



Architect@Work
April 11 - 12, 2018
Enercare Centre - Hall D

GES is pleased to have been selected the official service partner by the Show Organizer to design and produce your show. Our goal is to ensure your show participation is a success.

GES is involved in many areas relative to the show and if at any time during the planning process you are unsure where to turn, just ask us, we are at your service.

Please ensure that you review this section carefully as it contains information on **Discount Pricing dates** and order forms for each of the many services bring provided by GES.

For your convenience, we will be offering the following services:

- ✓ **Expresso Online Ordering**
- ✓ **Furnishings**
- ✓ **Customizeable Back-Walls**
- ✓ **Installation & Dismantling Labour**
- ✓ **In-Booth Forklift**
- ✓ **Material Handling**
- ✓ **Cartload Services**
- ✓ **GES Logistics Services**
- ✓ **GES Customs Services**

Take advantage of up to a 35% discount off of our **Standard Price**, by ordering on or before the **Discount Date** of **March 19, 2018** as indicated on each form.

GES accepts Visa, MasterCard, American Express, Cheques and Cash as methods of payment for our services. All exhibitors are responsible for payment of H.S.T. when exhibiting in Ontario.

If you need assistance or additional information, please contact our **Exhibitor Services Department at (905) 283-0500.**
torontoexhibitorservices@ges.com



Show Information

Architect@Work Canada

Energicare Centre - Hall D

April 11 - 12, 2018

Venue Shipping Address	Advance Warehouse Shipping Address
Energicare Centre Hall D 100 Princes' Boulevard Toronto, Ontario, Canada M6K 3C3 * See shipping label in the exhibitor manual. Note receiving dates below.	GES/Architect@Work Canada (Company Name & Booth #) 6130 Netherhart Rd. Mississauga, Ontario, Canada L5T 1B7 * See shipping label in the exhibitor manual. Note receiving dates below.
Official Services Contractor	
Global Experience Specialists, Inc. (GES) 5675 McLaughlin Road Mississauga, Ontario, Canada L5R 3K5	Phone 905-283-0500 Fax 905-283-0501 Web Site www.gesexpo.ca E-Mail torontoexhibitorservices@ges.com

Show Organizer Information

For general information about the show, please contact the Show Organizer ARCHITECT@WORK.

North American Phone: +1-647-945-9661

Europe Phone: +32.56.24.11.51

Email: larahoste@architectatwork.com

A@W Web Shop and General Information: www.exhibitorgate.com

Show Information

Aisle Carpet Colour	Black
Turnkey Booth Includes	Black Panel Hardwall Unit Multimedia Console

IMPORTANT:

The panels that form your booth are rental items only, property of GES. Any alterations to these panels ie. holes, glue/ adhesive etc. will be deemed as damaged and charges will be applicable.

Important Dates - Prior to Show

Advance Price Deadline Date	Monday, March 26, 2018	
Advance Shipments may begin arriving at the Warehouse	Tuesday, March 6, 2018	Monday - Friday: 9:00am - 4:00pm
Last day for Advance Shipments to arrive at the Warehouse	Tuesday, April 3, 2018	Monday - Friday: 9:00am - 4:00pm
Direct Shipments may begin arriving at Exhibit Site	Tuesday, April 10, 2018	8:00am
Last day for Direct Shipments to arrive at Exhibit Site	Tuesday, April 10, 2018	6:00pm

Important Dates - At the Show

Move-In	Tuesday, April 10, 2018	8:00am - 7:00pm
Show Hours	Wednesday, April 11, 2018 Thursday, April 12, 2018	11:00am - 7:00pm 11:00am - 7:00pm
Move-Out	Thursday, April 12, 2018 Friday, April 13, 2018	7:30pm - 11:00pm *Booth dismantling & goods collection 8:00am - 10:00am *Goods collection ONLY
Stranded Freight	Friday, April 13, 2018	12:00pm
* Goods not picked up by this time will be subject to forced shipping by GES Logistics		

GES On-Site Service Centre

GES will operate a Service Desk to help take care of your on-site requirements such as Furniture and Material Handling.

The Service Desk is located at the North/ East side of Hall D and will be open during the following times:

Tuesday, April 10, 2018	8:00am - 7:00pm
Wednesday, April 11, 2018	8:30am - 12:00pm
Thursday, April 12, 2018	5:30pm - 11:00pm
Friday, April 13, 2018	7:30am - 12:00pm



CREDIT CARD AUTHORIZATION

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **Architect@Work**

EXHIBITOR INFORMATION

BOOTH #: _____ Contact Name: _____
Company: _____
Address: _____
City: _____ Prov/State: _____
Code/Zip: _____ Country: _____
Phone: _____ Fax: _____
Email: _____

IMPORTANT - READ CAREFULLY

This "Credit Card Authorization" form MUST be completed in full & returned to GES along with your order forms.

Orders for GES products and/or services will **NOT** be accepted without the receipt of a completed "Credit Card Authorization" form.

PLEASE COMPLETE THE FOLLOWING

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

CARD #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRY:

--	--	--	--	--	--	--	--	--	--

Cardholder's Name (Print): _____

Cardholders's Signature: _____

Cardholder's Billing Address: ☐ Same as above? If not, please complete below.

Address: _____

City: _____ Prov/State: _____

Code/Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

This authorization allows GES Canada to charge any fees outstanding after show closing to this credit card (including funds owed due to a cheque returned NSF).

To ensure we have received your complete order, please check off those forms which you are sending to us.

- ☐ Third Party Billing
- ☐ Furnishings
- ☐ Carpet & Underpadding
- ☐ Specialty Furnishings
- ☐ GEM Exhibits & Accessories
- ☐ Signs & Graphics
- ☐ Plants & Floral
- ☐ Installation & Dismantling Labour
- ☐ In-Booth Forklift
- ☐ Material Handling
- ☐ GES Logistics / Shipping
- ☐ GES Customs

****NOTE****

Not all forms/services are available for all events.

CHEQUES ARE TO BE MADE PAYABLE TO GES CANADA.
Cheques will not be accepted without this "Credit Card Authorization".

ORDERS WILL NOT BE PROCESSED WITHOUT THE RECEIPT OF A COMPLETED "CREDIT CARD AUTHORIZATION"



THIRD PARTY BILLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **Architect@Work**

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY _____

STREET _____

CITY _____ PROV/STATE _____ CODE _____

E-MAIL _____

PHONE _____ FAX _____

CONTACT NAME _____

You may arrange for an exhibit house or other agent to handle your display & be charged for services. GES will agree to this arrangement if the exhibit house or agent makes satisfactory payment arrangements with us. Both firms must complete this form and return to GES by the Discount Price Deadline Date. It is understood and agreed that the exhibitor is ultimately responsible for payment of charges. If your named third party has not paid the invoice before the last day of the show, any outstanding balance will be charged to the exhibitor's credit card.

Exhibiting Company

Name of Exhibiting Company

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

Third Party / EAC

Name of Third Party / EAC

Phone #

Fax #

Address

City

Prov/State

Code/Zip

Authorized Name (print)

Authorized Signature

CREDIT CARD AUTHORIZATION

☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

EXPIRY DATE: _____

☐ CORPORATE ☐ PERSONAL

CARD #

Cardholder's Name (print)

Cardholder's Signature

ALL GES SERVICES ARE TO BE CHARGED TO THE THIRD PARTY EXCEPT FOR THE FOLLOWING:



PAYMENT POLICY INFORMATION SHEET

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.ges.com/ca

DISCOUNT PRICING:

To qualify for **Discount Pricing**, orders must be received **with payment in full on or before the deadline date.** After the Deadline Date, orders will be charged the **Standard Prices**. Orders without payment cannot be processed until payment is received and could be charged the **Standard Price**.

METHOD OF PAYMENT:

GES accepts American Express, MasterCard, Visa, Debit Card, Cheques, Bank Wire and Electronic Funds Transfers (EFT).

Exhibitors will be charged a \$25.00 fee for returned NSF cheques.

BANK WIRE AND ELECTRONIC FUNDS TRANSFER INFORMATION:

To properly credit your account, please complete the **BANK WIRE / EFT FORM** included with the GES order forms.

NOTE: *There is a minimum \$20.00 Service Charge (North America) \$40.00 (International) applicable on all Wire and EFTs. Any additional Wire Transfer and EFT fees are the exhibitors responsibility and may vary depending on the processing bank.* Please ensure the transfer is made a minimum of 10 days prior to the show.

PAYMENT SCHEDULE:

Payment for all services must be pre-paid in full. **GES** will not provide Material Handling, In-Booth Forklifts, or Installation and Dismantle Labour Services without your company's

CREDIT CARD AUTHORIZATION FORM

THIRD PARTY BILLING:

Exhibitors may arrange for an Exhibitor Appointed Contractor (EAC) or Third Party to manage your exhibit and order services on your behalf. **GES** will agree to this arrangement provided that the EAC/Third Party makes satisfactory payment arrangements with us. In the event the authorized EAC/Third Party does not pay for GES services as agreed upon, the exhibitor is ultimately responsible for all charges incurred on its behalf. See **THIRD PARTY BILLING REQUEST FORM**.

ADJUSTMENTS AND CANCELLATIONS:

Adjustments to your invoice **will not be made after the close of the show**. Some items, services and labour are subject to cancellation fees. Refer to each order form for details.

ALL EXHIBITORS MUST PAY 13% HST ON ALL ORDERS.



ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

Please complete and return this form to : Jolanta Baloniak, Accounts Receivable

GES Canada Limited

Email: ar@ges.com Fax: 905-283-0501

Your Company Name: _____

Contact Name: _____

Contact Number: _____

Booth Number: _____ Event Name: Architect@Work

GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

Beneficiary's Name:

GES Canada Limited

Bank Name:

Bank of Montreal

Address:

350 - 7th Avenue SW

Calgary, AB

T2P 3N9

IF YOU ARE SENDING
CANADIAN DOLLARS (\$CDN)



EFT/Direct Deposit

IF YOU ARE SENDING
AMERICAN DOLLARS (\$US)



Institution code #: 001
Transit #: 00109
Account #: 1967-990

Institution code #: 001
Transit #: 00109
Account #: 4773-410

Wire Transfers

Account #: 1967-990
Beneficiary's Bank: //CC000100109
Swift Code: BOFMCAM2

Account #: 4773-410
Beneficiary's Bank: //CC000100109
Intermediary bank: Wells Fargo Bank (FKA Wachovia)
Swift Code: PNBUS3NNYC

Routing / BIC / NCC / BSC or ABA Number: 026005092

Invoice Amount: _____

Date of Transfer: _____

*Minimum Bank Charge: \$20.00 (North American) \$40.00 (International)

Total: _____

Please Note: Please ensure transfer is made by the deadline date on your Order Form or Quotation. Additional charges will be incurred for late payments, and services may be delayed.
*Minimum Bank Charges as shown above, reflect GES's bank charges only.
Any additional wire transfer and EFT fees are the exhibitor's responsibility.



NOTICE OF INTENT TO HIRE AN EAC

Architect@Work

April 11 - 12, 2018

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as exclusive to a designated provider, or by the show organizer in a contract as an exclusive service for the general or official service provider or other 3rd party.

If you are hiring an EAC please submit this form along with a valid Certificate of Insurance to **GES** by 30 days prior to show start. The Notice of Intent to use an EAC must be completed for every third party (as well as any other third party ordering or requesting services from **GES** on behalf of Exhibitor) at the above Show.

Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **GES** and may be able to supervise the installation and dismantling only.

All companies are to abide by Canadian Labour laws, and governing union jurisdiction within the venue/facility.

Exhibiting Company: _____ Booth #: _____

Authorized Name & Title: _____

☐ Yes - We will employ the services of (name of EAC): _____

☐ Certificate of Insurance Attached

☐ Certificate of Insurance to Follow

Full Name of EAC: _____

Complete Address: _____

City, Province/State: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

EAC "Show Site" Representative: _____

Type of Service to be performed: _____

Return this form to:

GES c/o **Architect@Work**

Exhibitor Services Department

5675 McLaughlin Road, Toronto, Ontario L5R 3K5

Ph: (905) 283-0500 Fax (905) 283-0501

torontoexhibitorservices@ges.com

www.ges.com/ca

GES shall have no liability to any party for damage or injuries caused by exhibitor or its 3rd party agents. It is the exhibitor's responsibility to provide its exhibitor appointed contractors with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Service Manual. Exhibitor agrees to indemnify and defend **GES** for the actions of its agents and exhibitor appointed contractors. The exhibitor is responsible for any losses, damages or injuries that are caused by or attributed to exhibitor appointed contractors that are not covered or provided by exhibitor appointed contractor's insurance.



ACCESSORIES & STORAGE

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torontoexhibitorservices@ges.com www.ges.com/ca

SHOW:	Architect@Work	DISCOUNT PRICE DEADLINE DATE:	March 26, 2018
EXHIBITOR INFORMATION		CREDIT CARD AUTHORIZATION	
BOOTH #: _____		A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.	
COMPANY NAME: _____		Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.	
CONTACT NAME: _____			
PHONE: _____			

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

ACCESSORIES				
Qty.	Description	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Equino Black Stool (limit one stool per booth)	\$205.00	\$285.00	
	Plinth (71cm high x 38cm wide x 38cm deep) <i>* For presentation of your innovation only.</i>	\$165.00	\$223.00	
	TV Bracket (mounted to back-wall of booth)	\$51.50		
STORAGE				
	White Counter Storage Unit (104cm high x 102cm wide x 1m deep)	\$268.00	\$372.50	
	White Storage Closet (244cm high x 1m wide x 1m deep) <i>* No shelf included in this unit.</i>	\$785.00	\$1,060.00	
	White Storage Closet (244cm high x 1m wide x 1m deep) <i>* Unit features one shelf (max. weight 50lbs)</i>	\$850.00	\$1,147.50	

Equino Black Stool



Plinth



TV Bracket



White Storage Unit



White Storage Closet



IMPORTANT DETAILS:

All storage units will be arranged behind the show floor, available for easy access throughout the duration of the show

All storage units include a lock and key. GES does not accept liability for personal property stored in these units

Terms & Conditions

- Colours, sizes and styles may vary slightly.
- All orders received after the Discount Price Date will be processed at the Standard Price.
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date



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torontoexhibitorservices@ges.com www.ges.com/ca

CUSTOMIZE YOUR BOOTH

SHOW: **Architect@Work**

**DISCOUNT PRICE
DEADLINE DATE:**

March 26, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

ALL ORDERS MUST BE PREPAID IN FULL (ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED)

**All Exhibitor booths include Black Infill Panel Back-Walls
courtesy of the Show Organizer.**

**Customize your booth
& enhance the look of your space
through the use of
Surface Mounted Graphics
- or -
Graphic Infill Panels**



Surface Mounted Graphics

A smooth, sleek finish.



Graphic Infill Panels

Metal frames are visible.



Qty.	Description	Price	Total
Surface Mounted Graphics			
	Complete Booth Upgrade	\$1,887.50	
Graphic Infill Panels			
	Per 1m panel (4 available)	\$285.50	
	Per 1/2m panel (2 available)	\$142.80	
	Complete Backwall (6 panels total)	\$1,427.50	

For more information, or to submit your graphic files, **please contact torontoexhibitorservices@ges.com**

Terms & Conditions

- Colours, sizes and styles may vary
- Exhibitor is responsible for all items for the duration of the show.
- There will be no refunds/exchanges for cancellations on-site.
- Charges are for rental of equipment only. All items remain the property of GES.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.

SUBTOTAL	
13% HST	
TOTAL	
HST #104060264RT0001	

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Signature

Date



LABOUR INSTALLATION AND DISMANTLING

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torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: Architect@Work	
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use. Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.
COMPANY NAME: _____	
CONTACT NAME: _____	
PHONE: _____	

EXHIBITOR MUST REPORT TO GES SERVICE CENTRE TO RECEIVE THEIR LABOUR

LABOUR RATES ARE CHARGED PER PERSON AT **A MINIMUM CHARGE OF ONE HOUR**. LABOUR OVER ONE HOUR IS CHARGED IN 1/2 HOUR INCREMENTS.
(A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS)

LABOUR INSTALLATION AND DISMANTLING			
Item #	Item #	DESCRIPTION	PER HOUR
LINREG	LOREG	Straight Time Monday-Friday 8:00am - 4:00pm	\$128.50
LINOT	LOOT	Over Time Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$194.00
LINDT	LODT	Double Time Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$251.50

INSTALLATION	Set Up Drawings or Photos Attached: <input type="checkbox"/> yes <input type="checkbox"/> no
Carrier: _____	Delivery Date/Time: _____ AM PM Day / Date/ Month / Year
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies (Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)
DATE/TIME LABOUR REQUIRED: _____	AM PM Day / Date/ Month / Year
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____
DISMANTLING	
Carrier: _____	Delivery Date/Time: _____ AM PM Day / Date/ Month / Year
SUPERVISION	<input type="checkbox"/> By Exhibitor (Provide Name of Rep): _____ <input type="checkbox"/> By GES 30% surcharge applies (Exhibitor MUST be Present to Supervise) (Exhibitor does NOT have to be present)
DATE/TIME LABOUR REQUIRED: _____	AM PM Day / Date/ Month / Year
NUMBER OF PEOPLE REQUIRED _____	X HOURS PER PERSON _____ = TOTAL EST. HRS. _____

Terms & Conditions

- When Exhibitor is supervising labour the Exhibitor must check labour in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- Uncancelled labour will be charged a minimum fee of 1 hour per person.
- GES Limits of Liability apply.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	
HST #104060264RT0001	

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date



IN BOOTH FORKLIFT INSTALLATION AND DISMANTLING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: Architect@Work	
EXHIBITOR INFORMATION	CREDIT CARD AUTHORIZATION
BOOTH #: _____	A "Credit Card Authorization" form MUST accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.
COMPANY NAME: _____	Orders for GES products and/or services will not be accepted without receipt of a completed "Credit Card Authorization" form.
CONTACT NAME: _____	
PHONE: _____	

In-booth forklift service is available to exhibitors requiring assistance with positioning of exhibitor materials within your booth space.
Minimum charge of 1 hour per order. (Includes installation and dismantling).

THIS SERVICE IS NOT PAID FOR BY SHOW MANAGEMENT

IN BOOTH INSTALLATION AND DISMANTLING				
Item #	Item #	DESCRIPTION		PER HOUR
IBIRFL	IBORFL	Straight Time	Monday-Friday 8:00am - 4:00pm	\$279.83
IBIOTFL	IBOOTFL	Over Time	Monday-Friday 4:00pm - 6:00pm, Saturday & Sunday 8:00am - 4:00pm	\$336.00
IBIDTFL	IBODTFL	Double Time	Monday-Friday After 6:00pm, Saturday & Sunday After 4:00pm, All Holiday Hours	\$397.43

A 30% SURCHARGE WILL BE APPLIED TO ON-SITE ORDERS. ALL RATES INCLUDE FORKLIFT AND DRIVER (13% HST IS APPLICABLE)

PLEASE COMPLETE THE FOLLOWING:						
SUPERVISOR NAME: _____ (EXHIBITOR <u>MUST</u> BE PRESENT TO SUPERVISE)						
INSTALLATION TIME REQUIRED:		Day	Date	Month	# of Hours	# of Forklifts
DISMANTLING TIME REQUIRED:		Day	Date	Month	# of Hours	# of Forklifts
INSTALLATION	Start: _____ AM PM	Finish: _____ AM PM	Est. Total Hours	_____		
DISMANTLING	Start: _____ AM PM	Finish: _____ AM PM	Est. Total Hours	_____		
SERVICES OVER 1 HOUR MINIMUM WILL BE CHARGED IN 1/2 HOUR INCREMENTS PER FORKLIFT.						

