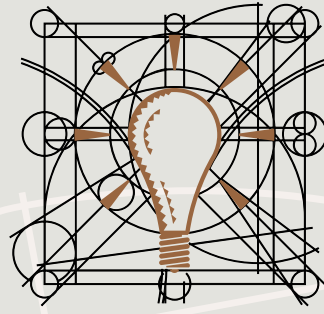


# GOODKEY SHOW SERVICES LTD.



One Great idea after another!

24<sup>TH</sup> INTERNATIONAL CONGRESS FOR CONSERVATION BIOLOGY 2010  
JULY 3 - 7, 2010  
SHAW CONFERENCE CENTRE

## WELCOME EXHIBITOR

DEAR EXHIBITORS :

Goodkey Show Services Ltd. , is pleased to learn that your company will be participating at the **24<sup>TH</sup> International Congress For Conservation Biology** on **July 3 - 7, 2010** at the **Shaw Conference Centre**. We would like to assist in making your participation successful.

As the exclusive material handling contractor for the show, we are enclosing the method of payment and material handling order forms for your information and use. We suggest that you anticipate your requirements, complete all appropriate forms and return them immediately.

**Please Note: DEADLINE ORDER DATE IS JUNE 18, 2010. All orders processed after the deadline date would be considered a late order, late charges will apply.**

We realize exhibiting in a convention can be complicated. If you need assistance or require additional information, please do not hesitate to contact us at any of the following: **Marilou Lumague** ( [info@goodkey.com](mailto:info@goodkey.com) ) or **Usha Patel** ( [reception@goodkey.com](mailto:reception@goodkey.com) ) our telephone no: (877) 726-2211 on our fax line at (888) 426- 5734.

**We look forward to serving you !**

GOODKEY SHOW SERVICES LTD.  
National Exhibitor Service Centre

Head Office

9 5 0 5

41 - Avenue

Edmonton

Alberta

T 6 E 5 X 7

Telephone

780.426.2211

Facsimile

780.426.5734

Toll Free

t - 1-877-726-2211

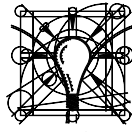
f - 1-888-426-5734

Website

[www.goodkey.com](http://www.goodkey.com)

Official Display Contractor  
to the:





One great idea after another!



Order Deadline Date:  
**JUNE 18, 2010**

Show Name:  
**24<sup>TH</sup> INTERNATIONAL CONGRESS  
FOR CONSERVATION BIOLOGY**  
Show Date:  
**JULY 3 - 7, 2010**

**METHOD OF PAYMENT FORM**

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

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

CASH / MONEY ORDER

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

**Address: Goodkey Show Services Ltd.  
9505 41 Avenue  
Edmonton, Alberta  
T6E 5X7**

**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:

AMERICAN EXPRESS

MASTERCARD

VISA

Account #:

Expiration Date:  CVD:

Personal Credit Card:       Company Credit Card:

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder's Billing Address:

Street: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**GST REGISTRATION#: 121717813 RT**

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

Exhibitor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

THIRD PARTY AUTHORIZATION

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

ADVANCE MATERIAL HANDLING

ON-SITE MATERIAL HANDLING

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIRD PARTY AGENT:**

Account #:

Expiration Date:  CVD:

Personal Credit Card:       Company Credit Card:

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder's Billing Address:

Street: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

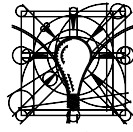
Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

# GOODKEY

SHOW SERVICES LTD.

9505 41 Avenue  
Edmonton, Alberta T6E 5X7  
Tel: 877-726-2211  
Fax: 888-426-5734  
www.goodkey.com



One great idea after another!



