • Storage area 3' x 9.6' w/ lockable door • Curved counter 3.3' high		\$2628.00	\$3548.00		OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
With Graphic Upgrade Package		\$5136.00	\$6934.00				
GRAPHIC UPGRADE CUSTOMIZATION					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620		
Carpet Color Choice <input checked="" type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black							
Header Sign Choice *All Headers / Fascia signs are white unless upgraded to a full color graphic <input type="checkbox"/> Complimentary (Bold black font proportionally on white panel, capital letters unless specified) Please clearly print name as you would like it to appear _____ <input type="checkbox"/> Full color header upgrade (See SIGNAGE & DIGITAL PRINTING FORM to order graphics)							
Panel Color Choice Complimentary <input type="checkbox"/> WHITE HARDWALL <input type="checkbox"/> BLACK HARDWALL Burfab Upgrade Velcro Receptive <input type="checkbox"/> BLUE <input type="checkbox"/> BLACK					REGULAR PRICE	TOTAL	
					\$300.00 per panel		

OCTANORM ACCESSORIES

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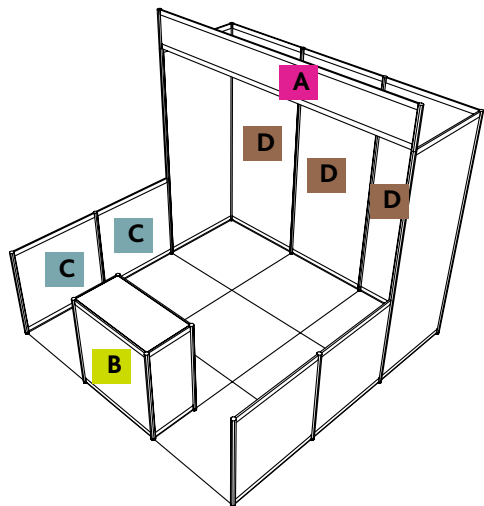
DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL	DESCRIPTION	QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM DISPLAY SYSTEMS					OCTANORM ACCESSORIES				
Full Height Slat Wall Panel 1m x 2.5m <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall			\$150.00	\$202.50	Glass Shelf 9" x 38" 		\$24.50	\$33.10	
Half Slat Wall Panel 1m x 1.25m <input type="checkbox"/> White Slat Wall <input type="checkbox"/> Black Slat Wall <input type="checkbox"/> Top Slat Wall <input type="checkbox"/> Bottom Slat Wall			\$77.00	\$104.00	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 		\$77.25	\$104.30	
					2" Slat Wall Hook 		\$1.00	\$1.35	
IMPORTANT Please include a diagram of the ordered booth indicating placement of all ordered accessories.					<p>Many other custom designs are available! For more information CALL 780.426.2211</p>				
					**PRICES INCLUDE DELIVERY AND INSTALLATION				
					SUBTOTAL				
					OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL				
					5% G.S.T.				
					TOTAL AMOUNT DUE				
					GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620				

BOOTH GRAPHIC UPGRADE

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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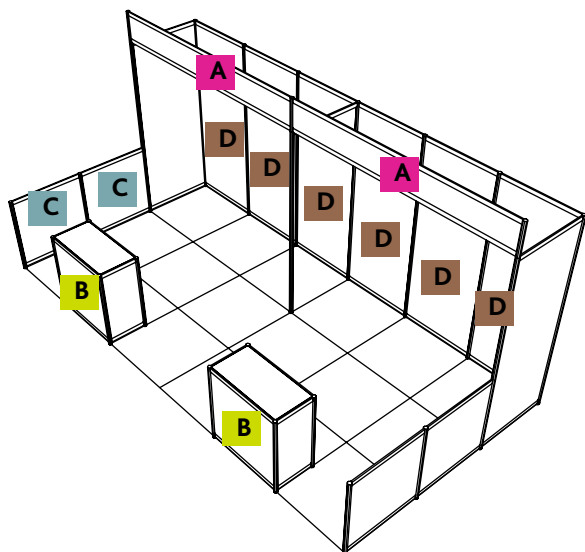
10x10 HARDWALL SHELL SCHEME



SAMPLES:



10x20 HARDWALL SHELL SCHEME



GRAPHIC PANEL LIST							**PRICES INCLUDE DELIVERY AND INSTALLATION		
Info	Article Description	Width	Depth	Length	Prices	Qty	SUBTOTAL		
A	Header	2942	4	302	\$95.00		OFFICE USE ONLY <input type="checkbox"/> 35% LATE ORDER SURCHARGE <input type="checkbox"/> 50% CANCELLATION FEE ADJUSTED SUBTOTAL		
B	Counter	962	4	912	\$108.00				
C	Half Panel	962	4	912	\$108.00				
D	Full Panel	962	4	2392	\$300.00		5% G.S.T.		
							TOTAL AMOUNT DUE		
							GST REGISTRATION#: 121717813 RT	PST REGISTRATION#: PST-1013-7620	

TURNKEY BOOTH PRICING

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Show Name Carbon Capture 2023	Name of Company	Booth Number
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Please refer to the Turnkey Booth pages for sample renderings

DESCRIPTION	QTY	REGULAR PRICE	TOTAL	PANEL & HARDWARE DISCLAIMER
10'x10'-1		\$4,958.20		If you ruin a panel or some hardware, you will be charged a fee! Please only use approved tape on booth.
10x10'-2		\$5,276.20		
10'x20'-1		\$5,186.20		You will be charged \$60/panel for cleaning or repair.
10x20'-2		\$6,388.10		
20'x20'-1		\$10,375.00		SPECIAL INSTRUCTIONS
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		
				**PRICES INCLUDE DELIVERY AND INSTALLATION
				SUBTOTAL
				OFFICE USE ONLY
				<input type="checkbox"/> 35% LATE ORDER SURCHARGE
				<input type="checkbox"/> 50% CANCELLATION FEE
				ADJUSTED SUBTOTAL
				5% G.S.T.
				TOTAL AMOUNT DUE
				GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620

TURNKEY BOOTHS 10x10

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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10'x10'-1

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

10'x10'-2

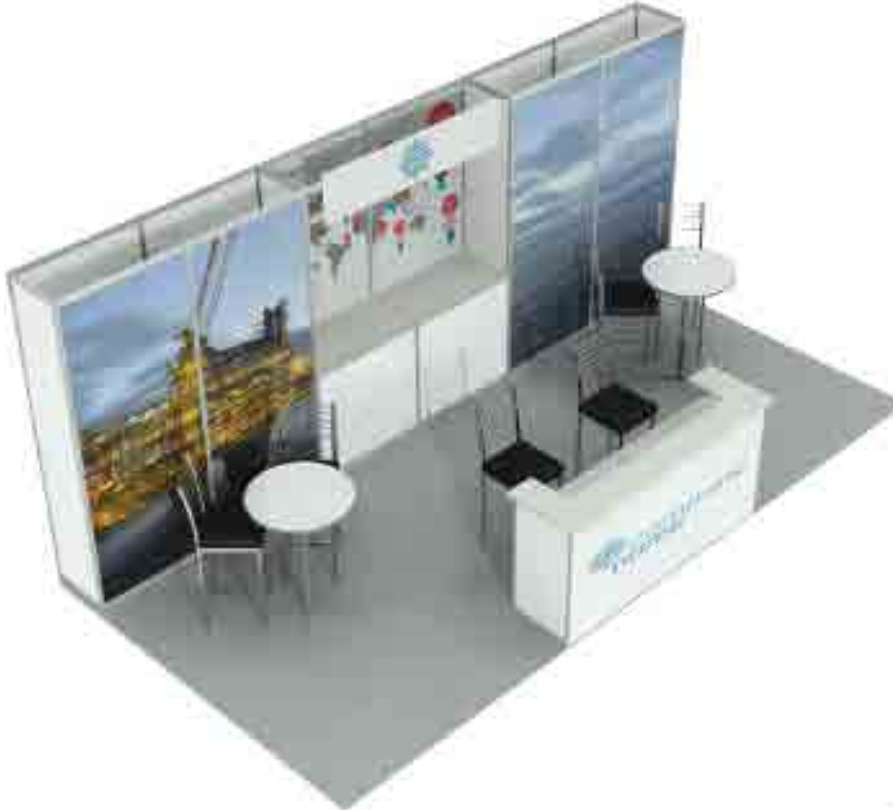
- 1 - OCTANORM RENTALS
- 1 - 10'x10' GREY CARPET
- 1 - GRAPHICS PACKAGE
- 3 - 1M COUNTER
- 2 - BAR STOOLS
- 1 - CRUISER COMBO



TURNKEY BOOTHS 10x20

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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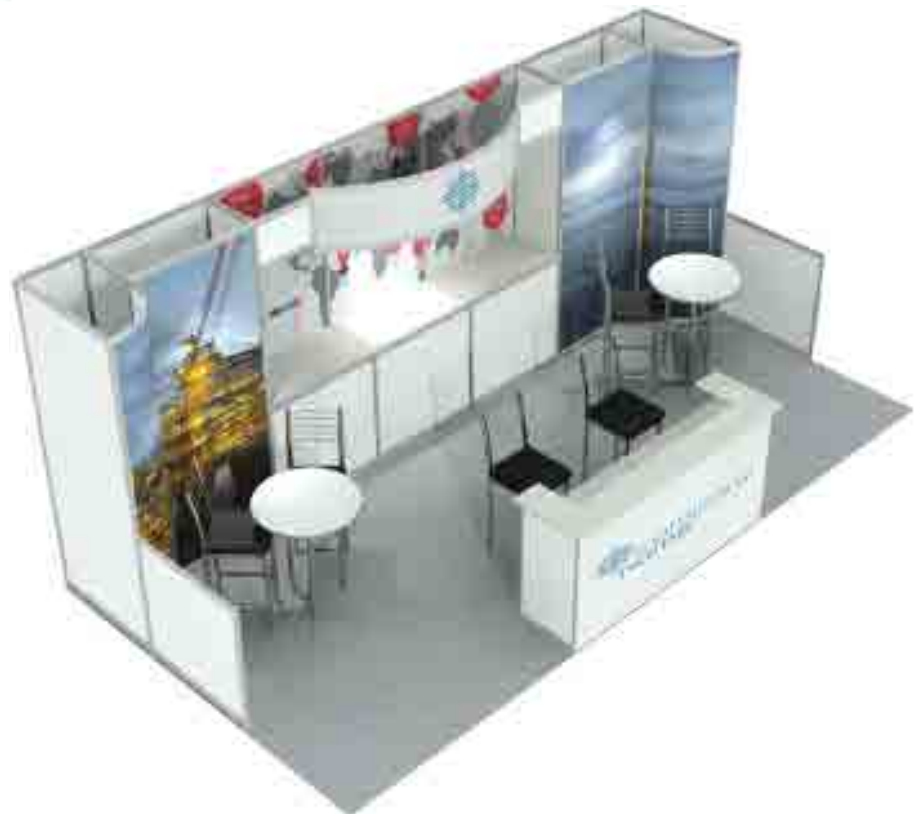


10'x20'-1

- 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

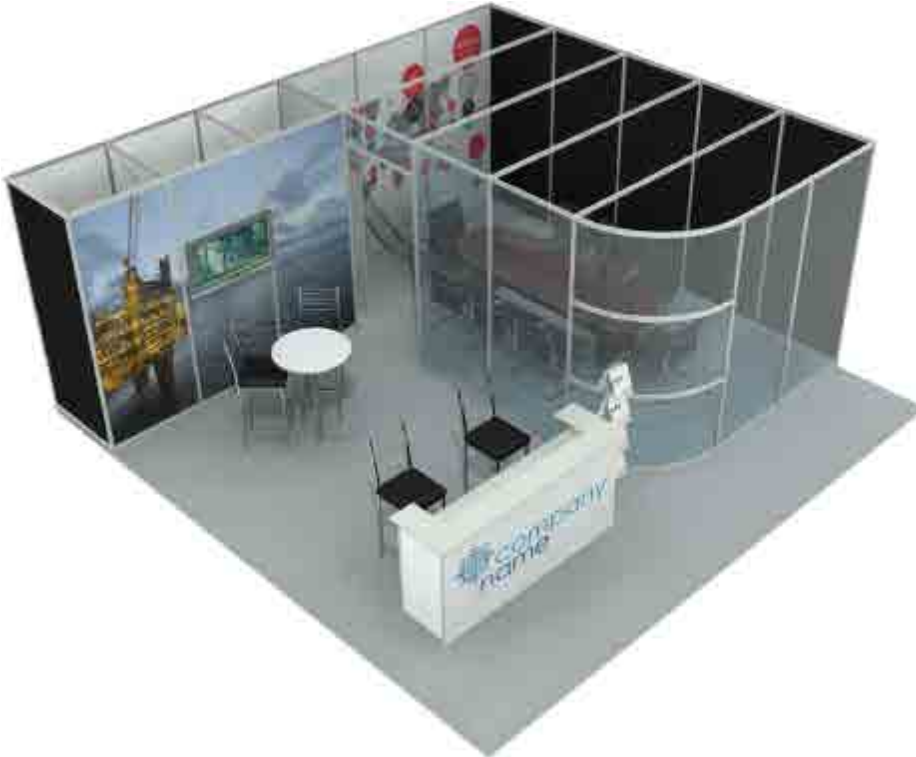
- 1 - OCTANORM RENTALS
- 1 - 10'x20' GREY CARPET
- 1 - GRAPHICS PACKAGE
- 3 - 1M COUNTER
- 1 - CUSTOM COUNTER
- 2 - CRUISER COMBO UNITS
- 2 - FLOP BACK CHAIRS