Terms & Conditions

- Exhibitor must check forklift/driver in and out at the GES Service Centre.
- We reserve the right to change labourers and/or rates as shifts change.
- All claims or discrepancies must be settled within one week of show closing.
- GES Limits of Liability apply.

EST. SUBTOTAL	
13% HST	
EST. TOTAL	

HST #104060264RT0001

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date



MATERIAL HANDLING INFORMATION

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontocl@ges.com www.ges.com/ca

Architect@Work Enercare Centre - Hall D April 11 - 12, 2018

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 am on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping Labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified Weight Tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to ship to Exhibit Site

- Consign all shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Order Form.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified Weight Tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges – GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with certified weight tickets – otherwise GES will invoice the entire load at the Unrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** – Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts, including certified weight ticket.
- **Off Target/Overtime Surcharges** – Shipments received outside the assigned freight move-in time will be considered off target, and surcharges will apply. Shows that move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicer or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form /Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicer. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labour and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** – Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.



MATERIAL HANDLING RATES

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.ges.com/ca

Architect@Work

Item #	ADVANCE SHIPMENTS TO WAREHOUSE	March 6 - April 3, 2018
MHADWT	Crated or Skidded Shipment(s)	\$112.50 Per 100lbs.
MHSHWT	Special Handling Shipment(s)	\$124.00 Per 100lbs.
MHSHWT	Shipments Received After: Tuesday, April 3, 2018	Add 30% Surcharge
MHSHWT	Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 9am to 4pm)	Add 30% Surcharge
Item #	DIRECT SHIPMENTS TO SHOW SITE	April 10, 2018
MHDIRWT	Crated or Skidded Shipment(s)	\$101.50 Per 100lbs.
MHSHWT	Special Handling Shipment(s)	\$120.00 Per 100lbs.
MHDIRWT	Uncrated, Pad-Wrapped, Loose Shipment(s)	\$162.00 Per 100lbs.
	Shipments Received Outside Straight Time Hours (Straight Time Hours are Monday-Friday 8am to 4pm)	Add 30% Surcharge
Item #	SMALL PACKAGES	(MAXIMUM 50LBS/Shipment)
MHSPWT	First Package	\$ 55.00
MHSPWT	Each Additional Package in Shipment (Up to 50lbs.)	\$ 30.00
** If over 50lbs. Maximum – Rates for Advance or Direct Shipments Apply. **		
SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling.		

NOTE: ♦ All shipment weights when totalled are rounded up to the next 100lbs.

♦ All shipments have a minimum billing of 200lbs.

♦ A certified weight ticket must accompany Shipment(s). If shipment(s) arrive without certified weight ticket GES will weigh the shipment(s) on site and special handling charges will apply (minimum shipment is 200 lbs.)

LABELLING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE: **March 6 - April 3, 2018 9:00am - 4:00pm**

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / Architect@Work

6130 Netherhart Road

Mississauga, Ontario, Canada, L5T 1B7

B) DIRECT SHIPMENTS TO SHOW SITE: **April 10, 2018 8:00am - 6:00pm**

NAME OF EXHIBITING COMPANY – BOOTH NUMBER

C/O GES / Architect@Work

Energicare Centre - Hall D

100 Princes' Boulevard

Toronto, Ontario, Canada M6K 3C3

ALL ORDERS ARE GOVERNED BY THE GES LIMITS OF LIABILITY AND RESPONSIBILITY.



MATERIAL HANDLING BY WEIGHT

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW: **Architect@Work**

**DISCOUNT PRICE
DEADLINE DATE:**

March 26, 2018

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

A certified weight ticket (CWT) must accompany Shipment(s). If shipment(s) arrive without certified weight ticket GES will weigh the shipment(s) on site and special handling charges will apply (minimum shipment is 200lbs.)

IMPORTANT



**PLEASE
COMPLETE
AND
RETURN
THIS FORM
BY**

March 19, 2018

☐

I WILL BE SHIPPING MY MATERIALS TO THE ADVANCE WAREHOUSE

- Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐
- Will your shipment require Special Handling? Yes ☐ No ☐
- Estimated total number of pieces: _____ Pcs.
- Estimated total weight of shipment _____ lbs. I b s .
- Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
Weight Hundred Weight Rate

☐

I WILL BE SHIPPING MY MATERIALS DIRECTLY TO SHOW SITE

- Will your shipment be crated and/or skidded? Yes ☐ No ☐ Both ☐
- Will your shipment be Uncrated or Loose Material? Yes ☐ No ☐
- Will your shipment require Special Handling? Yes ☐ No ☐
- Estimated total number of pieces: _____ Pcs.
- Estimated total weight of shipment _____ lbs. I b s .
- Estimated charge is: Total Weight _____ lbs. ÷ by 100 = _____ x \$ _____ = \$ _____
Weight Hundred Weight Rate

☐

I WILL BE SHIPPING SMALL PACKAGES DIRECTLY TO SHOW SITE

- Indicate who will transport the Small Packages _____
- Estimated total number of pieces: _____ Pcs.
- Estimated charge is: Total Number of Packages _____ x \$ _____ = \$ _____
Number Rate

We understand that your calculation is only an estimate.
Invoicing will be done from the rounded up actual weight.
Adjustments will be made accordingly.

TOTAL ESTIMATED CHARGES

13% HST

TOTAL

HST #104060264RT0001

Terms & Conditions

- Collect shipments will not be accepted.
- GES is not responsible for concealed damage, damage to loose or inadequately packed shipments or loss of merchandise after delivery to booth.
- It is the exhibitor's responsibility to secure and maintain loss & damage insurance coverage for their exhibit properties.
- All claims or discrepancies must be settled at the GES Service Centre prior to show closing.
- GES Limits of Liability & Responsibility apply to this service.

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date



LIMITS OF LIABILITY & RESPONSIBILITY

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247 www.ges.com/ca

1. GES CANADA Exposition Services herein known as GES and its subcontractors shall not be responsible for damage to uncrated materials; materials improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of the shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore, it is agreed that GES and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are GES and its subcontractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. GES and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

6. It is understood that GES and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable to GES hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that GES and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if GES or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$0.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance services to

Exhibitor's or from negligence, active or otherwise, by GES, its subcontractors or their employees.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials which may make it impossible or impracticable to exhibit same.

8. Claims for loss or damage must be submitted to GES by the close of the show. No suit or action shall be brought against GES or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as a courier or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Centre. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabelled containers.

12. In order to expedite removal of materials from the show site, GES shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. GES assumes no liability as a result of such re-routing or handling.

13. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors relative to any loss or damage to any of your materials or equipment, that the Exhibitor will not withhold payment in any amount due to GES for material handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The consignment or delivery of a shipment to GES or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above.

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your materials, during storage and at show site.



Logistics



GES Logistic Services

*GES is proud
to offer our
clients a one
source solution
for
Customs and
Transportation
services*

Your Choice of Reliable Service Options

- Time Critical Ground
- Expedited Ground
- 3 - 5 Day Deferred
- Common Carrier

24-Hour Tracking

Call toll free 1-877-437-4247 for immediate information on the status of your shipment

On-Site Representation

GES Logistics representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the show floor

Competitive Pricing

You will benefit from priority delivery at competitive prices thanks to special arrangements we have with select carriers

Simplified Budgeting

Our transportation management system gives you the information you need to budget more effectively

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.ges.com/ca
- Email: torontocl@ges.com
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

Ship everywhere with GES Logistics Services.



SHIPPING

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontocl@ges.com www.ges.com/ca

PICK UP INFORMATION

COMPANY NAME: _____	PICK UP DATE: _____	PICK UP TIME: _____
ADDRESS: _____	BUSINESS HOURS: _____	LOADING DOCK: <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY: _____	PROV/STATE: _____	CODE: _____
CONTACT: _____	CUSTOMS PAPERWORK ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
PHONE: _____	IF YES, CUSTOMS BROKER: _____	
FAX: _____	EMAIL: _____	PHONE: _____

I will be shipping to: ☐ ADVANCED WAREHOUSE ☐ SHOW SITE

DESTINATION

COMPANY NAME: _____	BOOTH #: _____
ON-SITE CONTACT: _____	
SHOW NAME: Architect@Work	DELIVERY DATE: _____
FACILITY: Enercare Centre - Hall D	DELIVERY TIME: _____
ADDRESS: 100 Princes' Boulevard	
CITY: Toronto	PROV/STATE: Ontario
POSTAL CODE: M6K 3C3	

SERVICE REQUIRED

☐ ONE WAY ☐ ROUND TRIP

☐ TIME CRITICAL ☐ 3-5 DAY ☐ GROUND

ITEMS TO BE SHIPPED

SERVICE WILL BE CHARGED ON **ACTUAL** WEIGHT & DIMENSIONS

TOTAL NUMBER OF PIECES:	DIMENSIONS IN INCHES:	ESTIMATED WEIGHT:
CARTONS (CARDBOARD)	H _____ x W _____ x L _____	
CASES/TRUNKS (FIBRE) COLOUR: _____	H _____ x W _____ x L _____	
CRATES (WOODEN)	H _____ x W _____ x L _____	
SKIDS/PALLETS	H _____ x W _____ x L _____	
CARPET/COLOUR: _____	H _____ x W _____ x L _____	
OTHER LIST: _____	H _____ x W _____ x L _____	
TOTAL	TOTAL WEIGHT:	

BILLING AND PAYMENT INFORMATION

COMPANY NAME: _____	ADDRESS: _____	CITY: _____
PROV/STATE: _____	CODE: _____	EMAIL: _____
CREDIT CARD NUMBER: _____	EXPIRY DATE: _____	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS		
CARDHOLDER NAME: _____	CARDHOLDER SIGNATURE: _____	

TERMS & CONDITIONS

GES assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates GES as its agent for tendering shipments to carrier. GES reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline. GES assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the national motor freight classification commodity description, otherwise shipment shall be described as exhibition materials.