Order Deadline Date:

**JUNE 18, 2010**

Show Name:

**24<sup>TH</sup> INTERNATIONAL CONGRESS  
FOR CONSERVATION BIOLOGY**

Show Date:

**JULY 3 - 7, 2010**

## MATERIAL HANDLING

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

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

### ONSITE MATERIAL HANDLING

- RECEIVE & STORE SHIPMENT UP TO 1 DAY PRIOR TO SHOW OPENING
- DELIVERY OF SHIPMENT FROM SHIPPING AREA TO BOOTH
- REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
- RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$52.00 per hundred pounds (lbs.) (\$104.00 min. charge)

Weight \_\_\_\_\_ @\$52.00/cwt \_\_\_\_\_

Carrier Name: \_\_\_\_\_ # of pcs. \_\_\_\_\_

Bill of Lading # \_\_\_\_\_

To qualify for Pre Show Prices orders must be received 7 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#121717813 RT

SUBTOTAL		
<small>For Office Use Only</small>		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
5% G.S.T.		
TOTAL AMOUNT DUE		

### ADVANCED MATERIAL HANDLING

- RECEIVE & STORE SHIPMENT UP TO 30 DAYS IN ADVANCED WAREHOUSE
- DELIVERY OF SHIPMENT FROM ADVANCED WAREHOUSE TO SHOW SITE
- FIRST PRIORITY UNLOADING STATUS
- REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- RETURNING OF EMPTY CONTAINERS TO BOOTH UPON SHOW CLOSING
- RELOADING OF SHIPMENT FROM BOOTH TO EXHIBITOR ARRANGED OUTBOUND CARRIER

\$62.00 per hundred pounds (lbs.) (\$124.00 min. charge)

Weight \_\_\_\_\_ @\$62.00/cwt \_\_\_\_\_

Carrier Name: \_\_\_\_\_ # of pcs. \_\_\_\_\_

Bill of Lading # \_\_\_\_\_

To qualify for Pre Show Prices orders must be received 7 days prior to event date.. A 25% cancellation fee will be processed for orders received and then canceled. If service has already been provided, 100% of original order will be applied. We reserve the right to adjust orders calculated inaccurately or received after the Pre Show Date. All prices in Canadian dollars. G.S.T. reg.#121717813 RT

SUBTOTAL		
<small>For Office Use Only</small>		
<input type="checkbox"/> 25% Late Order Surcharge		
<input type="checkbox"/> 25% Cancellation Fee		
Adjusted Subtotal		
5% G.S.T.		
TOTAL AMOUNT DUE		

### CONDITIONS

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECTED TO A %25 LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 am - 3:30 pm, **DURING DISPLAY MOVE-IN DAY(S) ONLY**

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

- ALL ORDERS MUST BE PREPAID
- ALL ORDERS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECTED TO A %25 LATE FEE
- PLEASE ARRANGE SHIPMENTS TO ARRIVE BETWEEN 8:30 am - 3:30 pm, MONDAY - FRIDAY
- **CUT-OFF DATE: JUNE 28, 2010**
- LOOSE AND UNCRATED SHIPMENTS WILL NOT BE RECEIVED BY ADVANCED WAREHOUSE

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

### LABELING

**SHOW NAME**  
**NAME OF EXHIBITING COMPANY - BOOTH #**  
**c/o GOODKEY SHOW SERVICES LTD.**  
**9797 JASPER AVENUE,**  
**EDMONTON ALBERTA, T5J 1N9**

**SHOW NAME**  
**NAME OF EXHIBITING COMPANY - BOOTH #**  
**c/o GOODKEY SHOW SERVICES LTD.**  
**9539-41 AVENUE,**  
**EDMONTON ALBERTA, T6E 5X7**

### LIMITS AND LIABILITIES

Goodkey Show Services Ltd. will not be held responsible for concealed damage, or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Goodkey Show Services Ltd. The condition, count and contents of the materials found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitors bill of lading to reflect actual condition, count and contents found. Goodkey Show Services Ltd. Will not be responsible for damages incurred while handling loose exhibit materials or those inadequately packed. Goodkey Show Services Ltd. Will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control. The liability of Goodkey Show Services Ltd. Is hereby limited to \$0.30 per pound, per article and values exceeding this limitation should be insured by the shipper. All items requiring rigging or special equipment will be charged on a time and material basis. Exhibits or equipment arriving uncrated will be charged an additional 50% handling charge. Goodkey Show Services Ltd. Will receive goods only if this form is returned signed and freight is PREPAID.