TURNKEY BOOTHS 20x20

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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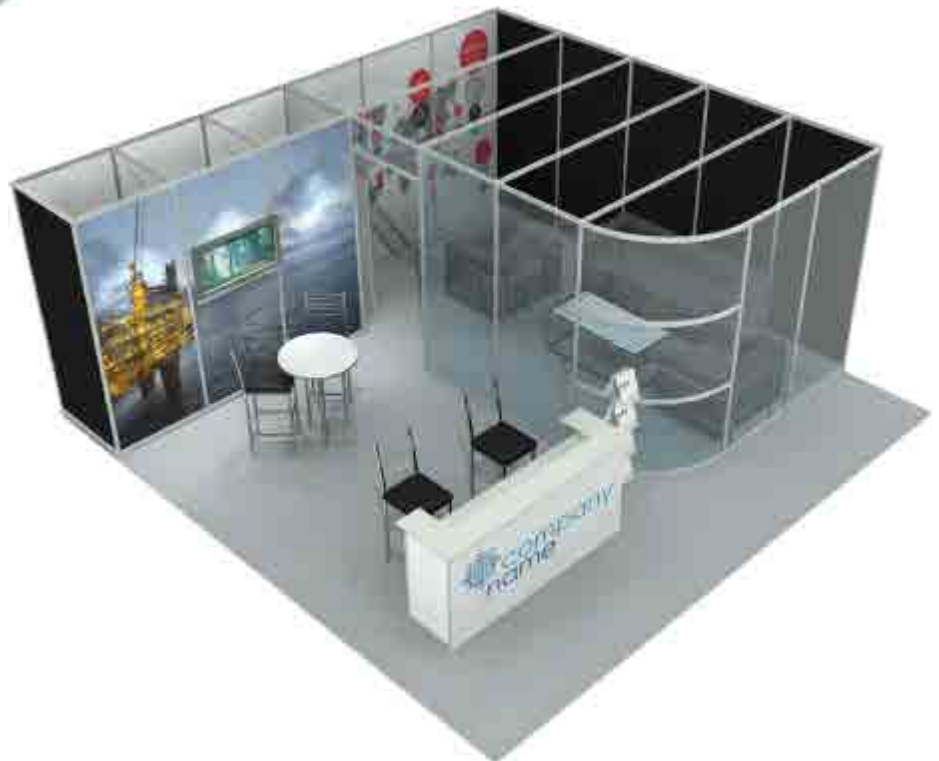


20'x20'-1

- 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



TURNKEY BOOTHS 20x30

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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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



TURNKEY BOOTHS 30x30

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
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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








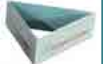


- 1 - OCTANORM RENTALS
- 1 - 30'x30' GREY CARPET
- 1 - 10' ROUND HALO
- 1 - GRAPHICS PACKAGE
- 1 - FURNITURE (1 SOFA, 2 SINGLE SEATER, 1 COFFEE TABLE ALL BLACK)
- 3 - CRUISER COMBO UNITS
- 2 - FLOP BACK CHAIRS
- 1 - CUSTOM COUNTER
- 1 - LITERATURE RACK
- 1 - FURNITURE (2 SINGLE SEATERS, 1 18x18 END TABLE)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



SIGNAGE & DIGITAL PRINTING

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
Show Date September 19-20, 2023	Deadline Date September 5, 2023	

DESCRIPTION		QTY	EARLY BIRD	REGULAR PRICE	TOTAL
OCTANORM BOOTH / COUNTER GRAPHIC UPGRADES					
Full Color Header Upgrade - Single Sided 2942mm (w) x 302mm (h) <i>(Octanorm booth rental required)</i>			\$95.00	\$128.30	
Full Color Backwall Panel Upgrade - Single Sided 962mm (w) x 2392mm (h) <i>(Octanorm booth rental required)</i>			\$300.00	\$405.00	
Full Color Counter Upgrade - Single Sided 962mm (w) x 912mm (h) <i>(Counter rental required)</i>			\$108.00	\$145.80	
FABRIC SIGNAGE					
3M Freestanding Goodkey Hybrid Wall (Fabric Graphics) - Single Sided 2966mm (w) x 2444mm (h) <i>(Wall rental and graphics included, allow 3 weeks min. for order)</i>			\$2200.00	\$2970.00	
Hanging Fabric Halo - Many Custom Designs available 10' (w) x 3' (h) generic size <i>(Does not include hanging fee, allow 3 weeks min. for order)</i>	<div> FLAT</div> <div> ROUND</div> <div> SQUARE</div> <div> TRIANGLE</div>		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 <i>Indicate if you will be needing the signage again, if not it will be recycled after the event</i>			Call for quote		
Contact us for a consultation about custom sizes, items, and printing options. Subject availability of supplies and time-lines. ALL ARTWORK IS DUE BY THE ORDER DEADLINE DATE SPECIAL INSTRUCTIONS		**PRICES INCLUDE DELIVERY AND INSTALLATION			
		SUBTOTAL			
		OFFICE USE ONLY			
		<input type="checkbox"/> 35% LATE ORDER SURCHARGE			
		<input type="checkbox"/> 50% CANCELLATION FEE			
		ADJUSTED SUBTOTAL			
		5% G.S.T.			
TOTAL AMOUNT DUE					
GST REGISTRATION#: 121717813 RT PST REGISTRATION#: PST-1013-7620					

PRINT READY GRAPHIC GUIDELINES

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Show Date September 19-20, 2023	Deadline Date September 5, 2023	

INLINE EXAMPLE



DESIGN with 0.25" bleeds and cropmarks

SCALE artwork to full size

Metal Posts

EMBED all links

RESOLUTION for images: min 100dpi

TEXT must be at least 2" away from edge

CONVERT all text to outlines



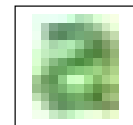
*Inline panel example



To check if a file is **vectored**, zoom in as much as you can to the art. Match what it looks like below.



Vector art
Ex. ai, eps, pdf



Raster art
Ex. jpg, tiff, png

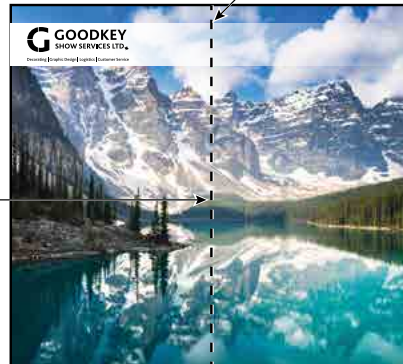
FLUSH EXAMPLE



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

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**

EXHIBIT BOOTH VACUUMING & CLEANING

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Show Name Energy Works Career Expo 2023	Name of Company	Booth Number
Show Date September 19-20, 2023	Deadline Date September 5, 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 \$0.31 = _____
(min 100 Sq.Ft.)

LATE-ORDERS

Booth Width _____ x Booth Depth _____ + Square Feet _____ x Number of Days _____ x \$0.38 = _____
(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

EXHIBITOR APPOINTED CONTRACTOR

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Show Name	Name of Company	Booth Number
Show Date	Deadline Date	

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:_____	
<input type="checkbox"/> Yes - We will employ the services of (name of EAC):_____	
<input type="checkbox"/> Certificate of Insurance Attached	
<input type="checkbox"/> 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 Services c/o Energy Works Career Expo 2023

Exhibitor Services Department

5506 48 St NW, Edmonton, AB T6B 2Z1

tel no: 780 468 8110

fax no: 780 426 5734

exhibitorservices@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.



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 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			

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.

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

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

INDEMNIFICATION

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

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

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

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

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

INSURANCE

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

CLAIM(S) FOR LOSS

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

MAXIMUM RECOVERY

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

MISCELLANEOUS

EXHIBITOR, as a material part of the consideration to GSS for material handling services, waives and releases all claims against GSS, its' employees, agents, and officers with respect to all matters for which GSS has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands

it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify or impair the validity and enforceability of all other provisions herein.

BREACH OF CONTRACT AND / OR NEGLIGENCE ONLY

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

JURISDICTION

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

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

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

METHOD OF PAYMENT

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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:	

<input type="checkbox"/> Cash / Wire Transfer / E-Transfer Please send all e-transfers to accounting@goodkey.com	<input type="checkbox"/> 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: <input type="checkbox"/> ALL SERVICES <input type="checkbox"/> BOOTH CLEANING <input type="checkbox"/> I & D LABOUR <input type="checkbox"/> MATERIAL HANDLING / IN & OUT <input type="checkbox"/> RENTAL FURNITURE & CARPET <input type="checkbox"/> SIGNS <input type="checkbox"/> OCTANORM <input type="checkbox"/> OTHER (please specify) _____ Third Party Agent: Account #: _____ Expiration Date: _____ CVC: _____ <input type="checkbox"/> PERSONAL CREDIT CARD <input type="checkbox"/> COMPANY CREDIT CARD Cardholders name: _____ Signature: _____ Cardholders Billing Address Street: _____ City/Province: _____ Postal Code: _____ Phone Number: _____ Fax Number: _____ Email: _____
<input type="checkbox"/> Company Cheque (REQUIRE A CREDIT CARD BACKUP) Please make cheque payable to: Goodkey Show Services Ltd. Note: No cheques will be accepted after the order deadline date. Address: Goodkey Show Services Ltd. 5506 - 48 ST NW Edmonton, Alberta T6B 2Z1	
<input type="checkbox"/> Credit Card For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labour. Please complete the information requested below: <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> PERSONAL <input type="checkbox"/> 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: _____	

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.

Energy Works Career Expo 2023

Appointed by:

Telus Convention Centre, Calgary AB
September 19-20, 2023.



19 - 20 September 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

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

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

Consignment Instructions

ADVANCE WAREHOUSE:

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

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

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

Price: \$42.00 PER 100 LBS (400 LBS MINIMUM CHARGE)*

*This price is per shipment/waybill delivery.

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

**Exhibitor Name, Booth #
c/o Energy Works Career Expo
ABF Freight,
235077 Wrangler Drive
Calgary, AB T1X 0K3**

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 Energy Works Career Expo
Telus Convention Centre
136 8 Ave SE.,
Calgary, AB T2P 0K6**

Shipping Checklist

****PRIVATE VEHICLE SHIPMENTS / DRIVING ACROSS THE BORDER:**

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

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

Form Checklist

- ☐ **Customs & Transportation Services Order Form (Mandatory)**
 - Please ensure that all fields, including credit card information and client signature (at bottom of form), are completed.
 - Note: IRS# (U.S. Tax ID, or E.I.N.) is required if goods will be returning to the USA.
 - Example and form for completion are included in this kit.

- ☐ **Commercial Invoice / Packing List (Mandatory)**
 - Complete all required information per example provided.
 - All invoices **MUST** include quantity, detailed descriptions (using general terms), countries of origin (manufacture – not purchase), 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.
 - Example and form for completion are included in this kit.

- ☐ **Additional Forms (May be required)**
 - Additional information may be required if you are shipping goods that are regulated by the Government of Canada and/or by the U.S. Government (e.g. food, medical devices, cosmetics, electronics, etc.).
 - Be sure to e-mail your documents to Cross Connect prior to shipping, so that we can advise you if any additional information is required.

****NOTE:** All forms must be completed and returned to Cross Connect for review, prior to shipping. Failure to do so could result in additional fees and/or your shipment being refused clearance/entry into Canada.

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: Event Dates: to

Facility/Venue Name:

Facility/Venue Address:

City: State/Province: Zip/Postal Code:

On-site Contact: Cell #:

E-mail: Importer # (if applicable):

Shipper

Company Name: IRS #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

Return Freight

☐ Same as Shipper ☐ No Return Shipment

Company Name: IRS / Importer #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

Billing

☐ Same as Shipper

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

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

MUST BE COMPLETED

Payment

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name: CVV Number:

Credit Card Number: Expiry Date:

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

Cardholder Signature: Date:

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		
			@ Dimensions (Inches) Each				@ Weight (lbs) Each		
Requested Service Level: <input type="checkbox"/> Air <input type="checkbox"/> 2 nd Day <input type="checkbox"/> Truck <input type="checkbox"/> Other: _____									
Additional Services Required: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick-up <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Weekend Pick-up <input type="checkbox"/> Weekend Delivery									
Total Shipment Value:			Carrier Name & Contact Info:						
Available for Pick-up Date:			Shipper Hours of Operation:			to		Must Deliver By:	
Cargo Insurance / Declared Value This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.									

