

WELCOME TO CANADA



Schenker's Customs and Shipping Guide for
Conventions and Trade Shows



**Exhibitor Information: 2004 Joint Statistical Meetings -
Toronto, Ontario, CANADA - August 8-12, 2004**

SHIPPING TO CANADA

Once you have booked your shipment with Schenker, you must complete a Canada Customs Invoice. Please attach a commercial packing list to the Canada Customs Invoice, including: description, quantity, origin of manufacture and the wholesale value of your goods. Once you have completed this step, please fax the documents to: 1-905-678-9708 – Attention: Sandra Samion.

Other Documentation:

If you are shipping any electronics, clothing, computers, leather, food or high valued materials, please contact a Schenker representative for document assistance.

Deadline:

All documentation must be received no later than August 3, 2004.

Shipping By Courier:

Please contact a Schenker Customs representative prior to shipping by UPS or FedEx, since documentation is required by both couriers. Please fax a copy of your International Waybill to: 1-905-678-9708 – Attention: Sandra Samion.

NOTE: Please allow a minimum of two additional business days for all courier shipments.

Contact information:

Toll Free: 1-800-461-3686

Frank Argonza - Extension 8659 / frank.argonza@schenker.ca

Sandra Samion - Extension 8658 / sandra.samion@schenker.ca



Attention Exhibitors:

Schenker of Canada Ltd / Conventions and Trade Show Services has been appointed as the “Official Customs Broker and Freight Forwarder” for the **2004 Joint Statistical Meetings**. It will be our pleasure to provide you with our specialized Customs Brokerage package for this event, regardless of the shipper you select.

Canada recognizes the importance and impact of the convention industry in our country and we, at Schenker are proud to facilitate the generous programs that the *Canada Customs & Revenue Agency* has implemented. The **2004 Joint Statistical Meetings** have been recognized and qualified for exemption under Tariff 9993.00.00.00, which promotes the use of the “Border to the Show” system. Exhibition goods will consequently travel across the Canadian border in bond, and will either be shipped directly to the show site or remain in bond at Schenker’s [or your shipper’s] warehouse until your scheduled move-in time. All exhibition goods will then be delivered to the event site, which is recognized as a temporary bonded facility. Goods will clear customs temporarily for exhibition purposes, virtually eliminating the possibility of border delays.

Schenker coordinators will assist you every step of the way to ensure the document process remains as simple as possible. Our coordinators will be readily available in our mobile on-site office from move-in until move-out. All export documents will be processed on-site and will be handed off to your carrier along with specific instructions. Our coordinators will arrange for clearance at any border crossing that you wish. We can also extend your temporary import if you are exhibiting at another event in Canada and your exhibit is remaining in the country (subject to conditions).

Please direct your questions or request for a written quotation to one of the following coordinators for the **2004 Joint Statistical Meetings**:

Toll Free Number: 1-800-461-3686

Brad Hollett ext 8663 bradley.hollett@schenker.ca
Sandra Samion ext 8658 sandra.samion@schenker.ca
Frank Argonza ext 8659 frank.argonza@schenker.ca
Gerrit Watson ext 8657 gerrit.watson@schenker.ca
Ryan Book ext 8656 ryan.book@schenker.ca
Peter Elek ext 8660 peter.elek@schenker.ca
Anita Meyer ext 8661 anita.meyer@schenker.ca
Christopher Hill ext 8662 christopher.hill@schenker.ca

Please visit other areas of our Conventions/Exhibitions site for more information on shipping exhibits to Canada at: www.schenker.ca

Thank you for the opportunity to earn your business!



FAQ'S - Shipping Exhibit & Convention Material to and from Canada

Do I require the services of a Customs Broker?

Yes! All goods entering Canada must be cleared through Canada Customs.

Can I carry my materials through Customs at the airport or in my car into Canada?

It is advisable to seek direction from one of our representatives prior to bringing goods or materials across the border. Some restrictions may apply, depending on the materials you are transporting. Border security is an issue that we are all facilitating and in some cases it may help to reduce questions from officials on either side of the border, if you ship your materials separately.

