



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@commercetradeshows.com

Or

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

T 905.673.5445 F 905.673-2574 TF 1.888.827.7469 info@commercetradeshows.com www.commercetradeshows.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: <u>Tuesday October 4th, 2011</u>

T 905.673.5445 **F** 905.673-2574 **TF** 1.888.827.7469 <u>info@commercetradeshows.com</u> <u>www.commercetradeshows.com</u>





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. <u>AN EXAMPLE FOR COMPLETION PURPOSES IS ENCLOSED.</u>

How to complete the Canada Customs Invoice:

- Fill in a information required on the Canada Customs Invoice (Follow example enclosed)
- B. 3 completed Canada Customs Invoices must be attached to your Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading.
- C. 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, <u>ORDER FORM</u>, Truck Bill of Lading, Air Waybill, or Ocean Bill of Lading (& a copy of the FCC Information Sheet if required)
- E. 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 <u>not of U.S.</u> origin but have been shipped from the U.S. the U.S. Certificate of Registration (Form 4455) contained in this brochure is <u>required</u>. 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.

A. 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.

- A. 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:

- A. Date and estimated time of crossing.
- B. Specific border crossing point.
- C. Total value and brief description of the goods.
- D. 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.
- B. 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 nonreturning items.
- E. 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

	Company Name:					Company Name:			
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Pick up Address	Address:			Address	Address:				
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T 905.673.5445 F 905.673-2574 TF 1.888.827.7469 info@commercetradeshows.com www.commercetradeshows.com





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	Company Name: AF	RC Company		-	Company Name: ABC Company									
	Company Name: ABC Company					D 41- #- 400								
Pick up Address	IRS #: 12-3456789			Address	Show Name: The Convenience U	Carwacs Snow Calgary	Booth #: 123							
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Α					Stampede Park									
ПŅ				Delivery	10 Roundup Way SE									
Pic	State/Prov: NY Zip/Post: 00000 Contact: John Smith				City: Calgary State/Prov: AB	Zip/Post: T2G 2\	N/4							
		•	F 400 450 7004											
	Phone: 123-456-789		Fax: 123-456-7891		On-Site Contact: Mike Doe Company Name: ABC Company	Cell: 123-4	56-7890							
	Company Name: AE	<u> </u>												
	Address: 123 Nowh	ere Street		Freight	Address: 123 Nowhere Street									
7	Suite 3 City: New York			Fre	Suite 3 City: New York									
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Please Fax completed order to 905-673-2574 and email to info@commercetradeshows.com as well as the Show Coordinator



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Page___ of/de__

Vendor (Name and Address) / Vendeur (Nom et Adresse)	Date of Direct Shipm	nent to Can	ada/Date d'expé	dition directe v	ers le Canada	
					(YYYY/MM/DD)	
	3. Other References (Ir no de commande de l'a		chaser's Order No	o.)/Autres réféi	rences (inclure le	
	5. Purchaser's Name a	nd Address	(if other than Co	onsignee)/ <i>Nom</i>	et Addresse de	
4. Consignee (Name and Address) / Destinataire (Nom et Adresse)	l'acheteur (s'il diffère du destinataire)					
	No sale involved					
	6. Country of Transhipment / Pays de transborderment					
	N/A	T				
	7. Country of Origin of Goods/Pays d'origine marchandises	origins against item Si l'expedition comp	If shipment includes goods of different origins, enter origins against items in field 12. Si l'expedition comprend des marchandises d'origines differentes, en preciser la provenance en 12.			
VII. 1) Is this a related company transaction?/Est-ce que les compagnies sont	9. Condition of Sales ar	nd Terms of	Payment (i.e. S	ale, Consignm	ent Shipment,	
liées entre elles?	Leased Goods, etc.)/Conditions de vente et modalitiés de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)					
YES/OUI NO/NON	No sale involved					
Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada	Currency of Settlement	/ Devises d	u paiement			
11. No. Of Pkgs/ No. De Colis 12. Specification of Commodities (Kind of Packages Marks General Description and Characteristics i.e. Grade Quality) articles (Nature des colis, marques et numéros, description charactéristiques. P. Ex. Classe, qualité)	Designation des Quantité (précisez l'unité) Repla générale et Va			acement /alue <i>leur de</i>		
				14. Unit Price Prix Unitaire	15. Total	
XI. 1)Total Number of Pieces/ Nombre total de pieces						
18. If any fields of 1 to 17 are included on an attached Commercial Invoice, check this Si les renseignements des zones 1 à 17 figurenet sur la facture commerciale coch	s box. ner cette case	16. Total \ Net:	Neight/ <i>Poids Tot</i> Gross/ <i>Bru</i>		voice Total tal de la facture	
Commercial Invoice No./No.De la facture commerciale	_	N/A				
19.Exporter's Name & Address(if other than Vendor)/Nom & adresse de l'exportateur(s'il diffère du vendeur)	20. Originator (Name a	ind Address	<u>,</u>	rigine (Nom et	addresse)	
Name:	Name:					
Tel:			Tel:			
Fax:			Fax:			
21. Agency ruling (if applicable)/Décision de l'Agence (s'il y a lieu)	22. If fields 23-25 are i	not applica	ble, check this be	ox/Si les zone	s 23 à 25 sont	
N/A 23 24	sans objet, cochez cet	tte case	\boxtimes			