Terms & Conditions

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

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

Client Signature (wet ink signature required - digital signature NOT allowed)

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

Signature: Date:

Printed Name: Title:

Cross Connect Internal Use Only

Accepted by:

Date:

Signature:

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):	<input type="checkbox"/> Direct to Event/Show Site	<input checked="" type="checkbox"/> Advance Warehouse	
	Exhibitor Name:	ABC COMPANY		
	Event Name:	NAME OF THE SHOW / EVENT YOU ARE ATTENDING		
	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
	On-site Contact:	JOHN SMITH	Zip/Postal Code:	MOX X0X
E-mail:	JSMITH@DOMAIN.COM	Cell #:	555-555-0000	
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	<input checked="" type="checkbox"/> Same as Shipper <input type="checkbox"/> No Return Shipment					
	Company Name:	ABC COMPANY		IRS / Importer #:	12-3456789	
	Address:	123 SOMEPLACE AVENUE, SUITE 3				
	City:	NEW YORK	State/Province:	NY	Zip/Postal Code:	10093
	Contact Name:	JOHN SMITH		Tel:	555-555-0000	
E-mail:	JSMITH@DOMAIN.COM					

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

MUST BE COMPLETED

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

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

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

Cargo Insurance / Declared Value

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

Terms & Conditions

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

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

Client Signature

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

Signature: John Smith

Printed Name: JOHN SMITH

Date: 10-Jun-21

Title: CEO

Cross Connect Internal Use Only

Accepted by:

Date:

Signature:

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.

[illegible]

**** 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

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.

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

TEMPORARY IMPORT VALUE:
PERMANENT IMPORT VALUE:

Signature:

Date:

12/22

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

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

COMMERCIAL INVOICE / PACKING LIST

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.

Shipper:	Consignee (Ship To):	Importer/Owner of Goods:	Shipped Via:	TRANSPORTATION COMPANY NAME
ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093	ABC COMPANY, BOOTH # 1001 C/O NAME OF SHOW/EVENT VENUE NAME VENUE ADDRESS	ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093	Shipped To: <input checked="" type="checkbox"/> Adv. Whse IRS #: 12-3456789 Pieces: 3 Weight: 1,800 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs Currency: USD Ship Date: 06/15/2021	*REMARKS ("X" each item) *A - TEMPORARY IMPORT *B - PERMANENT IMPORT *C - GIVEN AWAY / SOLD
JOHN SMITH - 555-555-0000	ONSITE CONTACT NAME & CELL PHONE #	JOHN SMITH - 555-555-0000	Does this company have a Canadian Office? No	

***IMPORTANT:
MUST be completed in full.**

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in lbs (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	400	48	48	48	1.81	9403.20	X			5,250.00	5,250.00
1	CRATE	2	50" LED TV'S - LG MODEL# 55EG9100	CHINA	50	41	52	50	1.75	8528.72	X			700.00	1,400.00
1	SKID	2	WEIGHTED METAL TV STANDS	JAPAN	950	48	48	48	1.81	9403.20	X			500.00	1,000.00
		5000	ADVERTISING LITERATURE	USA	200	48	48	48		4911.10		X		0.15	750.00
		1000	BALL POINT PENS	CHINA	48					9608.10		X		0.35	350.00
		400	CATALOGS	USA	150					4911.10		X		3.00	1,200.00
		2	POSTERS	USA	2					4911.91		X		25.00	50.00
*Each commodity MUST be listed on its own line; DO NOT group items.															
*Specific descriptions required; Vague descriptions such as "Give Aways", "Display Materials", or "Trade Show Samples" will NOT be accepted.															
*Electronic equipment MUST include Brand Name & Model #.															
*Values need to reflect the cost of goods (price paid), or the selling price of the goods (price payable); whichever is greater.															
*\$0 values will NOT be accepted.															
*Indicate the Country of Manufacture (where the goods are made); NOT the country of purchase.															

**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: 06/10/2021

12/22

Visit our website to view our on-line catalogue

EVENT ID: 6834

SERVICE CONTRACTOR CONTACT

GLOBAL CONVENTION SERVICES

9168 52nd Street SE
Calgary, AB T2C 5A9

Phone: (403) 273-8064
Email: calgary@globalconvention.ca

PRE-SHOW PRICE DEADLINE DATE

In order to receive advance order discount rates (pre-show price) listed on selected price sheets, we must receive your order and payment by:
September 5, 2023 Orders received after this date will be subject to Retail Prices.

ON-LINE ORDERING INSTRUCTIONS

See enclosed forms to place your order for additional electrical, internet/telephone/cable tv, utilities direct to site material handling and in-booth forklift service.

Additional Electrical, internet/telephone/cable tv and utilities can also be ordered online by following the instructions below.

In order to protect your privacy, we have placed the following login and password on our on-line order form to restrict access to exhibitors for this event only. In addition, our order form is located on a "SSL" secure server to protect your credit card information.

To access our online catalogue, click on link, or go to, www.globalconvention.ca then select "Exhibitor Ordering" in the upper right corner and enter the username and password supplied below.

Username: **ENERGYWCFAB** Password: **2023**

On-line ordering available until: September 12, 2023

EXHIBITOR MOVE-IN

Monday September 18, 2023 3:00 PM - 7:00 PM

Notes:

SHOW HOURS

Tuesday September 19, 2023 8:00 AM - 5:00 PM

Wednesday September 20, 2023 8:00 AM - 5:00 PM

EXHIBITOR MOVE-OUT

Wednesday September 20, 2023 5:00 PM - 11:00 PM

Notes:

MATERIAL HANDLING

PLEASE NOTE, GLOBAL CONVENTION SERVICES DOES NOT OFFER SHIPPING, CUSTOMS OR BROKERAGE SERVICES.

PLEASE NOTE THAT ALL FREIGHT COMING INTO THE CALGARY TELUS CONVENTION CENTRE WILL BE SUBJECT TO MATERIAL HANDLING CHARGES.

REFER TO PAGE 8-11 FOR ALL GLOBAL MATERIAL HANDLING CHARGES HERE AT THE CALGARY TELUS CONVENTION CENTRE.

ADVANCED SHIPMENTS ACCEPTED

START Tuesday August 29, 2023 END Tuesday September 12, 2023

Freight received at advance warehouse prior to, or after, dates noted will be subject to additional handling fees.

DIRECT TO SITE SHIPMENTS

!!! Direct to site shipments to arrive during scheduled exhibitor move in times or 3 business days prior to move in date!!!

Freight received at venue in advance of exhibitor move-in risk having their freight either refused by venue or re-directed to Global Advanced Warehouse, with expenses and fees billed back to exhibitor.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8500 FX 403.261.8510

The Calgary Convention Centre Authority (CCCA) is the operator of the Calgary TELUS Convention Centre

1. EXCLUSIVE SERVICES

- a) Electrical: For tradeshow, all electrical requirements will be coordinated through Global Convention Services (GCS) at 403.273.8064. Sharing of power between exhibitors is not allowed. Each exhibitor must order their own power. The GBC or the CTCC reserves the right to refuse service for situations deemed unsafe. Current rates will be charged to the exhibitor, see Electrical order form for pricing and conditions
- b) Telecommunications Services: The CTCC is the exclusive provider of all telecommunication services including installation, networking of telephone, data, ISDN, internet, cable TV, fibre optic and satellite connections. Arrangements for these services can be made through Global Convention Services Internet Order Form.
- c) Utility Services: The CTCC has compressed air and cold-water hook-ups available in Exhibition Halls C,D,E and Annex only - See Global Convention Services Utilities order form for pricing and conditions.
- d) Security: The CTCC will provide all security requirements in the facility. Security arrangements for tradeshow are coordinated through the Show Manager. If individual exhibitors wish to arrange for security for their booth, please contact the Operations Department at 403.261.8559.
- e) Business Services: The Business Services Centre is located on the main level of the north building and can be reached by dialing 3333 from any house phone. They are the on-site to order services provided by the CTCC. The Business Services Centre also provides various services including photocopying, printing, sells basic stationary supplies, at a charge.
- f) Banner Hanging and Rigging: ENCORE is the exclusive provider of banner hanging and removal for tradeshow in CTCC. For the protection of the CTCC facility, no materials of any kind may be affixed to the ceiling or to any walls, whether painted, wooden, vinyl or glass, by any method whatsoever without CTCC or ENCORE's approval.
- g) Material Handling: Global Convention Services is one of the exclusive material-handler for the CTCC.
- h) Catering: The Marriott Calgary Downtown Hotel is the exclusive caterer to the CTCC. No outside food and/or beverage may be brought in the facility by the Show Manager, its exhibitors, participants, or suppliers unless approved by the Marriott Calgary Downtown Hotel. i.e., food samples, ice cream, bottled water, etc. For menu selections, please see the Exhibitor Catering Order form or contact the Catering Department at 403.261.8500.

2. PREFERRED SERVICES

- a) Audio Visual Services: ENCORE is the in-house supplier of all audio-visual equipment and lighting, within the CTCC. All arrangements should be made through the conference sales at 403.261.8555. The CTCC reserves the right to determine maximum sound levels and minimum lighting levels used in any room.
- b) Show Services: Global Convention Services Service is the in-house supplier of show services. All arrangements for show services can be made by contacting their office at 403.273.8064

3. ORDERING OF SERVICES AND ORDER FORMS

- a) Order forms are available from the Global Convention Services website at www.globalconvention.ca or by calling 403.273.8064.
- b) Global Convention Services will have an on-site desk located by the trade show floor area.

4. PRIME CONTRACTOR

The Occupational Health and Safety Act of Alberta, requires that a "prime contractor" for the purpose of safety be designated for a work site if there are two or more employers working at the same time. The role of Prime Contractor for Safety is assigned to the Calgary Convention Centre Authority (CCCA), the operator of the Calgary TELUS Convention Centre.

5. OCCUPATIONAL HEALTH AND SAFETY

Everyone must comply with the Occupational Health and Safety Act of Alberta (regulations and safety codes) and the CTCC requirements and policies in place at the time of the Event. Written pre-job hazard assessments may be required for workers, contractors and service providers coming into the CTCC.

6. AGE REQUIREMENTS

Due to safety concerns when forklifts and vehicles are in operation, persons under the age of sixteen (16) are prohibited from being in the Space during move-in and move-out.

7. PRE-JOB HAZARD ASSESSMENTS

The Occupational Health and Safety Code of Alberta, Part 2 (Sections 7 to 10) defines an Employer's legal responsibilities for hazard assessment, elimination, and control. Due to significant hazards associated with particular type of work, a written pre-job hazard assessment may be required to be prepared by the Exhibitor, Exhibitor Guests or Suppliers to the Exhibitor and/or Exhibitor Guests, as determined by CCCA. It is the responsibility of the applicable Employer to complete pre-job hazard assessments for their workers. Pre-job hazards may be required - but not limited to - the following tasks or functions:

- a) Assembly of booths over 8 feet in height;
- b) Movement of large exhibits, pieces of equipment or vehicles within the CTCC;
- c) Use of forklifts, scissor lifts or other vehicular machinery;
- d) Use of ladders;
- e) Assembly of staging;

- f) Use of tools (such as saws, hammers, etc.); and
- g) Rigging.

8. GENERAL SAFETY OBLIGATIONS

The Occupational Health and Safety Act of Alberta, defines the safety obligations of employers, workers, suppliers, and contractors (etc.). Every person or legal entity entering the CTCC for the purpose of performing work must take reasonable care, cooperate, and comply with the Occupational Health and Safety Act, Regulation and Code of Alberta, and the CCCA's requirements and policies to protect the health and safety of themselves and others. Everyone shall:

- a) Only perform work, handle chemicals, or operate equipment if trained and authorized to do so.
- b) Do not permit a worker who is not competent to perform work, or who may endanger him or herself or others, to work without direct supervision of another worker who is competent to perform the work;
- c) Report all injuries, unsafe acts, and conditions, including "near miss" incidents, to the CTCC security immediately. **Emergency contact number: 403-261-8573 or ext. 8573 (from house phone);**
- d) If qualified to do so, correct hazards immediately, then report any hazardous condition or incident to the CTCC Security.
- e) Not consume or possess alcohol, or illegal drugs;
- f) Not fight, engage in horseplay, or otherwise interfere with other workers or persons;
- g) Not commit or engage in theft, vandalism, or any other abuse of misuse of CTCC or any property therein;
- h) Wear appropriate personal protective equipment and wear proper fall protection equipment while working at elevated heights where a fall protection system is installed;
- i) Carry out all work in a safe manner as per the job procedure or the completed pre-job hazard assessment;
- j) Use extreme caution and move away from areas where forklifts and vehicles are operating during move-in and move-out;
- k) Do not remove, damage, alter or destroy any safeguard, safety device, notice or warning signage used in the CTCC;
- l) Immediately report any equipment that:
 - i. Is in a condition that will compromise the health or safety of workers using or transporting it;
 - ii. Will not perform the function for which it is intended or was designed;
 - iii. Is not strong enough for its purpose; or
 - iv. Has an obvious defect.

