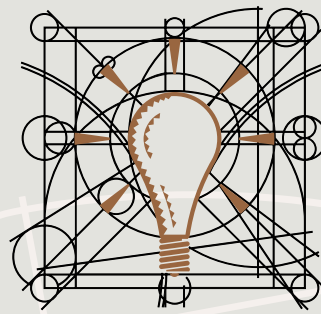


GOODKEY

SHOW SERVICES LTD.



One Great idea after another!

CANADIAN COFFEE AND TEA SHOW
OCTOBER 14 - 15, 2009
VANCOUVER CONVENTION CENTRE

WELCOME EXHIBITOR

Dear Exhibitor,

Goodkey Show Services Ltd., is pleased to learn that your company will be participating at The Canadian Coffee & Tea Show to be held at the Vancouver Convention Centre on October 14-15, 2009. 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. For those exhibitors who want to utilize our online ordering the code for this event is [CCTS10141509](#).

Please Note: DEADLINE ORDER DATE IS SEPTEMBER 30, 2009. All orders processed after the deadline date would be considered late, and late order charges will apply.

BOOTH EQUIPMENT ALREADY PROVIDED

8' high backwall drape (black)
Step-down sidewall drape (4' of 8' black & 6' of 3' black)
5,000 lbs of material handling (please contact Show Management if your exhibit materials exceed this).

Please note : Only items listed above are provided by Show Management for the above show.

We realize that exhibiting in a convention could be complicated. If you need assistance or require additional information not covered in the Exhibitor Manual, please do not hesitate to contact us at any of the following:

Email: calvin@goodkey.com or info@goodkey.com

Tel: 877.726.2211

Fax: 888.426.5734

Website: www.goodkey.com

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

Official Display Contractor
to the:



One Great idea after another!



Step by Step Instructions for ordering online

Show Name: CANADIAN COFFEE AND TEA SHOW

Show Code: CCTS10141509

Show Date(s): OCTOBER 14 - 15, 2009

- ▶ Go to www.goodkey.com
- ▶ Click **“order online”** from the menu near the top of the page.
- ▶ Register your company if you have not registered at the Goodkey site before.
- ▶ 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.
- ▶ Pick from categories listed and click on the sub category **products** or **services** of your choice.
- ▶ To add to your order, click on **“back to main”** beside **“view my cart”** and proceed to add to your order (s).
- ▶ Once you are completely satisfied with your order(s) click on **“confirm my cart”** at the bottom of the page.
- ▶ Put a **“checkmark”** on the terms and conditions - at this point please note the message that will pop out and click ok.
- ▶ Click **“pay online”** and complete the required fields.
- ▶ Click **“complete payment”** and print your receipt.

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

**The help desk is open Monday to Friday from 8:00 am to 4:30 pm MST.
Please call - 1-877-726-2211.**