1) GES shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. 2) GES shall not be responsible for loss, theft, or disappearance of exhibitors material after same has been delivered to exhibitor's booth. 3) GES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of Lading covering outgoing shipments, which are furnished by GES to exhibitors, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur. 4) GES shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control. 5) GES's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event GES's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. 6) GES shall not be liable to any extent whatsoever for any actual, potential, or assumed losses of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. 7) The consignment or delivery of a shipment to GES by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth. Exhibitor is responsible to declare all hazardous materials and abide by all federal, state and local laws.

By signing this order form, shipper agrees to be bound by all its terms and conditions.

X _____ Date: _____

Please Print Name: _____



CARTLOAD SERVICE

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Toll Free: 1-877-437-4247
torontoexhibitorservices@ges.com www.ges.com/ca

SHOW:

Architect@Work

EXHIBITOR INFORMATION

BOOTH #: _____

COMPANY NAME: _____

CONTACT NAME: _____

PHONE: _____

CREDIT CARD AUTHORIZATION

A "Credit Card Authorization" form **MUST** accompany this completed form. A copy of the "Credit Card Authorization" form has been included in the kit for your use.

Orders for GES products and/or services will **not** be accepted without receipt of a completed "Credit Card Authorization" form.

Special Freight Services - Small Passenger Vehicles Only!

Acceptable POVs include: cars, minivans, sport utility vehicles, and pick-up trucks.
The following vehicles **DO NOT** qualify for this service: step vans, box trucks, trailers, and any commercial vehicles.

This special service is offered exclusively for this show.

- To assist exhibitors with carrying their small exhibit material during move-in and move-out, **GES** is pleased to make available for hire, one (1) labourer with one (1) pushcart. Exhibitors will be charged \$87.50 for each cartload of material in or out.
- This service is for those who have **small hand carry items** all of which must fit on a push cart.
- A cartload consists of eight (8) pieces or less & weighs a total of than 150 lbs.
- There must be at least one person with the vehicle.
- **Freight that is too large or heavy must be handled by GES at their freight handling rates** and will be routed through the Marshaling Yard. No personal trucks (1 ton & over), no rental trucks, trailers or bobtails will be unloaded through cartload service. They will be redirected to the GES Marshaling Yard.
- Please proceed to the freight desk to claim your cartload service. Pre-orders will receive preferential service at show site. On-site orders can be accommodated at the GES Service Centre.



# of Trips	Description	Price (per trip)	Total
	Cartload Service - In	\$87.50	
	Cartload Service - Out	\$87.50	

SUBTOTAL
13% HST
TOTAL

HST #104060264RT0001

I have read and understand the Terms & Conditions of my Agreement with GES.

Signature

Date

ADVANCE WAREHOUSE SHIPPING LABEL

Architect@Work

EXHIBIT SHIPMENT FOR ADVANCE WAREHOUSE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: **GES / Architect@Work**
6130 Netherhart Rd.
Mississauga, Ontario, Canada
L5T 1B7

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

ADVANCE SHIPMENTS TO WAREHOUSE MUST BE RECEIVED:

Tuesday, March 6 - Tuesday, April 3, 2018
9:00am - 4:00pm

DIRECT TO SHOW SITE SHIPPING LABEL

Architect@Work

EXHIBIT SHIPMENT FOR DIRECT TO SHOWSITE

SHIPPER: _____
(Name of Company where shipment originates.)

TO: _____
(Name of your exhibiting Company at the show.)

BOOTH NUMBER: _____
(Your booth number at the show.)

C/O: **GES / Architect@Work**
Enercare Centre - Hall D
100 Princes' Boulevard
Toronto, Ontario, Canada
M6K 3C3

CARRIER: _____
(Name of your Transportation Company)

NUMBER **OF** **PIECES**

DIRECT SHIPMENTS TO SHOWSITE TO ARRIVE ON:

Tuesday, April 10, 2018 8:00am - 6:00pm



customs



GES Customs Services

*GES is proud
to offer our
clients a one
source solution
for
Customs and
Transportation
services*

Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in trade show Customs procedures
- Personnel are accessible at all times

Value Added Service

- Save time and money by making fewer calls

Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the trade show floor

Simplified Ordering

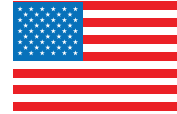
For your convenience choose one of the ordering options available:

- Online: www.ges.com/ca
- Email: torontocl@ges.com
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

Leave all your shipping, customs clearance and furniture rentals to GES.



Table of Contents



Please Read Carefully Before Completing the Attached Documents

CANADA CUSTOMS DOCUMENTATION REQUIRED	Page 1
US CUSTOMS DOCUMENTATION REQUIRED	Page 1
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SAMPLES & ORDER FORMS

A) GES Customs/Transportation Order Form (Mandatory for all shipments)	Pages A-A1
B) CANADA CUSTOMS INVOICE (Mandatory for all shipments)	Pages B-B1
C) NAFTA CERTIFICATE OF ORIGIN	Pages C-C1
D) CERTIFICATE OF REGISTRATION (Form 4455)	Pages D-D1
E) FCC RADIO FREQUENCY FORM (Form 740)	Pages E-E1
F) RADIATION CONTROL FORM (Form FD 2877)	Pages F-F1
G) TEXTILE DECLARATION	Pages G1
H) PRIVATE VEHICLE SHIPMENT INFORMATION FORM	Pages H-H1

ALL DOCUMENTS MUST BE FAXED TO GES CUSTOMS BROKERAGE SERVICES PRIOR TO SHIPPING

Telephone: (905) 283-0500 Fax: (905) 283-0501
e-mail: toronto@gesexpo.com website: www.gesexpo.ca



WELCOME TO CANADA

Canada is very proud to open its doors and borders to International Conventions, Meetings and Tradeshows. Like all countries, we have rules and regulations with respect to crossing the border and they are controlled and administered by Canada Customs, an official agency of the Revenue Department of the Canadian Government.

GES Customs Brokerage Services can help you make exhibiting across the border a simple and straightforward two-way experience for your people, products and display equipment. The following pages contain information and forms to assist you in that process by explaining what and when things have to be done.

CUSTOMS SIMPLIFIED - TIPS FOR SHIPPING ACROSS THE BORDER

1. ➔ **Use Official Suppliers**
It is beneficial for exhibitors to use the official suppliers selected for the show (i.e. GES Customs Brokerage Services and GES Logistics).
2. ➔ **Complete Customs Documents**
Complete all mandatory and necessary documents and fax copies to our GES office prior to shipping. Send all originals with the shipment and bring 2 copies to the show.
3. ➔ **Ship on Time**
Have materials shipped to arrive 7 days prior to move-in and consolidate shipments to reduce costs. GES Logistics is the recommended transportation carrier. **All shipments must be paid for in advance. We do not recommend shipping by parcel carriers or by mail.**
4. ➔ **Hand Carrying or Private Vehicle**
Notify GES in advance if you are bringing goods with you on the plane or crossing the border by company, rented or your own vehicle.
5. ➔ **Tracing Service**
To assist GES personnel in locating your exhibit freight please bring a record of the shipment "Tracking Number" provided by GES Logistics or your carrier. Our personnel have the knowledge and connections to expedite your shipment to the show site as quickly as possible.
6. ➔ **Changes & Return Shipments**
Notify GES Customs Brokers immediately of any change(s) to what is being shipped, quantities, addresses, etc., as well as what materials will be returned to the U.S. and provide the correct return address.
7. ➔ **Communicate with GES CUSTOMS/LOGISTICS Contacts**
GES will be in touch with you starting 3-4 weeks prior to the event and will have staff on site or on call during move-in, show days, and move-out. Exhibitors will be provided with cell phone numbers for 24-hour, 7-days-a-week access to your GES CUSTOMS and LOGISTICS contacts.

CANADA CUSTOMS DOCUMENTS

(Explanations and direction to samples and order forms for completion)

TIP Review and highlight the forms that apply to your shipments for completion

- ☐ **GES Customs/Transportation Order Form** (Mandatory for all shipments)
- gives GES the authority to clear and coordinate the movement of your materials on your behalf (ages - Sample).
- ☐ **Canada Customs Invoice – CCI** (Mandatory for all shipments) - itemizes the contents of your shipment quantities, countries of origin, unit and total shipment values. This is also where you would notify GES of any goods that will require special treatment or permits (age B B Sample).
- ☐ **NAFTA Certificate of Origin** - Goods that will be distributed (giveaways) to a Canadian, or remain in Canada must be identified on this form in order to receive the most favourable duty tax treatment. This applies to NAFTA countries only US, Canada and Mexico (ages C C Sample).
- ☐ **Private Vehicle Shipment Information** Goods that will be crossing the border via a company vehicle, rental or personal vehicle. You must fax GES this completed document one week in advance of your intended date of crossing. (age H)
- ☐ **Airline Hand baggage** In the event you intend on bringing exhibit materials or commercial goods with you as hand baggage, a formal customs clearance may be required. Contact GES prior to departure for further information. Failure to follow these instructions may result in unexpected delays or payments at the airport. (Note No form)

UNITED STATES CUSTOMS DOCUMENTS

(Explanations and direction to samples and order forms for completion)

TIP Review and highlight the forms that apply to your shipments for completion

- ☐ **Certificate of Registration** **ORM 4455** -Goods that are not of US origin and are intended to return to the US (ages D D Sample).

ATTENTION ELECTRONIC SHIPPERS - MANDATORY

By not completing the following forms your materials will be denied re entry into the USA

- ☐ **Radio Frequency Form (FCC 740)** Goods that emit radio frequencies, e.g. computers, video cameras recorders is mandatory by order of the U.S. Federal Communication Commission (ages E E Sample)
- ☐ **Radiation Form (FD 2877)** Goods that emit radiation, e.g. CD players, laser printers, monitors, televisions, x-ray equipment, etc. and is mandatory by order of U.S. Food Drug Administration (ages Sample).