9. EMERGENCY PROCEDURES AND EVACUATION

- a) In the event of an emergency, all work shall cease until clear instructions are given to proceed. Listen to instructions via the public address system. The CTCC has fire alarm pull boxes located near all designated exits. Smoke detectors are also located throughout the CTCC's ventilation system.
- b) If for any reason the CTCC, or any part of it, must be evacuated, instructions will be given via the CTCC's public address system.

10. FIRST AID

The CTCC has unattended first aid rooms located on the lower level of the South Building and the Plus 15 level of the North Building. First aid boxes are located in the service corridor of Exhibition Hall CDE. Contact CTCC Security at 403.261.8573 (or ext. 8573 on any house phone) in the event first aid is required.

11. FIRE REGULATIONS - These requirements have been prepared in conjunction with Calgary Fire Department. For further clarification please see the Calgary Fire Department Special Event Requirements (Dated August 2011) posted on the City of Calgary website:

<https://www.calgary.ca/csps/fire/inspections-investigations-and-permitting/indoor-special-event-fire-code-requirements.html>

- a) Exhibitor's materials and/or equipment, etc. must remain within the space assigned.
- b) Aisles must be kept clean and uncluttered at all times. The following aisle widths must be always maintained for trade and consumer shows: at the front and back of the Exhibition Hall CDEX 11.5 feet or 3.5 metres and the cross aisles are 8 feet or 2.5 metres.
- c) Fire exits, hose cabinets and pull stations are to be in full view and kept clear at all times.
- d) Decorative materials, tents, canopies, etc. (See the Calgary Fire Department Indoor Special Event Requirements for further details).
- e) All commercial made materials used for draping or decorating, such as, but not limited to, drapes, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, etc. shall be of non-flammable material and shall conform to CAN/ULC-S109 standard. The exhibitor will have to conduct must provide certificates and labels on items available for the CFD or a representative of the CTCC.
 - i. All non-commercial decorative materials used for draping or decorating must be treated and maintained in a flame retardant condition with the use of flame retardant solution. Appropriate document must be provided showing which product was used and when it was treated. The flame retardant product used on the decorative material must conform to CAN/ULC-S109 standards. In addition, the Exhibitor must conduct a match flame test in NFPA705, "Field Film Test for Textiles and Films." Copies of the appropriate documentation on the product used, the MSDS for the product and a sample of the match flame test must be available for CFD or CCCA representative must be available for review. The Fire Department or the CTCC may choose to test any materials brought into the CTCC. Materials in violation shall be immediately removed from the building.
 - ii. Tents, canopies, etc. must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109. Displaying of tents, canopy, etc. must conform to the requirements in the Calgary Fire Department Indoor Special Event Requirements document.
- f) Packing materials (such as excelsior-shredded paper and the like) must be returned to the empty cartons. Accumulation of these materials and empty cartons or crates is prohibited in the booth area. Storage of these items must be arranged with your show services provider.
- g) No hazardous display of any nature will be permitted in any areas of the CTCC. This includes open flames, hot coals, candles, LPG (liquid propane gas) lighters, charcoal grills, flammable gases, liquids or solids, LPG containers, toxic gases, liquids or solids, hazardous chemicals or any hazardous gas, liquid or solid of a similar nature.

- h) No propane is allowed in the CTCC.
- i) Helium-filled balloons are permitted in the facility. Helium tanks must be stored at the loading dock. Helium and compressed air tanks, while in use and/or being transported to the room(s), are to be secured on an appropriate cart. An hourly labour charge will be levied for removal of balloons that have risen to the ceiling.
- j) SDS (Safety Data Sheets) will need to be provided to the CTCC for products brought into the facility. Please contact the Operations Department for additional information.
- k) If vehicles are being brought in, minimum gas levels apply. See Section 17.
- l) Open Flame – Approval must be obtained from the CTCC, please contact Operations Department at 403-261-8559 and an open flame permit must be obtained from the CFD.

12. BOOTH SET UPS AND DISPLAYS

- a) Booth construction must conform to applicable building codes including electrical, plumbing, etc.
- b) All work carried out by the Exhibitor, or its contractor must conform to Occupational Health and Safety and WCB regulations of Alberta.
- c) The CTCC or GBC does not provide tools or ladders for the set-up or dismantling of your booth.

13. HOUSEKEEPING

- a) Booth cleaning can be arranged through your Show Service Contractor.
- b) All tape used to mark booth space and/or to hold down carpet must be removed at completion of the show. Any tape residue left from Exhibitor's carpet will be subject to a clean-up charge.
- c) Exhibitors must put all garbage in plastic bags in the large waste containers provided by the CTCC at the end of each set-up or move-in or move-out days, as applicable.

14. SHIPMENTS, DELIVERIES, STORAGE, ELEVATORS

- a) All shipments, equipment, or items for your tradeshow booth coming into the CTCC must arrive and depart through the designated loading dock.
- b) All shipments must be prepaid. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
- c) Shipments sent prior to the first move in date need to go to Global Convention Service warehouse. Shipments sent to the CTCC prior to the first scheduled move-in day may be refused unless prior arrangements have been made with Global Convention Service. Address the shipment as follows:

Global Convention Service Warehouse Address for Advance or Post-Shipment delivers/pick-ups – Shipments/Freight accepted/picked up - Monday to Friday, 9 am to 3pm MST.

Tradeshow Name and Show Date Exhibitor's Company Name Booth Number and Room Name c/o Global Convention Services 9168 – 52 Street SE Calgary, Alberta T2C 5A9 Canada

- d) **Deliveries scheduled to arrive on the day of the first move in date should be addressed as follows:**

Tradeshow Name and Show Date Exhibitor's Company Name Booth Number and Room Name c/o Calgary TELUS Convention Centre North Loading Dock 705 – 1 st Street S.E. Calgary, Alberta T2G 2G9 Canada

- e) **All shipments delivered to the CTCC loading docks are subject to a material handling charge from Global Convention Services.** Exhibitors may be subject to a transportation fee for freight brought from a hotel or the parkade.
- f) Exhibitors are responsible for all courier, customs, brokerage services, etc. for their booth.
- g) Exhibitor materials, equipment etc. left from a booth will be charged a storage fee before items will be released. If the items are left more than 30 days, the items will be disposed of at the CTCC's discretion.
- h) The loading dock areas are for loading and unloading only; vehicles left unattended will be towed at the owner's expense.
- i) Freight Elevators, when in use, will be manned and controlled by operators with Global Convention Services or CTCC. Load restrictions:
 - i. North Loading Dock: butterfly ramp: height 13'-6" x width 14'-10": maximum 350 lbs./ft² on the dock and Exhibition Hall; and
 - ii. South Loading Dock: elevator load: height 12'-7" x width 9'-2" x length 32'-9"; maximum 30,000 lbs.;

15. COOKING/SAMPLES

- a) Cooking of food or deep fat frying is not permitted in the CTCC exhibit areas.
- b) Must have approval from the CTCC prior to any warming of foods, supplying of food samples or bottled water within the CTCC.
- c) Equipment used for warming must be electric and shall be listed and labelled for commercial use (not residential) by a recognized testing laboratory (i.e., CSA or ULC). Residential appliances shall only be permitted if they are part of a demonstration and approved by the CTCC and the Calgary Fire Department (CFD).
- d) All guidelines/regulations and permits must be followed/obtained as specified from Alberta Health Services.
- e) All guidelines/regulations must be followed as specified in the Calgary Fire Department Indoor Special Event Requirements, Section for Cooking/Warming and Demonstration Cooking.
- f) A fire extinguisher is required in the booth when cooking equipment is present; if you require one, please contact Operations Department at 403-261-8559 for rental prices.

16. VEHICLES

- a) Load Limits: If a GVW (Gross Vehicle Weight) is not available, it may be necessary to obtain document from the nearest weigh scale.
- b) Cleaning of Vehicles: Cars, trucks and machinery for display must be washed and cleaned before being admitted to the building. Protective sheets of plastic must be placed underneath to prevent stains. Cars, trucks, and machinery for display must be washed and cleaned before being admitted to the building and protective sheets of plastic must be placed underneath to prevent stains. Waxing of vehicle(s), including tire, is not permitted at the CTCC unless the vehicles is placed on plastic sheets and the floor is protected. The cleaning/removing of any polishing/cleaning product residue from the floor will be charged directly to the Show Manager. Acceptable polishing product is available at the CTCC Business Services Centre located on the main level of the north building.
- c) Fuel Tank Levels: Fuel tanks will be kept at less than one-quarter (25%) of the tank capacity or 20L whichever is less in each vehicle. All fuel tank caps must be locked or be properly sealed with approved tape i.e., masking tape or cloth tape.
- d) Smoke Detectors and Fire Extinguisher - Vehicles, boats, RV's trailers, Buses, and similar exhibited products between 9.3m² and 27.9 m² of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a one single station smoke alarm installed on each level of the vehicle and a 2A-10BC fire extinguisher. During non-show hours, a window in vehicle must be left open to ensure smoke alarm can be heard.

17. AERIAL DRONES

Aerial Drones/Unmanned Aerial Vehicles (UAV) are defined as any "powered" remote-controlled, unmanned aircraft device under the operation of one or multiple persons. The Authority must review and approve requests to operate Aerial Drones/UAV within a Client's contracted space in the Calgary TELUS Convention Centre. The review process will be based on provisions requested by the Authority and all safety parameters are met, (Transport Canada and Canadian Aviation Regulations on safety parameters shall be applied during the review/approval process). Please contact the Operations Department at 403-261-8559 for more information.

18. ANIMALS

Animals or pets, except for service animals, are not permitted in the CTCC unless it is an approved exhibit, activity or performance legitimately requiring the use of animals; written approval must be obtained from the CTCC prior to animal or pet being brought into the CTCC. Such animals or pets that have been approved must be on a leash or in a secured and enclosed pen, and under control at all times. The owner must take full responsibility for his or her animal or pet. Please contact Operations Department at 403.261.8559 for the "Animal Authorization Request" form.

19. SMOKING

In accordance with City of Calgary by-law 23M2018 and 24M2018 all spaces within Calgary TELUS Convention Centre are non-smoking, this includes smoking, vaping tobacco, cannabis, and other substances.

20. LOST AND FOUND

All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the Authority.

21. RESPECTFUL WORKPLACE POLICY

The CTCC is committed to providing a work environment that is safe, healthy, and free of discrimination. Any form of discrimination, harassment or violence is unacceptable and will not be tolerated at the CTCC.

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8500 FX 403.261.8510

As per the Fire Code any decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, plastic cloth, plastic displays, canvas, cardboard, canopies etc. shall be of non-flammable material, shall conform to CAN/ULC S2109, "Flame tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705 (National Fire Protection Association) "Field Flame Test or Textiles and and Films".

CANOPIES

Information below is taken from Calgary Fire Department Indoor Special Event Requirements document. For a complete copy of this document go to The Calgary Fire Department Indoor Special Event Requirements (the link is <http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements>).

1. Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling, or other obstruction larger than 27.9 m² (300 ft.²) without written approval from the Calgary Fire Department. (Also, the Calgary TELUS Convention Centre).
2. Booths that include tents, canopies and/or other structures inside a building having between 9.3 M² (100 ft.²) and 27.9 m² (300 ft.²) of room, ceiling or other obstruction shall be provided with a listed single station smoke alarm.
3. Booths that include tents, canopies and/or other structures inside a building having between 9.3 M² and 27.9 m² (300 ft.²) and 27.9 m² (300 ft.²) of room, ceiling, or other obstruction with a source of ignition shall be provided with a listed single station smoke alarm plus a 2A-10BC fire extinguisher within.
4. Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".
5. Minimum of 3 m separation is required between each 27.9 m² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding each 27.9 m² shall not be permitted.

DECORATIVE MATERIAL – FLAME TEST

Plastic cloth and certain other plastic materials, nylon, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building.

If the decorative material was commercially made, i.e., banners, curtains, canopies. The material used shall be of a non-flammable material and shall conform to CAN/ULC-S109 standards. The on-site contact for the booth must provide certificates and labels on all items available for CTCC Representative and Calgary Fire Department inspection.

If the decorative material has not been treated with a flame retardant product, then it must be treated using a flame retardant solution (i.e., Pyroguard). You have two options for this:

Option 1

Have the materials commercially treated. You would need the following information from them:

Information about the product used the MSDS sheet for the product used and when it was treated.

Option 2

Treat the decorative material with a flame retardant solution (Pyroguard or other similar products can be purchased from your local fire/safety supplier). Once the fabric has been treated a burn test must be conducted on each piece of fabric used to decorate the booth.