CANADA CUSTOMS INVOICE/FACTURES DES DOUANNES CANADIENNES

Page___ of/de___

1. Vendor (Name and A	Address) / Vendeur	2. Date of Direct Shipment to Canada/Date d'expédition directe vers le Canada							
	ABC Co	2011/04/11 (YYYY/MM/DD)							
	New Yo 000	3. Other References (Include Purchaser's Order No.)/Autres références (inclure le no de commande de l'acheteur)							
		12-456789							
		5. Purchaser's Name a		er than Co	nsignee)/ <i>Non</i>	n et Addresse de			
4. Consignee (Name a	nd Address) / Dest	l'acheteur (s'il diffère d No sale involved	u destinataire)						
The	ABC Company Convenience U C	6. Country of Tranship	mont / Dove do tr	y a a b a vala vya	t				
	c/o BMO Stamped	Centre	N/A	ment / Pays de tra	insbordem	rierit			
	10 Roundu	p Way SE							
Calgary, AB T2G 2W1 NOTIFY: COMMERCE LOGISTICS for Customs Clearance			7. Country of Origin of Goods/Pays d'origine des marchandises USA If shipment includes goods of different origins, enter origins against items in field 12. Si l'expedition comprend des marchandises d'origines differentes, en preciser la provenance en 12.						
VII. 1) Is this a related of	company transacti	on?/Est-ce que les compagnies sont	9. Condition of Sales ar	nd Terms of Paym	ent (i.e. S	ale, Consignm	ent Shipment,		
	_	_	Leased Goods, etc.)/Co Expédition en consigna				ent (p. Ex. vente,		
`	YES/OUI 🛚	NO/NON	No sale involved	No sale involved					
Transportation: Give M Préciser mode et lieu d		Direct Shipment to Canada <i>Transport</i> vers le Canada	Currency of Settlement	l Devises du paier	ment				
	Carrier, City and S				JSD				
De Colis	General Description articles (Nature de	of Commodities (Kind of Packages Ma on and Characteristics i.e. Grade Qual os colis, marques et numéros, descripti P. Ex. Classe, qualité)	ity)/Designation des	13. Quantity(stat Quantité (précise			lacement Value aleur de		
	, , , , , , , , , , , , , , , , , , , ,					14. Unit Price Prix Unitaire			
2 pcs 2 pcs 1 pc 1 pc 3 pcs 2 pcs	Wooden Crates – Cartons –Advertis Carton –Plastic K Carton –Books Crates - Computer Crates –Computer	S	phics, carpets) terature	1 1,000 50 50 3 2		\$5,000.00 \$0.10 \$0.50 \$1.00 \$1,000.00 \$500.00	\$5,000.00 \$100.00 \$25.00 \$50.00 \$3,000.00 \$1,000.00		
XI. 1)Total Number of F	Piocos/ Nambra tot	al de nieces							
18. If any fields of 1 to 1	7 are included on a	n attached Commercial Invoice, check	this box.	16. Total Weight	/Poids Tot		voice Total		
Si les renseignements Commercial Invoice N		igurenet sur la facture commerciale co ire commerciale	ocher cette case	Net: N/A	Gross/ <i>Bru</i> 300 I	••	tal de la facture		
19.Exporter's Name & adresse de l'exportate			20. Originator (Name and Address)/Expéditeur d'origine (Nom et addresse)						
aaresse de l'exportateu		ndeur) Name:	ABC Company Name: John Smith 123 Nowhere Street, Suite 3						
	7	Fel:	New York, NY 00000 Tel: 123-456-7890						
	F	Fax:		Fax: 123-456-7891					
	plicable)/Décision	de l'Agence (s'il y a lieu)	22. If fields 23-25 are	· · · —	eck this be	ox/Si les zone	es 23 à 25 sont		
N/A 23.		24.	sans objet, cochez cei	tte case 🔀 25.					