ATTENTION TEXTILE SHIPPERS - MANDATORY

By not completing the following forms your materials will be denied re entry into the USA

- ☐ **Textile Declaration** - Goods such as carpets, curtains and clothing require this declaration to re-enter the US. (ages G G Sample).

ALL DOCUMENTS MUST BE A SIGNED TO GES CUSTOMS STORAGE SERVICES PRIOR TO SHIPPING

Telephone () 2 3- fax () 2 3- e-mail toronto_gesexpo.com

DETAILED DESCRIPTION & INSTRUCTIONS

☐ GES Customs/Transportation Order Form

This Order Form ***must be completed*** for all shipments.

The GES Customs Order Form is your authorization to allow GES to act on your behalf. GES cannot clear your goods through Canada Customs without this form being fully completed. The information completed on this form allows us to properly classify and process your shipment(s) into and out of Canada. It also provides payment authorization and IRS identification details for the safe return of your goods back to the US. GES accepts Credit Card, Cheque, Bank Transfer or Money Order.

Charges for GES Customs Brokerage services include the posting of any Canada Customs Bonds that may be required plus any additional pay-outs that are made on your behalf. These amounts may include duty and taxes for goods that remain in Canada, local cartage fees, terminal fees and U.S. Customs clearance.

Action ☐ Please complete ***all*** areas of the form and fax to GES.

☐ Canada Customs Invoice CCI

This document ***must accompany*** every shipment.

The *Canada Customs Invoice – CCI*, is the most important document for any exhibition materials entering Canada. It must itemize all goods contained in the shipment with a description, quantity, value and country of origin.

- Action** ☐
1. Fill in all required information on the *Canada Customs Invoice – CCI*
 2. Include the original and two copies of your completed *Canada Customs Invoice*, in an envelope and staple to your Truck Bill of Lading or Airwaybill and label the envelope **Notify GES Customs Brokers for Canada Customs Clearance**
 3. Fax a copy of the *Canada Customs Invoice* to GES Customs Brokers prior to shipping your goods, and keep a copy for your on-site representative's records.

☐ North American Free Trade Agreement NAFTA Certificate of Origin Completion Instructions

Goods and display materials entering Canada that will not be exported after the show may be subject to duty and or tax. Under the *North American Free Trade Agreement*, you may reduce or eliminate the amount of duty that is normally payable if a properly completed *NAFTA Certificate of Origin* accompanies your shipment. This is only applicable to goods originating in other NAFTA countries United States and Mexico.

□ **North American Free Trade Agreement (NAFTA) - cont'd....**
Certificate of Origin Completion Instructions

- Field 1 State the full legal name, address (including country) and legal tax identification number of the exporter. Legal tax identification number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and the United States, employer's identification number or Social Security Number.
- Field 2 Complete field if the Certificate covers multiple shipments of identical goods as described in Field 5 that are imported into a NAFTA country for a specified period of up to one year (blanket period). "FROM" is the date upon which the Certificate becomes applicable to the goods covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential tariff treatment is claimed based on this Certificate must occur between these dates.
- Field 3 State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the producer. If more than one producer's good is included on the Certificate, attach a list of the additional producers, including the legal name, address (including country) and legal tax identification number, cross referenced to the good described in Field 5. If you wish this information to be confidential, it is acceptable to state "Available to Customs upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".
- Field 4 State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the importer. If importer is not known, state "UNKNOWN", if multiple importers, state "VARIOUS".
- Field 5 Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (HS) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.
- Field 6 For each good described in Field 5, identify the HS tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the HS tariff classification of the country into whose territory the good is imported.
- Field 7 For each good described in Field 5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6A (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). **Note: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.**

Preference Criteria:

- A The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries, as referred to in Article 415. Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced". If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref. Article 401(a) and 415)
- B The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(b))
- C The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in Article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref.: Article 401(c))

□ **North American Free Trade Agreement (NAFTA)** - cont'd....
Certificate of Origin Completion Instructions

- D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:
1. the good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to HS General Rule of Interpretation 2(a); or
 2. the good incorporated one or more non-originating materials, provided for as parts under the HS, which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.

Note: This criterion does not apply to Chapters 61 through 63 of the HS (Reference: Article 401(d))

- E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the Most-Favoured-Nation Tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (Reference: Annex 308.1)
- F The good is an originating agricultural good under preference criterion A, B or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2.B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. **Note 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. Note 2: A tariff rate quota is not a quantitative restriction.**

- Field 8 For each good described in field 5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.
- Field 9 For each good described in Field 5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated according to the net cost method over a period of time, further identify the beginning and ending dates (DD/MM/YY) of that period. (Reference: Articles 402.1, 402.5)
- Field 10 Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of customs duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each Party's schedule of tariff elimination. For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than 7%; otherwise indicate as "JNT" for joint production. (Reference: Annex 302.2)
- Field 11 This field must be completed, signed and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed and dated by the producer. The date must be the date the Certificate was completed and signed.

☐ Airline Hand baggage

In the event you intend on bringing any exhibit materials or commercial goods with you as hand baggage, a formal Customs clearance may be required. Contact GES Customs Brokers prior to your departure for further information.

Action ☐ Complete a *Customs Transportation Order* form and a *Canada Customs Invoice – CCI*, describing your materials, fax to GES and bring a copy with you. Upon arrival present the *CCI* to the Customs and Immigration officer in Toronto and inform him/her you are attending a convention/tradeshaw and GES Customs Brokers will Customs clear your goods at the show. Canada Customs will issue you a *C* document to be presented to GES Customs Brokers upon arrival at show site.

Failure to follow these instructions may result in unexpected delays or payments at the airport

☐ Private Vehicles or Company Vehicles

In the event you will be transporting your exhibition materials to Canada with a company, rented or personal vehicle you **must** notify GES Customs Brokers, at least one week in advance of your intended date of crossing the border.

Action ☐ Complete all required Customs documentation including the GES Customs Transportation Order form, *Canada Customs Invoice – CCI* and the Private Vehicle Shipment Information form. Fax all completed documentation to GES Customs Brokers at least one week prior to your border crossing date. Ensure the driver of the vehicle has copies of all documentation.

Failure to follow these instructions may result in unexpected delays or payments at the border

☐ Canadian Certificates or Permits

Certain goods require Certificates or permits before they are allowed entry into Canada. The specific kinds of materials that require certificates and/or permits are

- | | | |
|---------------------|----------------------|---------|
| ▶ Clothing Textiles | ▶ Plants Agriculture | ▶ Food |
| ▶ Animals | ▶ Alcohol | ▶ Drugs |
| ▶ Firearms | ▶ Explosives | |

In the event you will be shipping any of these materials, or you are not certain if your materials are subject to special treatment, you must notify GES immediately.

☐ ATA Carnet

The *ATA Carnet* is an internationally recognized Customs document that is similar to a passport for an individual traveler. It serves as a guarantee for the entry of materials into a country in place of the normal Customs documentation that would usually be required. An *ATA Carnet* is issued in the country of origin and provides bond coverage for the temporary importation of exhibit materials. Please contact GES for further information.

□ Certificate of Registration Form 4455 for Goods that are not of U.S. Origin/Manufacture

If you are shipping materials to Canada that are not made or produced in the US but have been shipped from the US and will be returning to the US, they will require a *Certificate of Registration Form*.

Goods that are manufactured outside the United States are dutiable each time they cross the U.S. border, unless evidence can be provided that the goods are re-entering the United States.

This form must accompany your shipment to Canada and be validated or stamped by U.S. Customs at the port of exit prior to your departure. The carrier must be instructed in writing on the Bill of Lading or air waybill that this form must be validated stamped.

If you are transporting your materials by company, rented or private vehicle, it is important that you stop at U.S. Customs prior to entering Canada to have this form validated Stamped.

Action □ This form is not valid unless it has been stamped and examined by U.S. Customs prior to leaving the U.S. . An original must be provided to GES Customs Brokers at show site to be included in your documents for return to the US .

□ FCC Form 74 Items Capable of Emitting Radio Frequencies An FCC Form is required for all goods capable of emitting Radio Frequencies

The U.S. Federal Communications Commission (FCC) requires the filing of an FCC Form 74 for any radio frequency or sub assembly devices (manufactured outside the US), which can cause harmful interference, prior to entry into the US. A separate Form 74 is required for each model type.

Examples of Products that Emit Radio Frequencies

A radio frequency (RF) device is any product capable of emitting radio signals while being operated, such as computers, peripherals, telephones, video cameras, CRs, transmitters receivers, disk drives, video games, TV tuners.

Action □ The FCC Form must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original of the FCC Form 74 for submission to U.S. authorities upon return of your shipment to the US .

□ FDA Form 277 Electronic Products Capable of Emitting Radiation An FDA Form 277 is required for all goods capable of emitting Radiation

The US Food and Drug Administration (FDA) and U.S. Customs regulations state that when shipping electronic equipment that emits or is capable of emitting radiation, Form FDA 277 must be completed prior to entry into the US. This form is required regardless of the country of manufacture.

You must verify that a certificate, in the form of an identification tag or label, is affixed to the product that states compliance with US Food and Drug regulations.

Examples of Products that Emit Radiation.

Products that emit radiation include televisions, monitors, laser printers, CD players, X-ray equipment and laser emitting equipment and devices.

Action □ The Declaration Form 277 must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original of the Declaration Form 277 for submission to U.S. authorities upon return of your shipment to the US.

□ Textile Declaration

The U.S. Government requires the filing of a *Textile Declaration* for any textile products returning to the United States. This declaration would be for any products containing textiles such as carpet, drapes, t-shirts, tote bags, etc. In addition, goods from certain countries may require permits or may not be allowed re-entry into the U.S. due to trade quotas or embargoes with certain countries such as China, Singapore, Sri Lanka, etc.