Listed below are the materials required and the procedure to conduct a burn test:

To assist you conducting the burn test, you can watch the following you tube video:

<https://www.youtube.com/user/OntarioStagingLtd/videos>

<https://vimeo.com/18346409>

If you have any questions on how to conduct the flame test, please call the City of Calgary 311 or if you are outside of Calgary call 403-268-2489 and they will arrange to have someone from the Calgary Fire Department return your call.

DECORATIVE MATERIAL –FLAME TEST CONTINUED

CAUTION

- This method does involve an open flame and unknown factors of how fast and how the material will burn.
- Be sure to work in a well-ventilated area and over a nonflammable surface. Have a fire extinguisher or a large container of water at the test site.
- Some fabrics will ignite and melt. The result is burning drips which can adhere to fabric or skin and cause a serious burn.

REQUIRED MATERIALS

- Material to be tested
- A pair of tweezers, metal tongs or long steel pliers
- An igniter (match, lighter, etc.).

- A non-flammable work surface
- Container of water
- Catch container (something that will not burn)
- Fire extinguisher

PROCEDURE

1. Cut off a piece of the material (approximately 8 inches in length).
2. With the tweezers, hold the piece of material over a non-flammable catch container.
3. With the match or lighter, set the piece on fire and hold for 12 seconds.
4. Watch how the material reacts to the flame.
5. If the fabric passes or fails:

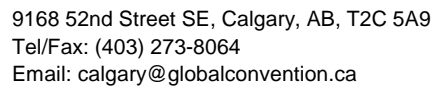
☒ Failed Test: If the material combusts, it is deemed non-self-extinguishing and does not meet CAN/ULC-S109 standards. The fabric will need to be re-treated.

☒ Passed Test: If the fabric passes, put the piece of fabric in a plastic bag. Label it with the date the test was conducted, your booth number and company name. Information on the product used the MSDS sheet for the product used. Have this bag in your booth for when a CTCC Representative comes to the booth or the Calgary Fire Department Inspector.

It is recommended that approval be obtained from the CTCC for all decorative material prior to setting up your booth.

For further regarding your booth set up please see the following:

- Calgary TELUS Convention Centre Regulations for Exhibitors for all regulation regarding your booth set-up.
- The Calgary Fire Department Indoor Special Event Requirements (the link is <http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements>).
- Your exhibitor package.



EVENT ID: 6834

Exhibiting Company: _____ Booth # _____
 Contact Name: _____ Booth Size _____
 Phone #: _____ Email: _____

Carrier Name	Description	(L x W x H)	Weight
	Example: Crate	6' x 3' x 4'	859
Expected Delivery Date			
Estimated Total Weight			
Total Weight			

EXAMPLES	Total Weight		CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb.)
Shipments <u>LESS</u> than 200 lbs.	200	/ 100	2	2	X	\$84.50	\$169.00
Shipments <u>OVER</u> 200 lbs.	859	/ 100	8.59	9	X	\$84.50	\$760.50

Service Type	Total Weight	CWT (100 lbs.)	Round up CWT (100 lbs.)	X	Price per CWT (100 lbs.)	Estimated Total Cost (200 lb. Min.)
ADVANCED WAREHOUSE		/ 100		X	\$84.50	
DIRECT TO SHOW SITE		/ 100		X	\$96.00	
POST-SHOW RETURN TO WAREHOUSE		/ 100		X	\$84.50	

Freight Accepted at Show Site: September 18, 2023 or 3 bussiness days prior to move in date

CTCC (01)-MAY/2023

MATERIAL HANDLING

CONDITIONS

- * Global Convention Services must be notified 14 days in advance of move in on any individual piece that exceeds 5000 lbs. or requires special handling or equipment. Global Convention Services reserves the right to deem which items require additional labor and special handling or equipment and assess charges accordingly.

LIABILITY

- * Global Convention Services has limited liability for damage caused to shipments while being handled and is not responsible for concealed damage, or damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier.
- * Shipments should be insured by the exhibitor.
- * The condition, count, and contents of the materials found in the booths at the time of actual removal will be final and binding and Global Convention Services reserves the right to alter exhibitor's bill of lading to reflect damage while handling loose exhibit materials or those inadequately packed.
- * Global Convention Services will not be responsible for failure or delay performing service when delay is caused by strike, labor stoppage, or any other cause unavoidable or beyond their control.
- * The liability of Global Convention Services is hereby limited to \$0.30 per pound per article, to a maximum of \$30.00 per article, \$150.00 per shipment. Values exceeding this limitation should be insured by shipper.

IMPORTANT INFORMATION

- * Material Handling Form must be submitted at least **14 days** prior to show.
- * Collect shipments **will not** be accepted.
- * All shipments must be clearly marked with number of pieces, shipping address, show name, company name, and booth number.
- * All pieces on a skid must contain a shipping label in the event the freight gets removed from the skid by your freight carrier.
- * Global Convention Services weight estimates are final and binding unless weigh scale tickets are provided at time of receipt of shipment.
- * Minimum 200 lb. charge will apply to shipments weighing less than 200 lbs.
- * **Billing is based on a per shipment received. Avoid additional fees by shipping all freight together.**
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.

ADVANCED WAREHOUSE MATERIAL HANDLING

- * Shipments to arrive during scheduled delivery dates provided, during normal business hours of 9:00 am - 4:00 pm, Monday - Friday. Additional material handling and delivery charges will apply to shipments received before or after selected dates.
- * Service includes storage of freight during specified dates, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

DIRECT TO SITE MATERIAL HANDLING

- * **Shipments to arrive during scheduled move-in times or 3 business days prior.** Freight received prior to these dates risk having their freight refused by the facility, or redirected to Global Convention Services Advance Warehouse with fees charged back to exhibitor.
- * *Global Convention Services must be notified in advance of exhibitor move in for direct to site material handling requests.*
- * Service includes handling of exhibitor freight from facility receiving doors, delivery to booth, removal and return of empty containers, reloading of shipment from booth onto designated outbound carrier.

OUTBOUND SHIPMENTS

- * Exhibitor is responsible for repacking their freight.
- * **It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. Exhibitor is also responsible for payment arrangements with their carrier.**
- * Global Convention Services will not be responsible for delay of rush shipments, which will be expedited to the best of their ability.
- * **Exhibitor to make arrangements with their shipper to have freight picked up within the allotted move out times.**
- * The right is reserved to re-route any outbound shipment not picked up by exhibitor's specified carrier during the allotted move out period. Exhibitor material remaining after move-out period without forwarding instructions will either be "forced freight" with official event transport OR returned to Global advance warehouse where material handling fees will be applied. Both options will be at exhibitor's expense.
- * No liability of any nature shall attach to Show Management or Global Convention Services for exhibit material abandoned at the exhibit site.
- * ***Any freight returned to advance warehouse post-show will be subject to post-show material handling charges.***

NOTE: Freight will not be released to ground transport until account has been settled with Global.

POST-SHOW MATERIAL HANDLING (RETURN TO ADVANCE WAREHOUSE)

- * Arrangements for Return to Warehouse services must be made in advance of, or prior to, show closing.
- * Exhibitors are responsible for return shipping labels, customs paperwork & Bill of Ladings. Return shipping labels must be on ALL pieces.
- * **International Shipping:** Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor.
- * Exhibitors are responsible to schedule pick up from Global Convention Services' advance warehouse location.
- * **Exhibitors are to make payment arrangements with ground transport or courier prior to pick up.**
- * ***All Global charges or fees must be paid in full and in good standing prior to the release of freight to ground transport or courier.***

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-3pm)	August 29, 2023	TO	September 12, 2023
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To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Show: **Energy Works Career Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

.....

USE THESE LABELS FOR SHIPPING TO ADVANCED WAREHOUSE. Complete & submit Material Handling form to order advance warehouse material handling service.

Freight accepted at advanced warehouse (Mon-Fri, 9am-3pm)	August 29, 2023	TO	September 12, 2023
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To: GLOBAL CONVENTION SERVICES
9168 52nd Street SE
Calgary, AB T2C 5A9

Show: **Energy Works Career Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only or 3 business prior to move in date!!!

September 18, 2023

To: GLOBAL CONVENTION SERVICES
C/O Calgary TELUS Convention Centre
North Loading Dock
705 - 1st Street S.E.
Calgary, AB T2G 2G9

Show: **Energy Works Career Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

USE THESE LABELS FOR SHIPPING DIRECT TO SHOW SITE.

Complete & submit Material Handling form to order show site material handling service.

!!! Freight to arrive on site during scheduled move in time only or 3 business prior to move in date!!!

September 18, 2023

To: GLOBAL CONVENTION SERVICES
C/O Calgary TELUS Convention Centre
North Loading Dock
705 - 1st Street S.E.
Calgary, AB T2G 2G9

Show: **Energy Works Career Expo**

Exhibitor: _____
Booth #: _____

Piece #: _____ of _____

MATERIAL HANDLING - Shipping Labels --- Direct to Show Site

EVENT NAME Energy Works Career Expo **DATES** September 19-20, 2023

Exhibiting Company: _____ **Booth #** _____
Contact Name: _____ **Booth Size** _____
Phone #: _____ **Email:** _____

ON-SITE CONTACT NAME & CELL NUMBER: _____

IMPORTANT INFORMATION

- * **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**
- * Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.
- * The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.
- * If you require a forklift, a driver will be assigned to operate the forklift.
- * 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.
- * Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.
- * **Exhibitor must check forklift/driver in and out at Global service desk.**
- * Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.
- * Minimum charge for labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

ESTIMATED INSTALLATION REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$175	
			X			\$175	

Contact office for weekly forklift rental quote & scissor lift rental quote.

ESTIMATED INSTALLATION

ESTIMATED DISMANTLE REQUIREMENTS

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$175	
			X			\$175	

Contact office for weekly forklift rental quote & scissor lift rental quote.

ESTIMATED DISMANTLE

SUMMARY OF IN-BOOTH FORKLIFT & DRIVER

\$ _____

Carry this total to Method of Payment form



ELECTRICAL ORDER FORM

MAILING ADDRESS: GLOBAL CONVENTION SERVICES, 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA, T2G 0P3

PHONE (403) 273-8064

E-MAIL calgary@globalconvention.ca

Global Convention Services is the exclusive provider of all electrical services. (See reverse/next page for Instructions and Conditions - Electrical)

EVENT ID:	6834	ADVANCE RATE DEADLINE DATE:	September 5, 2023		
NAME OF SHOW:	Energy Works Career Expo		SHOW DATE(S):	September 19-20, 2023	
EXHIBITOR INFORMATION					
Booth #(s): _____					
Company Name: _____ Contact Name: _____					
Address: _____					
City: _____ Province/State: _____ Code: _____					
Phone #: _____ Ext.: _____ Fax #: _____					
Email: _____					
PAYMENT NOTICE					
This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.					
ELECTRICAL SERVICES - DUPLEX OUTLETS					
Quantity	Description	NEMA #	Advance Rate	Regular Rate	Total
	15 Amp, 120 Volt, Duplex Outlet	Standard Outlet	\$136.50	\$169.00	
	20 Amp, 120 Volt, Duplex Outlet		\$214.50	\$240.50	
ELECTRICAL SERVICES - SINGLE PHASE SPECIAL POWER					
	20 Amp, Single-Phase, 208 Volt		\$325.00	\$422.50	
	30 Amp, Single-Phase, 208 Volt		\$455.00	\$520.00	
	50 Amp, Single-Phase, 208 Volt		\$487.50	\$585.00	
ELECTRICAL SERVICES - 3-PHASE SPECIAL POWER					
	20 Amp, 3-Phase, 208 Volt		\$520.00	\$682.50	
	30 Amp, 3-Phase, 208 Volt		\$585.00	\$715.00	
	60 Amp, 3-Phase, 208 Volt		\$715.00	\$845.00	
	100 Amp, 3-Phase, 208 Volt		\$1,072.50	\$1,235.00	
	200 Amp, 3-Phase, 208 Volt		\$1,235.00	\$1,690.00	
	400 Amp, 3-Phase, 208 Volt		\$1,950.00	\$2,275.00	
EQUIPMENT RENTAL (DUPLEX POWER IS NOT INCLUDED IN EQUIPMENT RENTAL)					
	Extension Cord (5m) (Flat electrical cords are not available)		\$19.50	\$26.00	
	Power Bar		\$19.50	\$26.00	
ELECTRICIAN LABOUR (SEE REVERSE/NEXT PAGE - INSTRUCTIONS AND CONDITIONS - ELECTRICAL - POINT 2c, 4b, 4e & 4f)					
	M-F 0700-1700 (Minimum 1 Hour)		\$123.50	\$130.00	
	M-F 1700-0700 & All Days S & S (Minimum hours to be quoted)		\$214.50	\$279.50	
	Stat Holidays or Emergency Call In (Minimum 4 Hours)		Price to be Quoted		
SPECIAL REQUIREMENTS (PLEASE CONTACT OPERATIONS AT 403-273-8064 FOR QUOTE ON SPECIAL REQUIREMENTS)					
Amps _____ Phase _____ Volts _____ NEMA Number _____					
MISCELLANEOUS CHARGES: Description of Charge					
If requesting power to be placed in particular locations, additional labour charges will apply. Also an electrical drawing must be included; if not, included power will not be installed until someone is on-site to direct electrician. If electrical needs to be installed under carpet, labour charge does not include cutting of any carpet. Arrangements must be made with your show services provider. Additional labour charges may apply for special connections or wiring. Please contact us.					
					Subtotal

Carry forward "Electrical" total to the "Method of Payment Form". Email both pages to calgary@globalconvention.ca

1) INSTRUCTION FOR PROCESSING THE ORDER FORM

- a) Exhibitor information must be marked on "Electrical Order Form" and "Services Payment Form".
- b) If paying by credit card, "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for electrical services must accompany the order form and be in CANADIAN FUNDS.