*Who is the Customs Broker and Freight Forwarder for the **2004 Joint Statistical Meetings?***

The *American Statistical Association* has selected Schenker of Canada Ltd. as the "Official Customs Broker and Freight Forwarder" for the *2004 Joint Statistical Meetings* in Toronto, Ontario. Schenker is one of the world's largest providers of Customs and Freight Forwarding services to specialize in conventions and trade shows. Schenker Toronto owns and operates nine locations with 275 employees and over 1 million square feet of warehousing, complete with a Canada Customs & Revenue Agency (CCRA) office on-site. Schenker Toronto is supported by 22 locations in Canada, 50 in the US and over 1,100 locations around the world.

What arrangements do I have to make to get my goods in & out of Canada?

Schenker will post all necessary bonds and securities on behalf of the exhibitor and provide all customs clearance procedures. Contact one of our 24/7 event staff for complete A to Z assistance. Schenker will coordinate all documentation to ensure your shipment is cleared for arrival at the show site REGARDLESS of the shipper you choose.

What documentation is required to be submitted to the CCRA?

Every exhibitor shipping to the event will be required to complete and submit a Canada Customs invoice, detailing the goods that are being shipped to the event. All forms can be located in our "Welcome to Canada" shipping guide or under "On-line Forms" on our website. Schenker coordinators will assist you every step of the way and will review all inbound documentation for accuracy, prior to submission to the CCRA. Schenker will complete all export documentation on-site prior to the close of the event, and will advise each individual exhibitor if any additional documents are required.



When should I ship my exhibition material?

All trade show material should be scheduled to arrive at least 60 hours prior to the scheduled move-in times. Experience, however, indicates this is not always possible, so our event coordinators are trained to handle all last-minute details that you may require. PLEASE indicate all your requirements so that we can offer you the very best solutions.

How do I coordinate my outbound shipping requirements?

You will be asked to provide your Schenker coordinator with the details of your return shipment requirements, prior to the event. Your coordinator will visit you at your booth to confirm these instructions during the event, at a time convenient for you. Schenker is completely equipped to modify any of your instructions right up to the last minute. If any information changes, please visit us at our contractor's booth and we will make the necessary adjustments.

What duties and taxes apply to my shipment?

Trade show materials are not subject to duties and taxes, provided they are shipped out of Canada at the end of the event. Give-away product samples valued under \$25 CAD per item are duty and tax exempt. Temporary imports can be extended if required (all arrangements must be made with on-site Schenker reps). All goods remaining in Canada are subject to current duties and taxes, if applicable.

How much will Schenker's Customs Brokerage services cost?

Brokerage fees are calculated on the value of your shipment, documents required and services provided. Your Schenker coordinator will provide you with a written quotation for the services that you require, prior to shipping. All regular consultation for document accuracy and on-site representation is included as part of our value-added service.

Can I use my own carrier to ship my exhibit booth?

Absolutely! Schenker offers an integrated solution for all of your needs. Simply book your shipment with the carrier of your choice and contact our office for your Customs requirements. Our office will set up the clearance at the border crossing specified by your carrier and our coordinators will be on call if your carrier requires any assistance.

Does my exhibit clear Customs at the border?

Most exhibitor shipments will take advantage of a program that the CCRA has implemented called, "Border to the Show". This privilege allows exhibits destined for recognized shows to travel across the border in bond, and to be delivered directly to the show site prior to clearance. This system virtually eliminates the possibility of any delays. All advanced shipments will sit in bond and be delivered in bond directly to the show site with all advance freight. Please note that your carrier must be bonded in Canada to facilitate this service for you.



Can I use a Courier company?

While courier companies offer a number of services, only some have the ability to clear shipments and even then, only up to a certain value. Courier shipments that exceed certain values will be held by Canada Customs for clearance, which may cause needless delays. By appointing Schenker as the broker for your shipment, you will ensure the shipment is monitored for timely delivery. In most cases, it is advisable to ship directly to the advanced warehouse rather than the show site, in order to guarantee someone is on hand to sign for the shipment. Local cartage charges will apply. Please contact your Schenker coordinator prior to shipping anything by courier so they may ensure your courier can provide the necessary services.