Completion Instructions See Example

1. Name of the person making the declaration.
2. Countries manufacturing the article, source of country of the textiles used in the manufacture of the article
3. Style model numbers, colour, etc. (if applicable)
4. Name number of items
 1. Description of processing and country where processing was done
 2. Date of export from Canada (date goods returning to US)
7. Description of imported material and country where the material was manufactured
 1. Date material was exported from originating country

Action □ The *Textile Declaration* must be completed and faxed to GES Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES Customs representative at show-site. GES must receive the original for submission to U.S. authorities upon return of your shipment to the US.

All Customs documents must be faxed to GES prior to shipping

For additional information contact GES
the Official Customs Broker for this event.

Telephone () 2 3- fax () 2 3- e-mail toronto_gesexpo.com



Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)

☒ Customs Clearance
And Transportation

☐ Customs Clearance
Only

☐ Transportation
Only

SECTION 1

EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: **ABC MACHINE COMPANY** Email Address: _____
U.S. Tax # or U.S. IRS ID #: **31-2293941**
Event Name & Booth #: **INTERNATIONAL MACHINERY SHOW** Booth #: **1430**
Facility Name: **MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG**
Shipment Date: **MARCH 3, 2001** From (City): **NEW YORK** Carrier Name: **GES LOGISTICS**
It Consists of (# Cartons): **6** Weight: **1,500** ☒ lbs. ☐ kgs.
Our Rep @ Event: **BILL SMITH** Staying At (Hotel): **RYH - ROYAL YORK** Tel: **416-368-2511**

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2

RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**
Delivery Address: **100 - 5TH AVENUE**
City: **NEW YORK** Province/State: **NEW YORK** Postal / Zip: **10012-1010**
Name: **JOE BROWN** Telephone: **212-286-2140** Fax Number: **212-286-2100**
Ship Via: ☒ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3

CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☒ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS
Credit Card Number: **123 456 789 012** Expiry: **09 / 03**
Cardholder's Name: **BILL SMITH** Title: **DIRECTOR OF SALES**
Cardholder's Signature: **BILL SMITH**

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

Company Name: **ABC MACHINE COMPANY**
Mailing Address: **100 - 5TH AVENUE**
City: **NEW YORK** Province/State: **NY** Postal / Zip: **10012-1010**
Attention: **BILL SMITH** Telephone: **212-286-2140** Fax Number: **212-286-2100**

SECTION 5

ORDER AUTHORIZED BY

This Form Was Completed By: **JOE BROWN**
(Please Print Full Name)

Title: **DIRECTOR OF MARKETING**

Date: **APRIL 17, 2001**



Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)

☐ Customs Clearance
And Transportation

☐ Customs Clearance
Only

☐ Transportation
Only

SECTION 1

EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: _____ Email Address: _____

U.S. Tax # or U.S. IRS ID #: _____

Event Name & Booth #: _____ Booth #: _____

Facility Name: _____

Shipment Date: _____ From (City): _____ Carrier Name: _____

It Consists of (# Cartons): _____ Weight: _____ ☐ lbs. ☐ kgs.

Our Rep @ Event: _____ Staying At (Hotel): _____ Tel: _____

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2

RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: _____

Delivery Address: _____

City: _____ Province/State: _____ Postal / Zip: _____

Name: _____ Telephone: _____ Fax Number: _____

Ship Via: ☐ Common Carrier ☐ Our Company Vehicle ☐ Van Line Service ☐ Air Freight Service

SECTION 3

CREDIT CARD AUTHORIZATION (NOTE – THIS SECTION MUST BE COMPLETED)

☐ I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

Credit Card Number: _____ Expiry: _____ / _____

Cardholder's Name: _____ Title: _____

Cardholder's Signature: _____

ORIGINAL SIGNATURE REQUIRED

SECTION 4

INVOICE / STATEMENT INFORMATION

Company Name: _____

Mailing Address: _____

City: _____ Province/State: _____ Postal / Zip: _____

Attention: _____ Telephone: _____ Fax Number: _____

Email: _____

SECTION 5

ORDER AUTHORIZED BY

This Form Was Completed By:
(Please Print Full Name) _____

Title: _____ Date: _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

Page 1 of 1
de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)	
4 Consignee (Name and Address) / Destinataire (Nom et Adresse) ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED		6 Country of Transshipment / Pays de transbordement N/A	
		7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.		If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12	
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON		9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)			
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada GES LOGISTICS NEW YORK, NY		10 Currency of Settlement / Devises du paiement USD			
11. No. of Pkgs. Nbre. de colis	12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Relacement Value Valeur de Remplacement		
			14 Unit Price Prix Unitaire	15 Total	
3 PCS	WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED)	3	\$1,000.00	\$3,000.00	
1 PC	CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED)	1	\$ 500.00	\$ 500.00	
1 PC	CARTON-ADVERTISING LITERATURE	1,000	\$ 0.10	\$ 100.00	
1 PC	CARTON-PLASTIC KEY CHAINS / BOOKS	50	\$ 0.50	\$ 25.00	
XI.1 Total Number of Pieces / Nombre total de pièces 6					
18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale		16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/> kgs.		17. Invoice Total Total de la facture	
		Net. Weight N/A	Gross Wt./ Brut 1,500 lbs		
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5 TH AVENUE NEW YORK, NY 10012-1010 Contact: BILL SMITH Tel: 212-268-2140 Fax: 212-268-2511			
21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) N/A					

Page	of
	de

Page B1



PROTECTED (when completed)

North American Free Trade Agreement
Certificate of Origin

Please Print or Type

1 Exporter's Name and Address <div>Tax Identification Number ▶</div>		2 Blanket Period From <table><tr><td></td><td></td><td></td></tr><tr><td>DD</td><td>MM</td><td>YY</td></tr></table> To <table><tr><td></td><td></td><td></td></tr><tr><td>DD</td><td>MM</td><td>YY</td></tr></table>							DD	MM	YY				DD	MM	YY
DD	MM	YY															
DD	MM	YY															
3 Producer's Name and Address <div>Tax Identification Number ▶</div>		4 Importer's Name and Address <div>Tax Identification Number ▶</div>															
5 Description of Goods	6 HS Tariff Classification Number	7 Preference Criterion	8 Producer	9 Net Cost	10 Country of Origin												
11 I CERTIFY THAT: <ul style="list-style-type: none">The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document;I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given, of any changes that would affect the accuracy or validity of this Certificate;The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North America Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; andThis Certificate consists of ____ pages, including all attachments.																	
Authorized Signature:		Company:															
Name:		Title:															
Date: <table><tr><td></td><td>DD</td><td></td><td>MM</td><td></td><td>YY</td></tr></table>			DD		MM		YY	Telephone:		FAX:							
	DD		MM		YY												



PROTECTED (when completed)

North American Free Trade Agreement Certificate of Origin

Please Print or Type

<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">1</div> Exporter's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">2</div> Blanket Period <div style="display: flex; justify-content: space-between;"> From <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> To <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> DD MM YY DD MM YY </div>				
<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">3</div> Producer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">4</div> Importer's Name and Address <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number ▶</div>				
<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">5</div> Description of Goods 	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">6</div> HS Tariff Classification Number 	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">7</div> Preference Criterion 	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">8</div> Producer 	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">9</div> Net Cost 	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">10</div> Country of Origin
<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">11</div> I CERTIFY THAT: <ul style="list-style-type: none"> The information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document; I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given, of any changes that would affect the accuracy or validity of this Certificate; The goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North America Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and This Certificate consists of ____ pages, including all attachments. 					
Authorized Signature:			Company:		
Name:			Title:		
Date:		Telephone:		FAX:	
DD	MM	YY			



ORM 44
CERTIFICATE OF REGISTRATION

COMPLETE WHEN GOODS ARE NOT OF U.S.A. ORIGIN

ORM RO ED OMB NO. 4 -R 247

ia (Carrier) GES LOGISTICS		BL or INSURED NO. Y123456	NO. D TE APRIL 17, 2000
N ME, DDRESS ND I CODE TO HIGH CERTIFIED ORM IS TO BE M ILED (If plicable) ABC MACHINE COMPANY C/O GES CUSTOMS BROKERS 3175 AIRWAY DRIVE MISSISSAUGA, ON L4V 1C2		ARTICLES E PORTED OR <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> USE A ROAD <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> ROCESSING <input checked="" type="checkbox"/> OTHER (S ECI) E HIBITION NOTE The cost or value of alterations, repairs, or processing abroad is sub ect to Customs duty.	

LIST ARTICLES E PORTED

Number of Pac ages	ind of Pac ages	Description of Articles
3	CRATES	CRATE #1 - IBM COMPUTER, SER#1710-MADE IN JAPAN CRATE #2 - PANASONIC CD, SER#210-MADE IN JAPAN CRATE #3 - ATI COLOUR MONITOR, SER#A10-MADE IN KOREA

Signature of Owner or gent (rint or Type and Sign) → T E BILL SMITH SIGN BILL SMITH TEL 212-286-2140 N ME N ME			D TE APRIL 17, 2000
---	--	--	------------------------

The Above Described Articles Were

E AMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE O CUSTOMS O ICER		SIGNATURE O CUSTOMS O ICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted (use reverse if needed)

IMPORTANT e Sure To Mar In The ody Of our Air Waybill Or ill Of Lading As ollows



U.S. CERTIFICATE OF REGISTRATION ORM 4455 ATTACHED. GOODS MUST E E AMINED U.S. CUSTOMS PRIOR TO E PORT ROM THE U.S.A. AND CERTIFIED COPIES MUST E GIVEN TO GES AT SHOW SITE.

If your list of goods exceeds the available space, prepare your list (as above) on a separate sheet and mark this form "exhibition material as per attached". lease attach a copy of your list to each copy of the 44 forms.

Signature of Owner or gent (rint or Type and Sign) → BILL SMITH - BILL SMITH	D TE APRIL17, 2000
--	-----------------------

NOTE Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

CUSTOMS ORM 4455




ORM 44
CERTIFICATE OF REGISTRATION

COMPLETE WHEN GOODS ARE NOT OF U.S.A. ORIGIN

ORM REQUIRED OMB NO. 4 -R 247

(NOTE: Number of copies to be submitted varies with type of transaction. Inquire at District Director's Office as to number of copies required.)

