

Step by Step Instructions for ordering online



Show Name: YOGA The Conference & Show

Show Code: YCS114611

Show Date(s): November 4-6, 2011

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”** or click the drop down on **“select new order”** 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.

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 **Advance Material Handling Agreement** before the specified show date(s).

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 Show Services Ltd., We know that exhibiting at your first show or even if you are a seasoned pro it can be complicated so we are here to help. From walking you through a first time online order or just providing some piece of mind confirming that you will be taken care of, we are here to help! We are here to take care of you, 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 also 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**

Toll Free - **1.877.726.2211** (North America only)

Fax - **780.426.5734**

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