

Customs Clearance Services

*The Convenience U Carwacs Show Calgary October 19th-20th, 2011
at The BMO Centre at Stampede Park*

Customs:

The services of an Official Customs Broker are strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. **The Commerce Trade Show Logistics Group Ltd.** will assist all Exhibitors with their temporary imports, permanent entries & export of Exhibit Materials.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

The Commerce Trade Show Logistics Group Ltd. will provide the following services:

- Provide on-site service from the first move-in day to the last move-out day
- 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 outbound export documents, bills of lading and provide US Customs Clearance when required as well as providing shipping labels

Private Vehicles:

Due to specific regulations for Exhibitors using their own method of transportation other than the Official provider, we ask that Exhibitors please notify us 2 weeks before they plan to cross. Then we can confirm that all of the correct information/forms have been provided and filled out so that crossing the border is as smooth as possible.

For more information please contact one of the Show Coordinators below:

Rob Parr, Event Coordinator
TF: 1-888-827-827-SHOW (7469)
Email: robp@commerctradeshows.com

Or

Beverly Carson, Event Coordinator
TF: 1-888-827-827-SHOW (7469)
Email: beverlyc@commerctradeshows.com

Checklist of Forms

Customs and Transportation Services Order Form (**Mandatory**)

Canada Customs Invoice (**Mandatory**)

Please note: All forms must be completed and returned to Commerce (via email and fax) no later than: **Tuesday October 4th, 2011

Please read carefully before completing your documents inside.

1. COMMERCE CUSTOMS & TRANSPORTATION ORDER FORM

Please complete the enclosed Commerce Order Form, ensuring that all fields, including credit card information, are filled.

N.B. Goods cannot be returned to the U.S. after the show unless I.R.S/Tax I.D/E.I.N number is provided

2. CANADA CUSTOMS DOCUMENTATION (PHOTOCOPIES ARE ACCEPTABLE)

Enclosed is a Canada Customs Invoice. **AN EXAMPLE FOR COMPLETION PURPOSES IS ENCLOSED.**

How to complete the Canada Customs Invoice:

- Fill in a information required on the Canada Customs Invoice (Follow example enclosed)
- 3 completed Canada Customs Invoices must be attached to your Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading.
- The Bill of Lading or Air Waybill, all Customs documents & labels must be marked **"NOTIFY COMMERCE FOR CUSTOMS CLEARANCE"**
- Fax copies of the Canada Customs Invoice, ORDER FORM, Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading (& a copy of the FCC Information Sheet if required)
- Retain a photocopy of all documents for your records & your on-site COMMERCE REPRESENTATIVE.

3a. ITEMS NOT OF U.S. ORIGIN & TO BE RETURNED TO U.S. AFTER EVENT

VERY IMPORTANT:

For items you are shipping to Canada that are not of U.S. origin but have been shipped from the U.S, the U.S. Certificate of Registration (Form 4455) contained in this brochure is required. This form must accompany the shipment to Canada & **must be signed by U.S. Customs prior to coming to Canada.**

Complete the 4455 as per the example & **MARK IN THE BODY OF YOUR BILL OF LADING OR AIR WAYBILL:**

"CERTIFICATE OF REGISTRATION 4455 ATTACHED. GOODS MUST BE IDENTIFIED BY U.S. CUSTOMS AT PORT OF EXIT AND CERTIFIED COPIES TO BE GIVEN TO COMMERCE AT DESTINATION."

3b. ITEMS THAT EMIT OR ARE CAPABLE OF EMITTING RADIATION

Goods of this type: High voltage vacuum tube or switch, industrial X-Ray systems, laser light show, microwave heating products, microwave ovens, CD Players, etc. Require an FDA Radiation Form when they are returned to the U.S. Please complete the enclosed FDA Radiation Form to ensure your goods are not delayed upon return. Send the FDA Radiation Form with your Commerce Order Form.