2) ADVANCE RATE, REGULAR RATE AND LABOUR RATES (Rates are based on a maximum of 5 days. For services over 5 days please contact Operations at 403-273-8064, for pricing.)

- a) Advance Rate – In order to receive the advance rate, a completed order form with payment must be received by the Operations Department a GCS no less than fourteen (14) days prior to the first scheduled exhibitor move in. No exceptions.
- b) Regular Rate – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
- c) Labour Rate – Will be charged in one-hour increments. Services are provided in the most convenient manner for GCS Electrician. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) REGULATIONS

- a) Exhibitors are not permitted to share electrical service; all orders must be placed individually.
- b) Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
- c) The use of external power sources i.e. batteries or generators to operate lights or other pieces of equipment must have approval by GCS.
- d) All electrical connection, installations, assemblies, equipment, or motors must conform to all federal, provincial, and local electrical and fire codes.
- e) Exhibitor's equipment must conform to GCS electrical receptacles, any adaptors or transforms required is the responsibility of the exhibitor.
- f) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
- g) GCS reserves the right to refuse service for situations it deems as unsafe.
- h) Only GCS Electrician can make electrical connections, disconnections, modify system wiring or cabling. Unauthorized electrical disconnect, of power above a 15 amp 120-volt outlet, is a serious health and safety infraction. Live cables or wires left unattended compromise the safety of the Calgary TELUS Convention Centre staff and supplier staff. Unauthorized electrical disconnection will result in an administrative charge of \$500.00 or investigation from Workplace Health and Safety, or both.

4) EQUIPMENT PROCEDURES

- a) One standard duplex receptacle supplies a maximum of 12 amps of electrical power at 120 volts. When exhibitor requirements exceed 12 amps, additional receptacles must be ordered to prevent overloading. Overloading of circuitry, regardless of voltage and amperage, will be excusable only on the first interruption of power, if a power interruption occurs again labour charges will apply.
- b) On the 15-amp 120-volt outlet, Electrician labour is not required unless it needs to be placed in a particular location or if it needs to be hardwired.
- c) GCS requires a scale drawing of your exhibit space showing where electrical connections need to be placed when paying for Electrician labour. A scale drawing must be provided when ordering any service over a 15-amp or for special connections.
- d) Material and equipment provided by GCS for this order shall remain the property of GCS. Additional charges will apply for rental equipment that is damaged or not returned i.e. extension cords and power bars. Exhibitors will be responsible for the safekeeping of equipment during the show and returning GCS rented equipment at the end of the show.
- e) There will be a labour charge to move/change the location of already installed electrical services.
- f) Connection charges cover the cost of electrical connections to one point in booth. Charges do not cover wiring within booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth or for special wiring will be charged on a time and material basis.

5) PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
- b) **PRICING:** GCS reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD:** Exhibitors paying by credit card: Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
- d) **CHEQUE:** Exhibitors paying by cheque: Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheque must be certified. Make cheque payable to: Global Convention Services Ltd.
- e) **REFUNDS:** There will be no refunds for services ordered and installed but not used.
- f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheque, declined or incorrect credit card information.

6) CANCELLATION, CLAIMS OR DISCREPANCIES POLICY

- a) Any electrical services cancelled within 5 days of the show opening will be charged a cancellation fee. Orders cancelled on-site will be charged the full amount for the service(s) requested.
- b) All claims or discrepancies must be presented by the Exhibitor to GCS site desk prior to the show closing. Claims will not be considered once show has closed. GCS site desk will be clearly identified on site.

7) EXCLUSIVITY AND LEGAL ENTITY

- a) GCS is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling, and satellite services), and utility services within the Calgary TELUS Convention Centre (CTCC).



INTERNET, TELEPHONE & CABLE TV ORDER FORM

MAILING ADDRESS: GLOBAL CONVENTION SERVICES, 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA, T2G 0P3

PHONE (403) 273-8064

E-MAIL calgary@globalconvention.ca

Global Convention Services is the exclusive provider of all internet services. (See reverse/next page for Instructions and Conditions - Internet)

EVENT ID:	6834	ADVANCE RATE DEADLINE DATE:	September 5, 2023	
NAME OF SHOW	Energy Works Career Expo		SHOW DATE(S):	September 19-20, 2023
EXHIBITOR INFORMATION				
Booth #(s): _____				
Company Name: _____ Contact Name: _____				
Address: _____				
City: _____ Province/State: _____ Code: _____				
Phone #: _____ Ext.: _____ Fax #: _____				
Email: _____				
PAYMENT NOTICE				
This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.				
WIRED INTERNET SERVICES				
Quantity	Service Type	Advance Rate	Regular Rate	Total
	Shared High Speed Internet with 1 IP Address (Service includes 1 cat 5 cable) (See point 4a. On the GCS - Instruction and Conditions - Internet)	\$260.00	\$455.00	
	E-10 Internet (Dedicated Port) with 1 IP Address - 10 MB Ethernet connection with NAT and DHCP Service. (Service includes 1 cat 5 cable)	\$390.00	\$780.00	
	Additional IP Addresses for Shared or E10 Internet - Each device connected to the internet is subject to the additional IP Addresses charges	\$130.00	\$195.00	
WIRELESS INTERNET SERVICES				
	Premium Wireless Internet - Price is per connection, per day. Connection is per device and is not transferable to another device once connected. Can be used for high volume internet usage, streaming videos or presentations.			
	Premium Wireless Internet (1 to 9 Connections) - per Connection, per day	\$32.50	\$58.50	
	Premium Wireless Internet (10+ Connections) - per Connection, per day	\$19.50	\$45.50	
	Number of Connections Required _____ Date Internet is to be active _____ Date internet Disconnected _____	Number of Days Requested: _____ X \$ _____		
	Additional Premium Wireless Internet Connections Ordered On-Site _____ # Connections x _____ # of Days x _____ \$ _____			
TELEPHONE SERVICES				
	Telephone Line - Local/800 calling only (Line is an analog, Dial "9" to make outgoing calls. Incoming calls go directly to local assigned)	\$195.00	\$260.00	
	Programming Charge to have Long Distance Access	\$13.00	\$26.00	
* Long distance charges (This area will be completed by the Operations Department). Long distance charges can only be paid by credit card.				
CABLE TV				
	Cable TV Connection - Standard resolution - Please contact the Operations Department regarding channel availability.	\$195.00	\$260.00	
	IT Technician Labour (Min. 1 Hr) - Time Technician Required: _____ Description of Labour: _____	\$142.00	\$195.00	
MISCELLANEOUS SERVICES				
	Hub Rental - See page 2, point 4e (limited quantities available)	\$97.50	\$123.50	
	Patch Cables, 25' (Cables not returned or damaged will incur a \$35.00 replacement fee)	\$32.50	\$45.50	
For additional information on special services or networking services, contact the IT Department 403-273-8064				Subtotal

Carry forward "Internet" total to the "Method of Payment Form". Email both pages to calgary@globalconvention.ca

1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**

- a) Exhibitor information must be completed and clearly indicated on "Internet, Telephone & Cable TV" form along with "Services Payment Form".
- b) If paying by credit card, "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for electrical services must accompany the order form and be in CANADIAN FUNDS.

2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES** (Rates are based on a maximum of 5 days. For services over 5 days please contact Operations, at 403-273-8064, for pricing.)

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Operations Department at GCS no less than fourteen (14) days prior to the first scheduled exhibitor move in. NO EXCEPTIONS.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
- c) **Labour Rate** – GCS IT Technicians' service hours are Monday to Friday between 7am and 5pm. Should a technician be required during off hours, service charges may apply. Labour rates for GCS IT Technicians' will be charged in one-hour increments. Services are provided in the most convenient manner for the GCS Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) **REGULATIONS AND LIMITATION OF LIABILITY**

- a) Exhibitors are not permitted to share any type of telecommunication or internet services. All orders must be placed individually.
- b) All electronic equipment must conform to all federal, provincial, and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
- d) Exhibitors shall not permit any of its users or other third parties to:
 - i. Restrict or inhibit any other user from using and enjoying the internet. Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any provincial, federal or international law, including without limitation, export control laws and regulations. Post or transmit any information or software that contains a virus, worm, or other harmful component.
 - ii. Upload, post, publish, transmit, reproduce or distribute in any way, information, software or other material obtained through the internet which is protected by copyright or other proprietary right, without obtaining permission of the copyright owner or right holder.
 - iii. Abuse or fraudulent use of the internet in any way not specifically set forth above.
- e) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the GCS Technician or its internet service provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither GCS nor its internet service provider warrants that the service will be uninterrupted or error free or that any information, software, or other material accessible on the internet is free of viruses, worms, Trojan horses or other harmful components.
- f) Under no circumstances shall GCS or its internet service provider be liable for any direct, indirect, incidental, special punitive or consequential damages that result in any way from Exhibitor's or its users' use of or inability to use the service or to access the internet or any part thereof, or Exhibitor's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.

4) **SERVICES AND EQUIPMENT PROCEDURES**

- a) **Shared High Speed Internet** – The Internet is a shared environment and as such, actual speed will vary.
- b) **Premium Wireless Internet** – Accessing this connection is dedicated to first device connected; it is not transferable. The internet is shared environment; actual speed will vary.
- c) **Connecting to the Shared High Speed, Premium Wireless, or E10 Internet Connection** - IP address for the Exhibitor's computer will be issued automatically using DHCP/No Proxy Service. It is the responsibility of the Exhibitor to ensure their computer is properly configured for the internet connection.
- d) **Additional IP Addresses** – All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the GCS IT Department. To share the connection with more than one computer a hub maybe required. Client can provide hub or it can be rented from GCS.
- e) **Casual Wireless Internet** – SSID for this site is CTCWIFI. Terms and conditions for this service are listed on the internet portal.
- f) **No active network devices i.e. routers, proxy servers or wireless access points or routers, bridges, etc. are permitted on the shared internet connection.** The E10 service must be ordered and any active network devices i.e. routers, proxy services or wireless access points, bridges, etc. must be approved by the GCS IT Department. Any use of this equipment without approval will have the service disconnected and will be subject to additional charges.
- g) **Telephone** – Need to dial "9" for outside line, any incoming calls will go directly to the assigned number.
- h) **Cable TV** – Please contact the Operations Department regarding channel availability or for any other special cable TV requests.
- i) Any equipment that is found to be causing disruptions to any part of the GCS infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of GCS IT Department. Exhibitor may be subject to additional charges to correct problem.
- j) Material, cables, and equipment provided by GCS for this order shall remain the property of the GCS. Exhibitors are responsible for the safekeeping of equipment and cables during the show and returning the GCS rented equipment and cables at the end of the show. Any damaged equipment cables, equipment will be billed to the exhibiting company.
- k) **Computer Rental** – The rented computer will not be dropped off in booth until an "Equipment Rental Agreement" is signed by Exhibitor on-site accepting the computer. If the computer is lost or damaged, the replacement cost will be approximately \$2,000.00. No applications or other software may be downloaded or installed on the computer without prior consent. If applications or software are downloaded or installed on computer, additional charges may be applied.
- l) Only GCS personnel are authorized to modify system wiring or cabling. Any damage to cables or equipment will be billed to the exhibiting firm, plus an administration fee.
- m) If requesting internet, telephone, or cable tv connections to be placed in particular locations additional labour charges will apply and a detailed drawing must be provided. If cable(s) need to be run under carpets, arrangements must be made with the show services provider to have carpet cut.

- n) Internet Service requirements/client responsibilities – It is the responsibility of the client to provide the following:
- Computers, workstations, etc. Electrical services for your booth, room, or service location.
 - Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) or wireless 802.11G network interface card for each computer. Network Driver: (TCP/IP). Proper configuration of computer equipment for TCP/IP Connection.
 - Up-to-date Virus Protection Software must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being suspended until software is installed or activated.
- 5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**
- PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
 - PRICING:** GCS reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
 - CREDIT CARD: Exhibitors paying by credit card:** Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
 - CHEQUE: Exhibitors paying by cheque:** Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheque must be certified. Make cheque payable to: Global Convention Services Ltd.
 - REFUNDS:** Services ordered, installed but not used will not be refunded.
 - SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.
- 6) **CANCELLATION, CLAIMS OR DISCREPANCIES POLICY**
- Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, priced to be quoted. Orders cancelled on-site will not be refunded.
 - All claims or discrepancies must be presented by the Exhibitor to GCS site desk prior to the show closing. Claims will not be considered once show has closed. GCS site desk will be clearly identified on site.
- 7) **EXCLUSIVITY AND LEGAL ENTITY**
- GCS is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling, and satellite services), and utility services within the Calgary TELUS Convention Centre (CTCC).