Carrier (Carrier)		B/L or INSURED NO.		NO.									
NAME, ADDRESS AND PHONE CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If applicable)		ARTICLES EXPORTED FOR <table><tr><td><input type="checkbox"/> ALTERATION</td><td><input type="checkbox"/> PROCESSING</td></tr><tr><td><input type="checkbox"/> REPAIR</td><td><input type="checkbox"/> OTHER (SPECIFY)</td></tr><tr><td><input type="checkbox"/> USE AIR ROAD</td><td></td></tr><tr><td><input type="checkbox"/> REPLACEMENT</td><td><u>EXHIBITION</u></td></tr></table> <p>NOTE: The cost or value of alterations, repairs, or processing abroad is subject to Customs duty.</p>				<input type="checkbox"/> ALTERATION	<input type="checkbox"/> PROCESSING	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHER (SPECIFY)	<input type="checkbox"/> USE AIR ROAD		<input type="checkbox"/> REPLACEMENT	<u>EXHIBITION</u>
<input type="checkbox"/> ALTERATION	<input type="checkbox"/> PROCESSING												
<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHER (SPECIFY)												
<input type="checkbox"/> USE AIR ROAD													
<input type="checkbox"/> REPLACEMENT	<u>EXHIBITION</u>												
LIST ARTICLES EXPORTED													
Number of Packages	Kind of Packages	Description of Articles											
<div>Signature of Owner or Agent (Print or Type and Sign)</div> <div><div>→</div><div>TELEPHONE</div><div>SIGNATURE</div><div>TELEPHONE</div></div> <div>DATE</div>													
The Above Described Articles Were													
EXAMINED			LADEN under my supervision										
DATE	PORT	DATE	PORT										
SIGNATURE OF CUSTOMS OFFICER		SIGNATURE OF CUSTOMS OFFICER											
CERTIFICATE ON RETURN													
Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted (use reverse if needed)													
IMPORTANT <u>Please See To Mark In The Body Of Your Air Waybill Or Bill Of Lading As Follows</u>													
<div></div> <p>U.S. CERTIFICATE OF REGISTRATION FORM 4455 ATTACHED. GOODS MUST BE EXAMINED BY U.S. CUSTOMS PRIOR TO EXPORT FROM THE U.S.A. AND CERTIFIED COPIES MUST BE GIVEN TO GES AT SHOW SITE.</p> <p>If your list of goods exceeds the available space, prepare your list (as above) on a separate sheet and mark this form "exhibition material as per attached". Please attach a copy of your list to each copy of the 44 forms.</p>													
Signature of Owner or Agent (Print or Type and Sign)			DATE										
→													
NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.													

CUSTOMS FORM 4455

INSTRUCTIONS FOR COMPLETION OF FCC FORM 740

This form must be completed for each radio frequency device, as defined in 47 U.S.C. 302 and 47 C.F.R. 2.801, which is imported into the Customs territory of the United States. The original shall be filed with the U.S. Customs Service on or before the date the shipment is delivered to a U.S. port of entry.

The completed form must accompany each such entry.

The following are typical examples of devices that require the use of FCC Form 740: radio and TV receivers, converters, transmitters, transmitting devices, radio frequency amplifiers, microwave ovens, industrial heaters, ultrasonic equipment, transceivers, and computers.

Marketing, as used in this form (and 47 C.F.R. 2.1201 et seq.), means sale or lease (including advertising for sale or lease, or display at a trade show) or import, ship or distribute for the purpose of selling or leasing or offering for sale or lease.

Limited quantities, as used in this form, are the number specified in 47 C.F.R. 2.1204(a)(3). Waivers of this limit are infrequently granted but may be requested from the FCC office listed in 47 C.F.R. 2.1204(a)(3)(iii). Written waiver requests must contain specific information required by that office.

Equipment imported for test, evaluation or display (see import conditions 3 or 4 of Part II of this form) may not be marketed (sold or leased, offered for sale or lease, advertised, etc.). Display of this equipment must include markings clearly indicating that the device(s) are not eligible for sale. See 47 C.F.R. 2.803 for details regarding this labeling.

Wireless telephony devices that do not have a FCC grant of equipment authorization must either comply with 47 C.F.R. 2.1204(a)(5) or 47 C.F.R. 2.803(a)(2) (e.g., Verification or Declaration of Conformity is required).

The identification (company name and model number/FCC ID) of the radio frequency device specified on the front of this form must be identical to the company name and model number/FCC ID inscribed on the device. If the device being imported requires an equipment authorization to be issued by the FCC (e.g., Certification), it is important that the name of the company, description of the device and FCC ID specified on the grant of equipment authorization agree exactly with the same information shown on the front of this form. Any discrepancy between the information on this form and the FCC grant of equipment authorization may result in unnecessary delays, additional expense, or enforcement action.

FCC Form 740 may be reproduced provided the following conditions are met (see 47 C.F.R. 0.409, Commission Policy on Private Printing of FCC Forms.) Some of the conditions are listed below:

1. That private companies reproducing the form use a printing process resulting in a product that is comparable to the original document;
2. That private companies reproducing the form refrain from including therein or attaching thereto any advertising matter or deleting any material from the form;
3. That private companies reproducing the form exercise care that the form being reproduced or distributed is the current edition presently used by the FCC for the type of application involved: such private company to be advised that, though the Commission will endeavor to keep the public advised of revisions of the form, it cannot assume responsibility to the extent of eliminating any element or risk against overstocking, etc.

PAPERWORK REDUCTION ACT STATEMENT AND PRIVACY ACT STATEMENT

The solicitation of information requested on this form is authorized by the Communications Act of 1934, as amended. The information collected will be used to ascertain whether equipment authorization is required, and if so, whether or not it has been granted. If all the information is not provided the importation of this or other shipments may be delayed or prevented. Accordingly, every effort should be made to provide all necessary information. Your response is required to obtain a benefit.

Public reporting for this collection of information is estimated to average .04 seconds per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, should be sent to the Federal Communications Commission, Performance and Evaluations and Records Management, Washington, DC 20554, Paperwork Reduction Project (3060-0059) DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. Individuals are not required to respond to a collection of information unless it displays a currently valid OMB control number.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, P.L. 93-579, DECEMBER 31, 1974, 5 U.S.C. 552A(E)(3), AND THE PAPERWORK REDUCTION ACT OF 1995, P.L. 104-13, OCTOBER 1, 1995, 44 U.S.C. 3507.

**STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES CAPABLE OF
CAUSING HARMFUL INTERFERENCE**

(Read instructions before completing form. Please type or print clearly in ink.)

Part I - All Blocks MUST Be Completed				
Date of Entry	Entry Number	Port of Entry ¹	Harmonized Tariff Number ²	Quantity of Item (not number of containers) ³
Please leave these fields blank.				

Device Model/Type Name or #	Trade Name	FCC ID	Description of Equipment

Manufacturer's Name and Address	Consignee's Name and Address	Importer's Name and Address

Printed or Typed Name of Importer or Consignee	Signature of Importer or Consignee	Date (Month/Day/Year)

Warning: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. § 1001.

Part II - With Regard to the Importation of the Described Radio Frequency Device(s), I DECLARE THAT: (Place an "X" in only one box)	
<input type="checkbox"/>	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
<input type="checkbox"/>	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
<input type="checkbox"/>	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed. (See Instructions)
<input type="checkbox"/>	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed. (See Instructions)
<input type="checkbox"/>	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.
<input type="checkbox"/>	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
<input type="checkbox"/>	6. The described equipment is being imported for use exclusively by the U.S. Government.
<input type="checkbox"/>	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being imported for an individual's personal use and are not intended for sale.
<input type="checkbox"/>	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

1. Port of Entry Use Schedule D – Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics – a four digit code i.e., New York City, NY 1001.
2. Harmonized Tariff Number – Harmonized Tariff Schedule of the United States.
3. This quantity must be total number of items, not number of containers.