3c. ITEMS THAT EMIT OR ARE CAPABLE OF EMITTING RADIO FREQUENCIES

Goods of this type: T.V.'s, communications equipment, monitors, microwaves, etc. Require a Federal Communications Commission Statement when they are returned to the U.S. Please complete the enclosed FCC Information Sheet to ensure your goods are not delayed upon return. Send the FCC Form with your Commerce Order Form. Fax the FCC Form to Commerce with a copy of the Order Form, Canada Customs Invoice & Bill of Lading or Air Waybill.

4. SHIPPING INSTRUCTIONS

Before shipping by Parcel Courier, i.e., UPS; call Commerce Customs Brokers for advice. We strongly suggest that all exhibitors DO NOT ship by parcel courier, or parcel post mail.

- Exhibition goods shipped by common surface carrier should be scheduled to arrive & be available for Customs processing 1 week prior to show opening.

Exceptions:

AIRFREIGHT – Schedule to arrive 3 days prior to show opening.

VAN LINE SHIPMENTS – May be sent direct to show site and should be scheduled to arrive on the appropriate move-in day.

- All shipments **MUST BE SENT PREPAID**
- For direct delivery shipments: all Truck Bill of Lading, Ocean Bill of Lading, Air Waybills & shipping labels should be addressed consigned to:

Exhibitor Name:

Booth Number:

Name of Event:

Location:

City/Province:

Zip Code:

Notify: COMMERCE FOR CUSTOMS CLEARANCE

5. PRIVATE/COMPANY VEHICLES

For goods being transported to Canada by: company, rented, personal or other non-Canada Customs Bonded method of transport; Canada Customs Invoices (Certificate of Registration Form & FCC Information Form if applicable), must accompany the shipment. You **MUST** notify us in advance with:

- Date and estimated time of crossing.
- Specific border crossing point.
- Total value and brief description of the goods.
- Driver's Name, Vehicle License Number and State shown on License Plate.
- A fax copy will be required for all appropriate forms including the Order Form.

This information should be provided to our office one week prior to entering Canada.

6. AIRLINE HAND BAGGAGE

If you are bringing exhibit or commercial goods as airline baggage, in most cases "Formal" Customs clearance is required.

Contact our office at least 2 weeks in advance of your flight so arrangements can be made. Canada Customs Invoices (Certificate of Registration Form & FCC Information Form if applicable), must accompany the individual carrying the materials.

A facsimile copy will be required for all appropriate forms including the Order Form.

7. SHOW SITE PROCEDURES

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 COMMERCE.

COMMERCE can provide the following services:

- Return of goods to your stated destination. Export Documents, Bill of Lading and labels supplied by COMMERCE.
- Arrange Customs clearance of those goods remaining in Canada. The applicable duties and taxes must be paid prior to removal from the show site.
- Arrange in-bond transfer of goods to be displayed at another Canada Customs recognized event.
- Coordinate under Customs supervision the destruction of non-returning items.
- Note: COMMERCE is not responsible for lost, stolen or damaged freight. All goods should be insured; prior to; during; and after the show.

Customs Services Order Form
Please accept as your authority for Customs Services

Pick up Address	Company Name:		Delivery Address	Company Name:	
	IRS #:			Show Name: Booth #:	
	Address:			Address:	
	City:			City:	
	State/Prov:	Zip/Post:		State/Prov:	Zip/Post:
	Contact:			On-Site Contact: Cell:	
Phone: Fax:		Phone: Fax:			
Bill To	Company Name:		Return Freight	Company Name:	
	Address:			Address:	
	City:			City:	
	State/Prov:	Zip/Post:		State/Prov:	Zip/Post:
	Contact:			Contact:	
	Phone: Fax:			Phone: Fax:	

Terms of Payment and Security Deposit –MUST BE COMPLETED IN FULL

Charge to <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Card Holder Name: Title:
Credit Card Number: Expiry Date: Security Number:
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.
Card Holder Signature: Date:

Shipment Information

Carrier:			
Pick up Date:	Time:	Delivery Date:	Time:
# of Pieces	Dimensions (Inches)		Weight (LBS)
Cartons/Boxes	L	W	H
Crates/Fiber Case	L	W	H
Skid/Pallet	L	W	H
Carpet/Other	L	W	H
TOTAL			TOTAL
Requested Service Level:	<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input type="checkbox"/> Truck
Additional Services Required:	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Inside Pick Up/Delivery	

Cargo Insurance –SERVICE NOT PROVIDED –CHECK WITH YOUR CARRIER

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss or damages stated below. Cargo insurance will not apply or cover any electric goods.		
Do you require additional insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Declared Value:
<i>(Additional Fees for Cargo Insurance will apply)</i>		

Terms and Conditions

This order is place with the specific understanding that we hereby release The Commerce Trade Show Logistics Group Ltd. (CTSLG Ltd.) and or agents from all liability for loss, damages and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties be handled. 1) CTSLG Ltd. shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) CTSLG Ltd. will not be responsible for any loss, damages or delay due to fire, acts of god, strikes or lock outs of any kind beyond its control. 3) CTSLG Ltd. liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) CTSLG Ltd. shall not me liable to any extent whatsoever for the actual, potential or assumed losses of profits or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitors' materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.

I have read and agree to the Terms and Conditions of this Contract with CTSLG Ltd.

Print Name: Signature/Authorization : Date:

Please Fax completed order to 905-673-2574 and email to info@commerctradeshows.com as well as the Show Coordinator

Customs Services Order Form

Please accept as your authority for Customs Services

Pick up Address	Company Name: ABC Company		Delivery Address	Company Name: ABC Company	
	IRS #: 12-3456789			Show Name: The Convenience U Carwacs Show Calgary Booth #: 123	
	Address: 123 Nowhere Street			Address: BMO Centre	
	Suite 3			Stampede Park	
	City: New York			10 Roundup Way SE	
	State/Prov: NY Zip/Post: 00000			City: Calgary	
Contact: John Smith		State/Prov: AB Zip/Post: T2G 2W1			
Phone: 123-456-7890 Fax: 123-456-7891		On-Site Contact: Mike Doe Cell: 123-456-7890			
Bill To	Company Name: ABC Company		Return Freight	Company Name: ABC Company	
	Address: 123 Nowhere Street			Address: 123 Nowhere Street	
	Suite 3			Suite 3	
	City: New York			City: New York	
	State/Prov: NY Zip/Post: 00000			State/Prov: NY Zip/Post: 00000	
	Contact: John Smith			Contact: John Smith	
Phone: 123-456-7890 Fax: 123-456-7891		Phone: 123-456-7890 Fax: 123-456-7891			

Terms of Payment and Security Deposit –MUST BE COMPLETED IN FULL

Charge to	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input checked="" type="checkbox"/> American Express
Card Holder Name: John Smith	Title: CEO		
Credit Card Number: 1234 5648 9123 1253	Expiry Date: 01/12	Security Number: 1234	
I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.			
Card Holder Signature: <i>Signature required here</i>	Date:		

Shipment Information

Carrier:			
Pick up Date:	Time:	Delivery Date:	Time:
# of Pieces	Dimensions (Inches)		Weight (LBS)
Cartons/Boxes 2	L 23	W 23 H 48	112
Crates/Fiber Case	L	W H	
Skid/Pallet 1	L 48	W 48 H 48	400
Carpet/Other	L	W H	
TOTAL 3			TOTAL 512
Requested Service Level:	<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input checked="" type="checkbox"/> Truck
Additional Services Required:	<input checked="" type="checkbox"/> Lift Gate	<input type="checkbox"/> Inside Pick Up/Delivery	

Cargo Insurance –SERVICE NOT PROVIDED –CHECK WITH YOUR CARRIER

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged but not less than \$50.00 per shipment UNLESS a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss or damages stated below. Cargo insurance will not apply or cover any electric goods.