**UTILITIES ORDER FORM**

MAILING ADDRESS: GLOBAL CONVENTION SERVICES, 120 NINTH AVENUE SOUTHEAST, CALGARY, ALBERTA, CANADA, T2G 0P3
PHONE (403) 273-8064 E-MAIL calgary@globalconvention.ca

Global Convention Services is the exclusive provider of all utility services. (See reverse/next page for Instructions and Conditions - Utilities)

EVENT ID:	6834	ADVANCE RATE DEADLINE DATE:	September 5, 2023	
NAME OF SHOW	Energy Works Career Expo	SHOW DATE(S):	September 19-20, 2023	
EXHIBITOR INFORMATION				
Booth #(s): _____				
Company Name: _____ Contact Name: _____				
Address: _____				
City: _____ Province/State: _____ Code: _____				
Phone #: _____ Ext.: _____ Fax #: _____				
Email: _____				
PAYMENT NOTICE				
This form is your official invoice. Orders will only be accepted if paid in full, in Canadian Dollars, by either credit card or company cheque. Orders paid by company cheque will only be accepted 14 days prior to the first scheduled move-in date. ADVANCE RATE APPLIES ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. NO EXCEPTIONS.				
WATER AND DRAIN (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)				
Quantity	Service Type	Advance Rate	Regular Rate	Total
	Cold Water Hook-Up - connection up to 1/2" (price does not include hoses and fittings to equipment)	\$130.00	\$169.00	
	Special connections for water: please contact Operations Department at 403-273-8064 for pricing. Description of fitting: _____			
	Drainage - 2 1/2" drain line	\$97.50	\$130.00	
COMPRESSED AIR (ONLY AVAILABLE IN EXHIBITION HALL CDEX AND EXHIBITION HALL PREFUNCTION)				
	Compressed Air - regulated to a maximum of 90 psi. Requirements beyond this maximum, contact Operations Department for quotation.	\$130.00	\$169.00	
	Compressed Air Fittings must connect to 1/4" basic, female quick connect coupler. There will be a \$50.00 charge for each hose connection fittings that is not returned.			
	Scale drawing must be provided for location of air connection. Additional labour charges may apply on location of connection.			
LABOUR (SEE NEXT/REVERSE PAGE - GCS INSTRUCTIONS AND CONDITIONS - UTILITIES - POINT 2 & 2c)				
	Technician Labour (rate to be quoted)			
MISCELLANEOUS CHARGES OR SPECIAL REQUIREMENTS				
* SPECIAL REQUIREMENTS OR MISCELLANEOUS CHARGE (Please Print)				
			Subtotal	

Carry forward "Utilities" total to the "Method of Payment Form". Email both pages to calgary@globalconvention.ca

1) **INSTRUCTION FOR PROCESSING THE ORDER FORM**

- a) Exhibitor information must be completed and clearly indicated on "Utilities Order Form" along with "Services Payment Form".
- b) If paying by credit card, "Services Payment Form" must be filled in completely and clearly.
- c) Payment in full for utilities services must accompany the order form and be in CANADIAN FUNDS.

2) **ADVANCE RATE, REGULAR RATE AND LABOUR RATES** (Rates are based on a maximum of 5 days. For services over 5 days please contact Operations, at 403-273-8064, for pricing.)

- a) **Advance Rate** – In order to receive the advance rate, a completed order form with payment must be received by the Operations Department at GCS no less than fourteen (14) days prior to the first scheduled exhibitor move in. NO EXCEPTIONS.
- b) **Regular Rate** – The regular rate will apply for orders received within fourteen (14) days of show move-in or during the event.
- c) **Labour Rates** – Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the overtime rate. Services are provided in the most convenient manner for the GCS Technicians. Special placement, connections, and/or changes after the initial installation will require additional labour and material charges.

3) **REGULATIONS AND LIMITATION OF LIABILITY**

- a) Exhibitors are not permitted to share services. All orders must be placed individually.
- b) **GCS reserves the right to refuse service for situations it deems as unsafe.**
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by GCS.
- d) All equipment must conform to all federal, provincial, and local regulations and fire codes.

4) **EQUIPMENT PROCEDURES**

- a) Material and equipment provided by GCS for this order shall remain the property of the GCS.
- b) Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from GCS. Additional charges will apply for rental equipment that is damaged or not returned.
- c) There will be a labour charge to move/change location of already installed utilities.

5) **PAYMENT, PRICING, REFUNDS AND SERVICE CHARGE**

- a) **PAYMENT IN FULL:** Exhibitors will be required to pay in full for services at the conclusion of the show.
- b) **PRICING:** GCS reserves the right to adjust pricing on orders calculated inaccurately or received after the deadline date for the advance rate.
- c) **CREDIT CARD: Exhibitors paying by credit card:** Completion of the "Services Payment Form" with an authorized signature or e-mail constitutes as approval for the payment of pre-ordered and on-site services and equipment.
- d) **CHEQUE: Exhibitors paying by cheque:** Payment for services made by company or personal cheque will only be accepted 14 days prior to the first scheduled move-in day. Personal cheques must be certified. **Make cheque payable to:** Global Convention Services Ltd.
- e) **REFUNDS:** Services ordered, installed but not used will not be refunded.
- f) **SERVICE CHARGE(S):** There will be a \$25.00 service charge for NSF cheques, declined or incorrect credit card information.

6) **CANCELLATION, CLAIMS OR DISCREPANCIES POLICY**

- a) Any services or special ordered items cancelled within 5 days of the show opening will be charged a cancellation fee, priced to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.
- b) All claims or discrepancies must be presented by the Exhibitor to GCS site desk prior to the show closing. Claims will not be considered once show has closed. GCS site desk will be clearly identified on site.

7) **EXCLUSIVITY AND LEGAL ENTITY**

- a) GCS is the exclusive supplier of all electrical, telecommunications (data, internet, telephone, cabling, and satellite services), and utility services within the Calgary TELUS Convention Centre (CTCC).



MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3
PH # 403-261-8577 E-MAIL: jason.wright@encoreglobal.com

EXHIBITOR INFORMATION

DATE:		SHOW NAME:	
CONTACT:		VENUE:	Calgary TELUS Convention Centre
COMPANY:		ROOM:	
ADDRESS:		BOOTH #:	
CITY / PROVINCE/STATE:		# SHOW DAYS:	
POSTAL/ZIP CODE:		INSTALLATION DATE:	
ADVANCE DEADLINE DATE:		DISMANTLE DATE:	

IMPORTANT NOTICE FOR BANNERS

Sign/banner installation forms must be received seven business days prior to the first move in date to guarantee installation, orders received after this date may not be accepted. As per the Alberta Fire code, all banners, signs and hanging decor are subject to and must be CAN/ULC-S109 certified or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA2 705, "Field Flame Test for Textiles and Films."

ENCORE AND THE CALGARY TELUS CONVENTION CENTRE REQUIRE PROOF THAT THE BANNER COMPLYS WITH THE ALBERTA FIRE CODE WHEN ORDER IS PLACED. SIGNS/BANNERS WILL NOT BE HUNG ENCORE WITHOUT PROPER DOCUMENTATION ON FILE.

SIGN/BANNER HANGING INSTALLATION INFORMATION

Number of sign/banners to be hung:	Weight of each sign/banners:
Size and shape of sign/banners:	
Document providing proof that banner meets the CAN/ULC-S109 Sent: (See point 1.d on the Instructions and Conditions) Yes / No	Does the sign/banner require power? (Power must be pre-ordered through the Calgary TELUS Convention Centre) Yes / No
Submit "scale drawing form" showing where the banner is to be hung in the booth (copy of the form is below)	

SIGN/BANNER HANGING INSTALLATION

Pricing to Hang Banners Will Be Quoted on Per Banner Installation

Description	Unit Cost or Rate	Unit	Total
Labour to hang banners (price to be quoted)			
Rental of Trusses (price to be quoted)			
Chain Motor Rental (price to be quoted) –			
Miscellaneous Charge(s) (if required)			
		EQUIPMENT	
		LABOUR	
		DELIVERY & PICK UP	
		SUBTOTAL	
		(5%) GST	
		*TOTAL	

TERMS AND CONDITIONS OF BANNER HANGING AND EQUIPMENT RENTAL

- Due to rigging grid and building regulations exact location, orientation and trim height may not be possible.
- Additional rigging and/or equipment (i.e. trusses or chain motors) may be required when hanging the sign/banner.
- For additional instructions and conditions – See next page – Encore Additional Instructions and Conditions – Sign/Banner
- Insurance for the full replacement value of the equipment rented is the responsibility of the customer. The customer is hereby advised of his/her responsibility to safeguard the equipment at all times and ensure the security of the meeting room/event space when not occupied.
- The customer shall indemnify Encore against all losses, expenses, penalties, damages and condemnations, and legal costs which Encore could incur or be condemned to pay.
- If you have any questions regarding our rentals, equipment, or other services we offer, please e-mail us at jason.wright@encoreglobal.com

1) **REGULATIONS**

- a) **Encore reserves the right to refuse service for situation it deems as unsafe.**
- b) All illuminated signage, assemblies, motors or electronic equipment must conform to all federal, provincial and local electrical and fire codes.
- c) Delivery of services, equipment or products ordered less than 14 days in advance of your event may not be guaranteed by the Encore.
- d) **As per the Alberta Fire code, all banners, signs and hanging decor are subject to and must be CAN/ULC-S109 certified or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA² 705, "Field Flame Test for Textiles and Films." Proof of compliance is required by Encore and the Calgary TELUS Convention Centre when order is placed. Items will not be hung without proper documentation on file.**
- e) A scale drawing must be provided to ensure banner is hung in the proper location.

2) **SERVICES AND EQUIPMENT PROCEDURES**

- a) Material and equipment provided by Encore for this order shall remain the property of the Encore. Exhibitors will be responsible for the protection, safekeeping and return of any equipment rented from the Encore. Additional charges will apply for rental equipment that is damaged or not returned.
- b) Only the Encore personnel are authorized to modify or move signs/banners. Any damage to rented equipment will be billed to the exhibiting firm, plus an administration fee.
- c) There will be a charge to move/change location of already installed sign/banners. Price to be determined.
- d) If the banner has motor or needs to be illuminated, power must be pre-ordered from the Calgary TELUS Convention Centre.

3) **CANCELLATION, CLAIMS AND DISCREPANCIES**

- a) Any services or special ordered items cancelled within 5 (five) business days of the show opening will be charged a cancellation fee, price to be quoted. Orders cancelled on-site will be charged full amount for the service requested on the signed and agreed order form.

4) **EXCLUSIVITY**

- a) Encore is the exclusive supplier of all sign/banner installation services at the Calgary TELUS Convention Centre.

ENCORE SCALE DRAWING FORM- SIGN/BANNER

Show Name: _____

Booth # _____ Company Name: _____

Booth Size: _____ Scale: One Square Equals 1'

Banner Location and Trim Height

Use bold lines to indicate the outline of your booth and label with dimensions.

Clearly place location of banner and label with dimensions.

Banner Trim Height - Desired height from floor to bottom of banner _____

BACK OF BOOTH - Indicate Adjacent Booth or Aisle Number: _____

ADJACENT BOOTH OR AISLE # _____										ADJACENT BOOTH OR AISLE #: _____

FRONT OF BOOTH - Indicate Adjacent Booth or Aisle #: _____

Please Note: Due to rigging grid and building regulations exact location, orientation and trim height may not be possible or may require additional rigging and equipment rental in which case you will be advised of any additional charges.