Signature \_\_\_\_\_ Date \_\_\_\_\_



PLACE PRO NUMBER HERE

SHIPPER'S NUMBER

DATE/TIME RECEIVED: \_\_\_\_\_ AM  
PM

**INSTRUCTIONS: COMPLETE ALL SHADED AREAS, RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.**

**MATERIAL HANDLING AGREEMENT**

DATE: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

**SHIPPER: GOODKEY LOGISTICS**

**TO:**

FOR EXHIBITOR:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
SHIPPED FROM: EVENT/FACILITY/CITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:**  
CHECK ONE  
1) \_\_\_\_\_ RE-ROUTE VIA GOODKEY LOGISTICS  
2) \_\_\_\_\_ DELIVER BACK TO THE WAREHOUSE AT EXHIBITOR'S EXPENSE  
\_\_\_\_\_  
SIGNATURE

**SPECIAL INSTRUCTIONS:**  
  
**CARRIER:**

RE-ROUTE VIA \_\_\_\_\_ BY \_\_\_\_\_  
DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM PM

AIR FREIGHT WILL BE BILLED ON ACTUAL OR DIMENSIONAL WEIGHT, WHICH EVER IS GREATER  
DECLARED VALUE FOR AIR SHIPMENTS ONLY  
\$ \_\_\_\_\_ .00  
OPTIONAL

CIRCLE NUMBER OF SEPARATE SHIPMENTS IN BOOTH: 1 2 3 4 OR SPECIFY: \_\_\_\_\_

**GOODKEY LOGISTICS** STANDARD GROUND  UNCRATED  AIR FREIGHT  NEXT DAY  SECOND DAY  DEFERRED

**OTHER CARRIERS** COMMON CARRIER  VAN LINE  AIR FREIGHT  NEXT DAY  SECOND DAY  DEFERRED

**FREIGHT INFORMATION**

CHECKER	NO. PIECES	DESCRIPTION OF ARTICLES:	* HAZ MAT	WEIGHT (LB.) SUBJECT TO CORR.	* EMERGENCY RESPONSE NUMBER REQUIRED IF HM COLUMN USED
		CRATES EXHIBITION MATERIAL, K.D. (WOODEN)			
		CARTONS (CARDBOARD)			
		TRUNKS/ CASES (FIBER) (COLOR) _____			
		SKIDS/ PALLETS			
		CARPETS (COLOR) _____			
		CARPET PADDING			

EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF THE EXHIBITOR'S AGENT) BELOW DENOTES ACCEPTANCES OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THE FORM. EXHIBITOR OR ITS AGENT CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS, OR IF FREIGHT CONTAINS SUCH MATERIALS, THAT THE EXHIBITOR IS REGISTERED IN CONFORMANCE WITH SUBPART G OF PART 107 CFR TITLE 49, IF APPLICABLE, AND THAT THE HAZARDOUS MATERIALS HAVE BEEN PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED, AND ARE IN PROPER CONDITION FOR SHIPMENT AS REQUIRED, PERMITTED AND/OR AUTHORIZED UNDER APPLICATION LOCAL, PROVINCIAL/STATE AND FEDERAL STATUTES AND REGULATIONS.

IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT: COLLECT  PREPAID

**BILL FREIGHT CHARGES TO:**

CHECKER SIGNATURE	DATE LOADED	
TRAILER NO.	START TIME	
	FINISH TIME	
EXHIBITOR	CARRIER	
SIGNATURE	PRINT NAME	DRIVER DATE PIECES RECEIVED