Do you require additional insurance? Yes No **Declared Value:**

(Additional Fees for Cargo Insurance will apply)

Terms and Conditions

This order is placed with the specific understanding that we hereby release The Commerce Trade Show Logistics Group Ltd. (CTSLG Ltd.) and or agents from all liability for loss, damages and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties be handled. 1) CTSLG Ltd. shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) CTSLG Ltd. will not be responsible for any loss, damages or delay due to fire, acts of god, strikes or lock outs of any kind beyond its control. 3) CTSLG Ltd. liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self insured or you must declare a value for carriage and pay the charges applicable for the service. 4) CTSLG Ltd. shall not be liable to any extent whatsoever for the actual, potential or assumed losses of profits or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitors' materials which make it impossible or impractical to exhibit same. 5) Each Exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws.

I have read and agree to the Terms and Conditions of this Contract with CTSLG Ltd.

Print Name: John Smith Signature/Authorization : *Signature required here* Date:

Please Fax completed order to 905-673-2574 and email to info@commerctradeshows.com as well as the Show Coordinator

1. Vendor (Name and Address) / <i>Vendeur (Nom et Adresse)</i>		2. Date of Direct Shipment to Canada / <i>Date d'expédition directe vers le Canada</i> (YYYY/MM/DD)	
4. Consignee (Name and Address) / <i>Destinataire (Nom et Adresse)</i>		3. Other References (Include Purchaser's Order No.) / <i>Autres références (inclure le no de commande de l'acheteur)</i>	
		5. Purchaser's Name and Address (if other than Consignee) / <i>Nom et Adresse de l'acheteur (s'il diffère du destinataire)</i> No sale involved	
		6. Country of Transshipment / <i>Pays de transbordement</i> N/A	
7. Country of Origin of Goods / <i>Pays d'origine des marchandises</i>		If shipment includes goods of different origins, enter origins against items in field 12. <i>Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</i>	
		VII. 1) Is this a related company transaction? / <i>Est-ce que les compagnies sont liées entre elles?</i> YES/OUI <input type="checkbox"/> NO/NON <input type="checkbox"/>	
Transportation: Give Mode and Place of Direct Shipment to Canada / <i>Transport: Préciser mode et lieu d'expédition directe vers le Canada</i>		9. Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) / <i>Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</i> No sale involved	
11. No. Of Pkgs/ No. De Colis		Currency of Settlement / <i>Devises du paiement</i>	
12. Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) / <i>Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)</i>		13. Quantity (state unit) / <i>Quantité (précisez l'unité)</i>	Replacement Value / <i>Valeur de</i>
			14. Unit Price / <i>Prix Unitaire</i>
			15. Total
XI. 1) Total Number of Pieces / <i>Nombre total de pièces</i>			
18. If any fields of 1 to 17 are included on an attached Commercial Invoice, check this box. / <i>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</i>		16. Total Weight / <i>Poids Total</i>	17. Invoice Total / <i>Total de la facture</i>
Commercial Invoice No. / <i>No. De la facture commerciale</i> _____		Net: N/A	Gross/Brut:
19. Exporter's Name & Address (if other than Vendor) / <i>Nom & adresse de l'exportateur (s'il diffère du vendeur)</i>		20. Originator (Name and Address) / <i>Expéditeur d'origine (Nom et adresse)</i>	
Name:		Name:	
Tel:		Tel:	
Fax:		Fax:	
21. Agency ruling (if applicable) / <i>Décision de l'Agence (s'il y a lieu)</i> N/A		22. If fields 23-25 are not applicable, check this box / <i>Si les zones 23 à 25 sont sans objet, cochez cette case</i> <input checked="" type="checkbox"/>	
23.	24.	25.	