<div><div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div></div><div>PUBLIC HEALTH SERVICE</div><div>FOOD AND DRUG ADMINISTRATION</div><div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div></div></div>		<div>Form Approved OMB No. 0910-0025</div> <div><div>1. If submitting entries electronically through ACS/ABI, hold FDA-2877 in entry file. Do not submit to FDA unless requested.</div><div>2. If submitting paper entry documents, submit the following to FDA:<div><div>a. 2 copies of Customs Entry Form (e.g. CF 3461, CF 3461 Alt, CF 7501, etc.)</div><div>b. 1 copy of FDA 2877</div><div>c. Commercial Invoice(s) in English.</div></div></div></div>	
U.S. CUSTOMS PORT OF ENTRY		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE (if not importer)	
PRODUCT DESCRIPTION	QUANTITY (Items/Containers)	MODEL NUMBER(S) & BRAND NAME(S)	
<div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>X</div></div> <div><div><input type="checkbox"/> <div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div><div>E</div></div><div><div><div><input type="checkbox"/> 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____.</div><div><input type="checkbox"/> 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance.<div>Specify reason for exclusion _____.</div></div><div><input type="checkbox"/> 3. Are personal household goods of an individual entering the U.S. or being returned to a U.S. resident. (Limit: 3 of each product type).</div><div><input type="checkbox"/> 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing.</div><div><input type="checkbox"/> 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts).</div><div><input type="checkbox"/> 6. Are prototypes intended for on going product development by the importing firm, are labeled "FOR TEST/EVALUATION ONLY," and will be exported, destroyed, or held for future testing (i.e., not distributed). (Quantities Limited - see reverse.)</div><div><input type="checkbox"/> 7. Are being reprocessed in accordance with P.L. 104-134 or other FDA guidance, are labeled "FOR EXPORT ONLY," and will not be sold, distributed, or transferred without FDA approval.</div></div></div></div><div><input type="checkbox"/> <div><div>E</div><div>E</div><div>E</div></div> WHICH ARE APPLICABLE AT DATE OF MANUFACTURE AND THAT A CERTIFICATION LABEL OR TAG TO THIS EFFECT IS AFFIXED TO EACH PRODUCT. COMPLIANCE DOCUMENTED IN:<div><div><input type="checkbox"/> 1. Last annual report or Product/Initial report<div><div>ACCESSION NUMBER of Report</div><div>Name of MANUFACTURER OF RECORD (Filed report with FDA/CDRH)</div></div></div><div><input type="checkbox"/> 2. Unknown manufacturer or report number; State reason: _____</div></div></div><div><input type="checkbox"/> <div><div>E</div><div>E</div></div> ARE BEING HELD UNDER A TEMPORARY IMPORT BOND; WILL NOT BE INTRODUCED INTO COMMERCE; WILL BE USED UNDER A RADIATION PROTECTION PLAN; AND WILL BE DESTROYED OR EXPORTED UNDER U.S. CUSTOMS SUPERVISION WHEN THE FOLLOWING MISSION IS COMPLETE:<div><div><input type="checkbox"/> 1. Research, Investigations/Studies, or Training (attach Form FDA 766)</div><div><input type="checkbox"/> 2. Trade Show/Demonstration; List dates & use restrictions _____</div></div></div><div><input type="checkbox"/> <div><div>E</div><div>E</div></div> ARE HELD AND WILL REMAIN UNDER BOND; AND WILL NOT BE INTRODUCED INTO COMMERCE UNTIL NOTIFICATION IS RECEIVED FROM FDA THAT PRODUCTS HAVE BEEN BROUGHT INTO COMPLIANCE IN ACCORDANCE WITH AN FDA APPROVED PETITION. (See Form FDA 766.)<div><div><input type="checkbox"/> 1. Approved Petition is attached.</div><div><input type="checkbox"/> 2. Petition Request is attached.</div><div><input type="checkbox"/> 3. Request will be submitted within 60 days.</div></div></div></div>			
<div><div>1</div><div>1</div><div>1</div><div>1</div><div>1</div></div>		SIGNATURE OF IMPORTER OF RECORD	
		NAME AND TITLE OF RESPONSIBLE PERSON	
<div>is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:<div><div>Food and Drug Administration</div><div>CDRH (HFZ-342)</div><div>2094 Gaither Road</div><div>Rockville, MD 20850</div></div><div>An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.</div></div>			

E The Form FDA 2877 must be completed for electronic products subject to Radiation Control Standards (21 CFR 1010 and 1020-1050) prior to entry into the United States. The local Food and Drug Administration (FDA) district office will review the declaration and notify the importer/agent if the products may be released into U.S. commerce or if they must be held under bond until exported, destroyed, or reconditioned. Until the shipment is released, it may be subject to redelivery for FDA examination.

E E E Paper entries may be made by submitting the signed original FDA 2877 along with U.S. Customs forms to the local FDA district office; if electronic products are given a MAY PROCEED, a signed copy of CF 3461 will be returned, or if not given a MAY PROCEED, a FDA Notice of Action will be issued. For electronic entries, follow U.S. Customs Service ACS/ABI format and procedures, supported by a signed copy of this form or similar letter. Multiple entries of the same product and model families that are filed electronically may be supported by one form dated not more than 12 months previously.

E Select A, B, C, or D and then select the appropriate number; fill in requested information and sign. For electronic entries, AofC (affirmation of compliance) = RA#, RB#, RC#, or RD# (e.g., Radiation Declaration A5 = RA5).

E Importers should be prepared to demonstrate compliance to or non-applicability of FDA standards, regulations, or guidance. Components or sub-assemblies must be non-functioning. Products being reprocessed must be exported by the importer, without intermediate transfer of ownership. For RA3 the quantity limit is 3 and for RA6 the limit = 50 units TV products, microwave ovens, and Class 1 laser products limit = 200 units CD-ROM and DVD (digital versatile disc) laser products; see May 14, 1997, notice to industry issued by the Center for Devices and Radiological Health (CDRH).

E If declaration RB1 is selected, provide the FDA Establishment Identifier (FEI) of the manufacturer who filed the radiation product/abbreviated report to FDA, CDRH, Rockville, Maryland. To transmit the accession number of that report use AofC code ACC. If the manufacturer cannot be determined or located, the importer must be able to provide evidence showing a certification (certifi.) label on each product and state reason: returned to orig exporter or certifi. label evidence. The new AofC codes (RB1, RB2) for this declaration will not be activated until a process is made available to determine the FEI of the responsible firm. Continue to use RAB in electronic transmission until the FEI query is available and industry is notified of its availability.

E Noncompliant products may be imported only for research, investigations/studies, demonstration or training. They should be used only by trained personnel and under controlled conditions to avoid unnecessary radiation exposure. Product(s) will be detained by the local FDA district office. Since product(s) for which "C" Declarations are made will be under Temporary Import Bond (TIB) or equivalent, ultimate disposition is limited to export or destruction under U.S. Customs supervision when the purpose has been achieved or the length of time stated has expired. For purposes other than demonstration, the Form FDA 766, outlining protections, must be approved by FDA prior to use. The importer/broker must include with the FDA 766:

1. A full description of the subject electronic product(s).
2. The purpose for which the product(s) is being imported.
3. How the product(s) will be used.
4. Where the product(s) will be located.
5. The approximate length of time and dates the product(s) will be in this country.

For product(s) being used for trade shows/demonstrations, list the dates and use restrictions (Form FDA 766 is not required). A sign stating that the product does not comply with FDA performance standards must be displayed and viewable at all times during the use of product(s). All medical products, cabinet x-ray, or Class IIIb and IV lasers may NOT operate (turn on product(s)) at trade shows.

E Noncompliant products must be brought into compliance with standards under FDA supervision and following a plan approved by FDA. The plan, documented on the Form FDA 766, must address technical requirements, labeling, and reporting. Some plans may need approval by both the CDRH and the local FDA district office. Use of this declaration is limited to occasional shipments; ongoing reconditioning is considered manufacturing that is handled through other means. Product(s) will be detained by the local FDA district office. An FDA 766 must be filed indicating the procedure intended to bring the product into compliance. This procedure will include a satisfactory corrective action plan and/or a product report. The FDA 766 must include all of the information requested under Declaration C. The approximate length of time will be for the amount of time needed to bring product(s) into compliance. Declaration D is also made for failure to provide reports, failure to certify, etc.

If an importer/broker intends to import equipment into the United States for purposes of research, investigation, studies, demonstrations, or training but also wishes to retain the option of bringing the product into compliance with the performance standard, check Declarations C and D on the FDA 2877 and insert the word "or" between the Affirmations. Note: The U.S. Customs Service will treat this entry as a "D" Declaration for purposes of duty. Such requests must be made on the FDA 766; include Items 1, 2, and 3 under Declaration C, a statement of the need to use the option "C" or "D" Declaration, a statement of how the product(s) will be brought into compliance and the approximate length of time necessary to evaluate or demonstrate the product(s) and the time necessary to bring the product(s) into compliance (both actions must be accomplished within the period of time granted by FDA). For electronic entries select Declaration RD3.

Ultimately, product(s) must be brought into compliance with the applicable standard in accordance with a corrective action plan which has been approved by the FDA. If the product(s) are not brought into compliance within the allotted time frame of the approved application and an extension is not requested of, or granted by, the FDA, the local FDA district office shall refuse entry on the shipment and require the product(s) to be either exported or destroyed under U.S. Customs supervision.

If additional guidance is needed, please contact your local FDA district office or consult the following FDA web pages: www.fda.gov/cdrh, www.fda.gov/ora/hier/ora_field_names.txt, and www.fda.gov/ora/compliance_ref/rpm_new2/contents.html.

DECLARATION OF MANUFACTURER, PRODUCER EXPORTER, OR IMPORTER OF TEXTILES & TEXTILE PRODUCTS

I, _____ (Name), declare that the articles described below and covered by the entry to which this Declaration relates were subjected to manufacturing or processing operations in, and/or incorporate materials originating in, the foreign country* or countries identified below. I declare that the information set forth in this declaration is correct and true to the best of my information, knowledge and belief.

A _____ (Country*)
B _____ (Country*)
C _____ (Country*)
D _____ (Country*)
Etc.

E _____ (Country*)
F _____ (Country*)
G _____ (Country*)
H _____ (Country*)
I _____ (Country*)

Manufacturing and/or Processing Operations				Materials	
Marks of Identification, Nos.	Declaration of Article and Quantity	Description of manufacturing and /or Processing Operations and Country* of Manufacture and/or Processing	Date of Export	Description of Material and Country* of Production	Date of Export

Date: _____ Signature: _____

Name: _____ Title: _____

Company: _____ Address: _____

*Country when used in this declaration includes territories and insular possessions of the United States. The country will be identified in the above declaration by the alphabetical designation appearing next to the named country.



Customs & Logistics Specialists

5675 McLaughlin Road
Mississauga, ON L5R 3K5
Tel: 905-283-0500
Fax: 905-283-0501
Toll Free: 877-437-4247
Email: toronto@gesexpo.com
Website: www.ges.com



Private Vehicle Shipment Information Form



E	INTERNATIONAL MACHINERY SHOW		
E	ABC MACHINE COMPANY		
E	E E	E	ROYAL YORK HOTEL
			E 416-368-2511
	E		1430
E		E	BILL SMITH
E	E	E	E BILL SMITH
E	E	E E	E 74326
	E		E FLORIDA
	E	E	1 - PORTABLE DISPLAY CANISTER
			1 - BOX PRINT LITERATURE
	E	E E	2 - 100 lbs
E			
E		E	1,500.00 <input checked="" type="checkbox"/> <input type="checkbox"/>
E			FORT ERIE
E		E	APRIL 17, 2000 4:30 pm
E	E		BILL SMITH
			E 212-286-2140
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