What information should I bring with me to the show site?

It is advisable to bring the following to the show site, especially if you are not utilizing the Official Supplier for your shipment: trucking company name; tracking number; hours of operation; contact name; shipment description and contact phone numbers.

Why should I use the official Customs Broker?

Schenker has over 127 years of experience in handling the logistics needs for prestigious events worldwide. Our coordinators are experienced in all aspects of customs processing for events of any size and we have intimate knowledge of the event facility selected by the *American Statistical Association*. Schenker coordinators will work directly with all other on-site contractors to ensure the overall success of the **2004 Joint Statistical Meetings**.

Thank you for the opportunity to earn your business!

Schenker of Canada Ltd

Conventions & Trade Show Services

Customs & Transportation for over a century

Request for Transportation Quote
(Preliminary information - one form per shipment)



Please fax to:

To: Schenker Conventions & Tradeshows Fax. #: (905) 678-9708
Attn: Frank Argonza or Gerrit Watson Tel. #: 1-800-461-3686

Call us for a quote on your domestic, international, or local shipment

From: _____ Tel. #: (____) _____
Company: _____ Fax. #: (____) _____

We require a quotation* of Transportation charges for the following goods to be transported via:
(Please check one box) Air Truck Van Line Other

* Transportation quotations are subject to change & do not include Customs Clearance fees. If Customs Clearance is necessary for your materials, please contact us for charges. If adequate dimensions are not available for initial quotation purposes, freight charges may differ on final invoicing.

CIFFA Standard Trading / E.O. & E.

City & State/Province of Origin <i>(Place of Pick up):</i> Zip Code/Postal Code: 	Ship to Address: Metro Toronto Convention Centre, South Hall 255 Front St. West Toronto, ON, Canada M5V 2W6	Event Name: 2004 Joint Statistical Meetings August 8-12, 2004 Booth #: _____
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No. of Pieces	Description <i>(i.e. carpet rolls, cartons, crates, skids, etc.)</i>	Gross Weight	Dimensions of Pieces: Length x Width x Height <i>(list dimensions for each piece)</i>
Total # of Pieces		lbs	Total weight of shipment

Further information and/or special instructions:

Customs/Transportation Order Form

Conventions & Trade Shows

1-800-461-3686



Complete and return this form by mail or facsimile to the Conventions & Trade Shows Department at the address indicated below no later than thirty (30) days prior to the move-in of your event. Individual Schenker Order Forms must be used for multiple shipments (photocopy as required).

Exhibiting Company Name		Exhibit will be shipped from: <i>(city & intended shipping date)</i>	
Name of Event 2004 Joint Statistical Meetings		Federal Tax I.D. #, Exporter Identification # or I.R.S. #	
Event Facility MTCC, South Hall	Booth # <input type="text"/>	No. of Pieces	Weight
Event Dates August 8-12, 2004		Selected Carrier	

Our Company representative(s) at the event will be: _____		
and can be reached at: _____ <i>(name and telephone number of hotel - for emergency purposes only)</i>		
At the completion of the event all shipments will be delivered to:		
Company Name	Contact Name	
Address	City	State/Province
Zip /Postal Code	Tel. #	Fax. #

Billing Information - *Credit Card must be listed below*

<input type="checkbox"/> Option # 1 - Please process all customs charges on the credit card listed below. (A detailed copy of invoice will be forwarded by mail)			
Charge to:	Master Card <input type="checkbox"/>	American Express <input type="checkbox"/>	Visa <input type="checkbox"/>
Credit Card Account Number: _____		Expiration Date: _____	
Name of Cardholder: _____		Authorized Signature: _____	
Please forward copies of invoices to:			
Company Name		Contact Name	
Address	City	State/Province	
Zip/Postal Code	Tel. #	Fax. #	

Attention: Schenker of Canada Ltd., please accept this Customs Order Form as your authority to proceed with customs clearance of our shipment.

Schenker of Canada Ltd. will not be responsible for any goods delayed, lost, damaged or stolen prior to, during or after the event. Exhibitors are therefore urged to carry all-risk insurance covering their materials.

CIFFA STANDARD TRADING / E.O. & E.

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