CANADA CUSTOMS INVOICE/FACTURES DES DOUANES CANADIENNES

1. Vendor (Name and Address) / <i>Vendeur (Nom et Adresse)</i> <p style="text-align: center;">ABC Company 123 Nowhere Street New York, NY 00000</p>		2. Date of Direct Shipment to Canada / <i>Date d'expédition directe vers le Canada</i> <p style="text-align: center;">2011/04/11 (YYYY/MM/DD)</p>					
4. Consignee (Name and Address) / <i>Destinataire (Nom et Adresse)</i> <p style="text-align: center;">ABC Company –Booth 123 The Convenience U Carwacs Show Calgary c/o BMO Centre Stampede Park 10 Roundup Way SE Calgary, AB T2G 2W1 NOTIFY: COMMERCE LOGISTICS for Customs Clearance</p>		3. Other References (Include Purchaser's Order No.) / <i>Autres références (inclure le no de commande de l'acheteur)</i> <p style="text-align: center;">12-456789</p>					
		5. Purchaser's Name and Address (if other than Consignee) / <i>Nom et Adresse de l'acheteur (s'il diffère du destinataire)</i> <p style="text-align: center;">No sale involved</p>					
VII. 1) Is this a related company transaction? / <i>Est-ce que les compagnies sont liées entre elles?</i> <p style="text-align: center;">YES/OUI <input checked="" type="checkbox"/> NO/NON <input type="checkbox"/></p>		6. Country of Transshipment / <i>Pays de transbordement</i> <p style="text-align: center;">N/A</p>					
		7. Country of Origin of Goods / <i>Pays d'origine des marchandises</i> <p style="text-align: center;">USA</p>		If shipment includes goods of different origins, enter origins against items in field 12. / <i>Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</i>			
Transportation: Give Mode and Place of Direct Shipment to Canada / <i>Transport: Préciser mode et lieu d'expédition directe vers le Canada</i> <p style="text-align: center;">Carrier, City and State of Shipment</p>		9. Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) / <i>Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</i> <p style="text-align: center;">No sale involved</p>					
11. No. Of Pkgs/ No. De Colis		12. Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) / <i>Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)</i>		13. Quantity (state unit) / <i>Quantité (précisez l'unité)</i>	Replacement Value / <i>Valeur de</i>	14. Unit Price / <i>Prix Unitaire</i>	15. Total
<p>2 pcs 2 pcs 1 pc 1 pc 3 pcs 2 pcs</p>		<p>Wooden Crates –Display Booth (backwalls, lights, graphics, carpets) Cartons –Advertising Brochures/Catalogs/Technical Literature Carton –Plastic Key Chains Carton –Books Crates- Computers Crates –Computer Monitors</p>		<p>1 1,000 50 50 3 2</p>	<p>\$5,000.00 \$0.10 \$0.50 \$1.00 \$1,000.00 \$500.00</p>	<p>\$5,000.00 \$100.00 \$25.00 \$50.00 \$3,000.00 \$1,000.00</p>	
XI. 1) Total Number of Pieces / <i>Nombre total de pieces</i>		16. Total Weight / <i>Poids Total</i> Net: N/A Gross/Brut: 300 lbs		17. Invoice Total / <i>Total de la facture</i> <p style="text-align: right;">\$9,175.00</p>			
18. If any fields of 1 to 17 are included on an attached Commercial Invoice, check this box. / <i>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</i> Commercial Invoice No. / <i>No. De la facture commerciale</i> _____		19. Exporter's Name & Address (if other than Vendor) / <i>Nom & adresse de l'exportateur (s'il diffère du vendeur)</i> Name: Tel: Fax:		20. Originator (Name and Address) / <i>Expéditeur d'origine (Nom et adresse)</i> ABC Company Name: John Smith 123 Nowhere Street, Suite 3 New York, NY 00000 Tel: 123-456-7890 Fax: 123-456-7891			
21. Agency ruling (if applicable) / <i>Décision de l'Agence (s'il y a lieu)</i> <p style="text-align: center;">N/A</p>		22. If fields 23-25 are not applicable, check this box / <i>Si les zones 23 à 25 sont sans objet, cochez cette case</i> <input checked="" type="checkbox"/>					
23.		24.		25.			