MAILING ADDRESS: 136 8TH Avenue SE, Calgary Alberta Canada T2G 0K6
PH # 403-261-8577 · E-MAIL: jason.wright@encoreglobal.com

EXHIBITOR INFORMATION

DATE:		SHOW NAME:	
CONTACT:		VENUE:	Calgary TELUS Convention Centre
COMPANY:		ROOM:	
ADDRESS:		BOOTH #:	
CITY / PROVINCE/STATE:		# SHOW DAYS:	
POSTAL/ZIP CODE:		INSTALLATION DATE:	
ADVANCE DEADLINE DATE:		DISMANTLE DATE:	

AUDIO VISUAL EQUIPMENT DETAIL

DESCRIPTION	DAILY RATE	Quantity	# Days	Item Total
COMPUTER MONITORS & DISPLAYS				
21" 16:9 FLAT SCREEN MONITOR	\$132.25			
28" 16:9 FLAT SCREEN MONITOR	\$171.50			
*42" FLAT SCREEN MONITOR	\$404.50			
*55" FLAT SCREEN MONITOR WITH 6' CHROME DISPLAY STAND	\$576.25			
*80" FLAT SCREEN MONITOR WITH 6' CHROME DISPLAY STAND	\$951.75			
8' SCREEN AND PROJECTOR (NO CART)	\$432.25			
EASEL	\$18.00			
COMPUTERS				
WINDOWS 2.6 GHZ LAPTOP	\$238.00			
MACINTOSH LAPTOP COMPUTER	\$380.75			
COMPUTERS ACCESSORIES				
OPLAY USB MEDIA PLAYER	\$71.50			
SET OF COMPUTER SPEAKERS	\$13.25			
PROJECTION CART C/W SKIRT (38")	\$31.50			
LEXMARK LASER PRINTER C/W SPARE TONER CARTRIDGE	\$133.50			
AUDIO EQUIPMENT				
ULX WIRELESS MICROPHONE (COMBO KIT)	\$158.75			
SHURE WIRED MICROPHONE C/W FLOOR STAND	\$44.75			
MACKIE 4-CHANNEL AUDIO MIXER	\$62.00			
QSC K8PORTABLE SPEAKER WITH STAND (100W)	\$79.00			
ADDITIONAL EQUIPMENT AVAILABLE UPON REQUEST		EQUIPMENT		
POWER IS ORDERED THROUGH GLOBAL; PLEASE CONTACT: PHONE: (403) 273-8064 E-MAIL: calgary@globalconvention.ca		LABOUR		
		DELIVERY & PICKUP UP		
		SUBTOTAL		
		(5%) GST		
		*TOTAL		
TERMS AND CONDITIONS OF EQUIPMENT RENTAL		*ADDITIONAL LABOUR MAY BE REQUIRED – MINIMUM 2hr labour call @ \$86.00/HOUR		

- Order cancellation must be received 3 days prior to load-in to avoid rental charge.
- The elements specified in this order included with this contract correspond to the instructions of the customer. The customer agrees to pay all additional changes cause be an omission of the client, changes, modifications, or alterations to the equipment and/or services. The customer shall be charged for all overtime incurred at Encore current rates.
- Insurance for the full replacement value of the equipment rented is the responsibility of the customer. The customer is hereby advised of his/her responsibility to safeguard the equipment at all times and ensure the security of the meeting room/event space when not occupied.
- The customer shall indemnify Encore against all losses, expenses, penalties, damages and condemnations, and legal costs which Encore could incur or be condemned to pay.
- If you have any questions regarding our rentals, equipment, or other services we offer, please contact us. 1-403-261-8577 or jason.wright@encoreglobal.com

EXHIBITOR CATERING FORM

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3
PH 403.261.8500 | FX 403.261.8510

The Calgary Marriott Downtown Hotel is the exclusive provider of all catering services at the Calgary TELUS Convention Centre

NO OUTSIDE FOOD AND BEVERAGE ALLOWED

NAME OF SHOW					
EXHIBITOR INFORMATION					
BOOTH #					
COMPANY NAME					
ADDRESS					
CITY		PROVINCE / STATE		CODE	
PHONE		EMAIL			
CATERING INFORMATION					
<p>The management of banquet services at the Calgary TELUS Convention Centre offers a range of services to booths during the exhibit. If you wish to obtain other suggestions or information with respect to booth reception, please contact the Catering Sales Office at the Calgary TELUS Convention Centre. Please note that no outside beverages and/or food may be brought on the premises by the promoter, or the promoter's exhibitors, participants or suppliers.</p> <p>All catering orders should be received no later than 14 days prior to the start of the show.</p> <p>All food and beverage orders placed on-site will be from a reduced menu (Chef's Choice).</p>					
BOOTH CATERING SERVICES 19% service charge and 5% GST will be added to all orders					
		PRICE	QUANTITY	TOTAL	
Starbucks Coffee (Regular or Decaf); 15 mugs/gallon		\$74.00 / gallon			
Premium Teavana Tea Selections		\$54.00 / gallon			
Soft Drinks		\$4.50 / can			
Bottled Fruit Juices		\$4.50 / bottle			
Bottled Water		\$4.50 / bottle			
Pastry Chef's Selection of Breakfast Pastries		\$42.00 / dozen			
Coffee Loaves		\$42.00 / dozen			
Fresh Baked Cookies		\$38.00 / dozen			
Sweet Squares & Brownies		\$38.00 / dozen			
Vegetable Platter & Dip (minimum 10 orders)		\$10.00 / person			
Sliced Fruit Tray (minimum 10 orders)		\$10.00 / person			
Cheese Board (Canadian Cheeses, Fruit, Preserves, Crackers)		\$25.00 / person			
Wraps (Turkey, Beef, Vegan); 3 pieces/person		\$25.00 / person			
Quinoa Power Bowl (Chicken or Vegan) Gluten Free		\$18.00 / person			

continued on next page

BOOTH CATERING SERVICES CONTINUED 19% service charge and 5% GST will be added to all orders			
	PRICE	QUANTITY	TOTAL
Popcorn Package (minimum 25 orders) <i>bags of salted/buttered popcorn, selection of seasonings</i>	\$3.50 / bag		
Noto Gelato (minimum 50 orders) <i>individual ice cream servings, ice bins</i>	\$5.00 / serving		
Client providing own espresso machine (corkage); upon facility approval	\$250.00 / booth / day		
Client providing their own "special label" bottled water (corkage); upon facility approval	\$200.00 / booth / day		
Ice Cubes (includes delivery)	\$15.00 / 16lbs.		
Host Domestic / Imported Beer ***minimum charges applicable <i>Alcoholic beverages cannot be at a booth without a bartender</i>	\$10.50 / bottle		
Host House Wine ***minimum charges applicable <i>Alcoholic beverages cannot be at a booth without a bartender</i>	45.00 / bottle		
Custom Order Description			
***Alcohol Orders Bartender/Cashier charge of \$50 per hour/per associate (minimum 3 hours) will be applied if consumption is less than \$500 per bar/3 hours Full payment is required when sending in your order form. Any balance / remittance will be processed at the end of the function by credit card	Subtotal		
	19% Service Charge		
	Subtotal		
	5% GST		
	TOTAL		

CATERING GUARANTEES		
Service Date(s)	Number of Persons	Service Time

AUTHORIZATION REQUEST
third party food / beverage distribution form

The Calgary Marriott Downtown Hotel is the exclusive caterer of all food and beverage services at the Calgary TELUS Convention Centre. As the exclusive provider the facility strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain written authorization from the Calgary Marriott Downtown Hotel to distribute and food or beverage items one of the conditions noted below must exist. The Calgary TELUS Convention Centre nor the Calgary Marriott Downtown Hotel will be responsible for the quality or the state of the food and beverage served by an authorized vendor. The vendor must adhere to all food and beverage guidelines as outlined by Alberta Health Services. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Calgary TELUS Convention Centre services.

Facility kitchen facilities, fridges, freezers etc. are not available to vendors. Parties are responsible for their own refrigeration etc. The Calgary Marriott Downtown Hotel will prepare third party menu selections, however labour charges as well as fees to cover electricity, oil etc. are applicable.

The Calgary TELUS Convention Centre provides exclusive material handling, hence all arrangements for delivery/pick-up must be made with contracted Show Services company.

If the privilege is granted to provide food and beverage services at the facility a hold harmless waiver needs to be signed. The waiver form (including \$5,000,000.00 liability insurance as well as release the Calgary Convention Centre Authority, the Hotel owner, hotel manager, Marriott International etc. from any damages) is in addition to the insurance requirements requested in the CTCC license agreement.

FOOD RELATED INDUSTRY SHOWS

Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting firm and are related to the purpose of the show.

All items are limited to sample size (approximate 2 ounces of liquid or bite size items 2" x 2"; 2 ounces).

Samples are distributed only from the exhibitor's booth.

Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.

NON-FOOD RELATED INDUSTRY SHOWS / FUNCTIONS

Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting firm and are related to the purpose of the show.

All items are limited to sample size (approximate 2 ounces of liquid or bite size items 2" x 2"; 2 ounces).

Samples are distributed only from the exhibitor's booth.

Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.

Sponsorship of donations involving food and/or beverage products are subject to loss or revenue/user fee (food & beverage replacement fee). This charge is determined based on the individual show/event. The fee will be similar; not to exceed full published retail menu pricing.

UNUSED FOOD OR BEVERAGE PRODUCT

Product that requires pickup after the show/event is the responsibility of the company marketing the product. No refunds of food and beverage replacement fees or corkage fees will be given for food and beverage products which or not consumed during the show/event.

TAXABLE SERVICE CHARGES

All food and beverage type charges associated with functions/events/shows are subject to 19% taxable service charges (gratuities) and 5% Goods and Services Tax.

The company named below acknowledges they have sole responsibility for the use, servicing, or other disposition of all food and/or beverage items (including alcoholic beverages if applicable) in compliance with all applicable policies and laws. Accordingly, the company agrees to provide the Calgary Marriott Downtown Hotel and the Calgary Convention Centre Authority with a duly signed copy of the "Food waiver and indemnification agreement" as well as be responsible for any legal fees, disbursement, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items (including alcoholic beverages if applicable).

DATE			
NAME OF EVENT		BOOTH #	
COMPANY NAME			
CONTACT NAME			
PHONE NUMBER			
EMAIL ADDRESS			
COMPANY ADDRESS			
	CITY, PROVINCE	POSTAL CODE	

Items and purpose of distribution (to include quantity, portion size and method of dispensing)

ITEMS	
PURPOSE OF DISTRIBUTION	
QUANTITY	
PORTION SIZE	
METHOD OF DISPENSING	
ADDITIONAL INFORMATION	

OFFICE USE ONLY	
REQUEST APPROVED BY	



9168 52nd Street SE, Calgary, AB, T2C 5A9
Tel/Fax: (403) 273-8064
Email: calgary@globalconvention.ca

PRE-SHOW DEADLINE **September 5, 2023**

ORDERING DEADLINE **September 12, 2023**

Event ID: 6834

EVENT NAME Energy Works Career Expo

DATES September 19-20, 2023

Exhibiting Company Information

Exhibiting Company: _____	Booth # _____
Exhibiting Company Mailing Address: _____	
City / Province / Postal Code: _____	
Contact Name: _____	
Telephone: _____ Fax: _____ Email: _____	

Third Party Company Information * If Applicable *****

Third Party Company Name: _____
Third Party Billing Address: _____
City / Province / Postal Code: _____
Contact Name: _____
Telephone: _____ Fax: _____ Email: _____

Services to be invoiced to Third Party Company

<input type="checkbox"/> All Global Services	<input type="checkbox"/> Electrical	<input type="checkbox"/> Material Handling In & Out	<input type="checkbox"/> Utilities
<input type="checkbox"/> Internet, Telephone, Cable TV	<input type="checkbox"/> In-Booth Forklift	<input type="checkbox"/> Other _____	

INFORMATION

- * Payment must accompany order. Order will not be processed without payment.
- * Pre-Show pricing available until the date specified on order forms and when accompanied with payment.
- * Global reserves the right to invoice at retail prices on orders received after pre-show deadline.
- * Prices are based on duration of event and include site delivery, installation, and removal.
- * *Prices are in Canadian dollars.*
- * Exhibitors are responsible for damage or loss of rental material.
- * *Copy of invoice sent on request only.* ☐ Mail ☐ Email _____

CANCELLATION OF ORDERS

- * Cancellation of equipment, or orders, prior to Global set up - subject to a 25% cancellation fee.
 - * If full service has been provided - subject to a 100% cancellation fee (no refund).
 - * **Upon arrival to your booth for set up**, confirm that all items pre-ordered have been delivered to your booth.
Notify the Global Service Desk immediately for any missing items.
- NOTE:** Refunds will not be issued post-show if missing item(s) were not reported to Global Service Desk.

PAYMENT INFORMATION

<input type="checkbox"/> BANK TRANSFER & e-TRANSFERS <ul style="list-style-type: none">* Contact office for details* Customers are responsible for any bank processing fees
<input type="checkbox"/> CREDIT CARD <p>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 labor & material handling.</p>
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <p>Purchase Order # (if applicable) _____ (P.O. is for vendor's reference only. Payment must accompany order.) Card # _____ Expiry Date _____ CVV _____ Cardholder Name _____ Cardholder Signature _____ Cardholder Telephone _____</p>

CALCULATION OF ORDER

Material Handling	\$	_____
Installation & Dismantle	\$	_____
Electrical	\$	_____
Internet, Telephone, Cable TV	\$	_____
Utilities	\$	_____

Total of Items	\$	_____
5% GST	\$	_____
TOTAL ORDER	\$	_____

Canadian Funds
HST # 12259 9822 RT0001

Payment must be submitted with order forms. Send completed forms to calgary@globalconvention.ca

CTCC (01)-MAY/2023

METHOD OF PAYMENT