

Tel: 514-482-8886 ext. 1 johns@consultexpoinc.com Fax: 888-629-9008 www.consultexpoinc.com

CONSULTEXPO CUSTOMS BROKERAGE SERVICES

ConsultExpo Inc., Customs services has been selected as official Customs Broker for the **ATCE 2019 SPE ANNUAL TECHNICAL CONFERENCE & EXHIBITION** being held in Calgary at the BMO Centre at Stampede Park. ConsultExpo will be pleased to assist with all your customs needs. For your convenience, you may download their forms from https: <u>https://www.consultexpoinc.com/forms/</u>. Their forms are also included in this exhibitor manual. For a personalized service, please contact:

John Santini, Director of Operations

Tel: 514-482-8886 ext. 1

Mobile: 514-709-0781

Fax: 888-629-9008

Email: johns@consultexpoinc.com

Please complete the <u>ConsultExpo Order Form</u> and <u>Canada Customs Invoice</u> and return to them by email or fax *prior* to shipping and provide them with your **shipment's tracking number**.

If shipping via your own **carrier or via courier please note that you will <u>still require customs clearance</u> <u>services</u>**. 3 copies of the Canada Customs Invoice must accompany your materials. Please affix to your display materials and include the words: **Notify ConsultExpo for Customs Clearance** <u>info@consultexpoinc.com</u>

PRIVATE VEHICLE

For Exhibitors who plan on driving with their display material it is important to notify ConsultExpo a minimum of four weeks in advance, so the necessary documentation can be provided to you for customs clearance.

We look forward to assisting with your customs and shipping needs! The ConsultExpo Inc. Team



CUSTOMS & TRANSPORTATION ORDER FORM

Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name:

Services	Required	(Please	select or	ne):

Customs Clearance and Shipping Services

Custom Clearance Only

Show / Event Dates:

Shipping Only

Booth#

Zip/Post: Cell:

SHIPPER INFO	(SHIPPING FROM)		DELIVERY IN	FO (GOING TO)
Company Name:			Company Name:	
IRS#			Venue Name:	
Address:			Address:	
City:	State/Prov:	Zip/Post:	City:	State/Prov
Contact Name:		Tel:	On-site Contact I	Name:
Email:		Fax:	Email:	

RETURN SHIPPIN	G INFORMATION	SAME AS SHIPPER	INVOICING INFOR	MATION	SAME AS SHIPPER
Company Name:			Company Name:		
IRS#			IRS#		
Address:			Address:		
0.11	01.1.15		0.1		
City:	State/Prov:	Zip/Post:	City:	State/Prov:	Zip/Post:
Contact Name:		Tel:	Contact Name:		Tel:
Email:		Fax:	Email:		Fax:

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)								
Charge to:	VISA	MASTERCARD	AMEX					
Cardholder Name:		Title:						
Credit Card Number:		CVV: Expiry Date:						
I hereby authorize use of this card for pa	syment of services relative to this form. I understand that de	clined credit cards are subject to a 20% surchage (minimum \$50.00)						
Cardholder Signature:		Date:						

SHIPMENT INFORMAT	ION							
Carrier Name (If not using C	ConsultExpo):			Carr	ier Contact Nar	ne:		
Carrier Contact Tel:				Carr	ier Contact Ema	ail:		
Pick-up Date:		Hours of Operation:						
Delivery Date:				Deliv	very Time:			
# of Pieces	Type of P (Box / Crate / S		Length (Inches) X	Width (Inches) X	Height (Inches)		Per Piece (LBS)	Total (LBS)
			X	Х		@ Weight (LBS) Each		
			X	Х		@ Weight (LBS) Each		
			X	Х		@ Weight (LBS) Each		
			Х	Х		@ Weight (LBS) Each		
			X	Х		@ Weight (LBS) Each		
			X	Х		@ Weight (LBS) Each		
	Total Pieces						Total Weight	
Requested Service Level:	Air Freight	2nd Da	ay Expedited	Ground / Truck				
Additional Services Required:	Lift Gate	Inside	Pick Up / Delivery	Special Service	(Please Specify)	Check to Decline	Cargo Insurance (see below)
Cargo Insurance / Declared Value Unless declined, cargo insurance will apply shipment lost or damaged. Subject to the te directly with the carrier. In this case maximu but not less than \$50.00 per shipment.	rms and conditions of li	ability for loss	/damage, stated below. Should	d you opt to decline cargo i	insurance through Consu	ItExpo, this shipment will only	be covered under basic ca	arrier liability,

Terms and conditions

Terms and conditions This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperty packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. Isability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. Isability is outlined to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc. shall not be responsible for AMPS penalties.

CLIENT SIGNATURE I have Read and agree to the terms of this contract.	ACCEPTED BY CONSULTEXPO
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:





CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

						- info@consultexpo		
Show / Event Name: INT'L M Services Required (Please se		ATION ANNUAL	WEE	TING 202	2 Show/E	vent Dates: SEP	TEMBER 22-2	.5
Customs Clearance		ces 🗌 Cu	stom C	Clearance C	only	Shi	pping Only	
SHIPPER INFO (SHIPPIN	G FROM)			DELIVE	RY INFO (GO	ING TO)		
Company Name: "EXHIBITIN	-	AME"				BITING COMPA	Booth# 12	32
IRS# 12-3456786						ACILITY NAME		
Address: 123 SESAME STI	REET					NTION CENTER	WAY	
	tate/Prov: PA Z	/ip/Post: 19047		City: MO		State/Brown 0.0	Zin/Doot: L	
City: LANGHORNE St Contact Name: MARY PARK		ip/Post: 19047 el: 709-888-097	0		NTREAL	State/Prov: QC	; Zip/Post: H Cell: 555-2	
Email: MPARKER@EMAIL.		ax: 709-888-778	-		PARKER@EI		Cell. 555-2	222-0000
Email WFARRER(@EWAIL		ux. 109-000-110	0			VIAIL.COIVI		
RETURN SHIPPING INFO	RMATION	✓ SAME AS SHIPP	ER	INVOIC	NG INFORM	ATION	SAME A	S SHIPPER
Company Name: "EXHIBITIN	NG COMPANY NA	AME"		Company	Name: "EXHI	BITING COMPAN	NY NAME"	
IRS# 12-3456786					3456786			
Address: 123 SESAME STR	REET			Address:	123 SESAME	STREET		
		ip/Post: 19047			IGHORNE	State/Prov: PA		
Contact Name: MARY PARK		el: 709-888-0970			lame: MARY F		Tel: 709-88	38-0970
Email: MPARKER@EMAIL	.COM F	ax: 709-888-7788		Email: M	PARKER@E	MAIL.COM	Fax: 709-8	888-7788
TERMS OF PAYMENT AN			DBM					
Charge to:	VISA				TERCARD	7		
Cardholder Name: MARY P					Title: YOUR T			
Credit Card Number: XXXX		x			Expiry Date: M			
I hereby authorize use of this card for payment of				01117000				
Cardholder Signature:					Date:			
SHIPMENT INFORMATIO					>			
Carrier Name (If not using Cor	nsultExpo): CONSI	ULTEXPO INC		Carr	ier Contact Nar	ne: COORDINAT	OR NAME	
Carrier Name (If not using Cor Carrier Contact Tel: 514-709	nsultExpo): CONSI	ULTEXPO INC		Carr Carr	ier Contact Nar ier Contact Em	ail:	OR NAME	
Carrier Name (If not using Cor Carrier Contact Tel: 514-709 Pick-up Date: 11/12/2022	nsultExpo): CONSI	ULTEXPO INC		Carr Carr Hou	ier Contact Nar ier Contact Em rs of Operation:	ail: 8am - 5pm	OR NAME	
Carrier Name (If not using Cor Carrier Contact Tel: 514-709	nsultExpo): CONSI 0-0781	ULTEXPO INC		Carr Carr Hou	ier Contact Nar ier Contact Em	ail: 8am - 5pm	OR NAME	
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Number of description and characteristics, i.e., grade, quality) (state unit)	Canada Border Agence c Services Agency frontaliers	les services s du Canada FAC	CANADA CUSTO TURE DES DOUAN		INNES	PROTECTED PROTÉGÉ B Page	when completed une fois rempli
Addes difference (indue to it denotes) Addes difference (indue to it denotes)	1. Vendor (name and address) - Vendeur (nom et ad	dresse)	Date of	of direct shipment to	Canada - Date d'expé	dition directe vers le Canada	de
Norme et artisses de l'acheteur pil affète du destruiser:							
	4. Consignee (name and address) - Destinataire (no	om et adresse)					{ <u>_</u>
			6. Count	ry of transhipment - I	Pays de transbordeme	ent	
Tanspert: Précisez mode et point d'appédition directe vers le Canada			Pays	l'origine des marcha	ndises	ER ORIGINS AGAINST ITEMS IN 12. EXPÉDITION COMPREND DES MARCH/	ANDISES D'ORIGINES
11. 12. Specification of commodates (kind of packages, marks and numbers, general more in transition in unitial in transitions, description general excercision in unitial in transitions, description general in consistence in transitions, description general excercision in unitial in unitin unitial in unitial in unitin unitial in unitial in uni			(i.e. s Condi	ale, consignment ship tions de vente et mo	oment, leased goods, dalités de paiement		
Image: Ages Number of the start description and characteristics. Le, or grade			10. Curre	ncy of settlement - D	evises du paiement		5
St dur fenseignement relativement aux zones 1 å 17 figure sur une ou des factures Net Net Total de la facture Commerciale sci-attachées, cochez cette case Net Gross - Brut Net Gross - Brut 19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) 10. Originator (name and address) - Expédieur-vorigine (nom et adresse) 21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu) 22. If fields 23 to 25 are not applicable, check this box	Number of packages description and characteristics, i.e., Désignation des articles (nature des et caractéristiques, p. ex. classe, qui	grade, quality) colis, marques et numéros, descriptio		(state u Quanti	nit) té 14. L	Jnit price 15.	
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19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il différe du vendeur) 10. Originator (name and address) - Expédieure origine (nom et advesse) 21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu) 22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	Si tout renseignement relativement aux zones 1 à commerciales ci-attachées, cochez cette case	17 figure sur une ou des factures		Total		Total de	
23. If included in field 17 indicate amount: 24. If not included in field 17 indicate amount: 25. Check (if applicable, check this box (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada 24. If not included in field 17 indicate amount: 25. Check (if applicable): (ii) Costs for construction, erection and assembly incurred after importation into Canada (iii) Amounts for commissions other than buying commissions autres que celles versées pour l'achat 26. If ne purchaser has supplied gods or services for use in the production of these goods (iii) Export packing (iii) Export packing (iii) Export packing (iiii) Export packing	19. Exporter's name and address (if other than vendo	r)	20. Origin	ator (name and addro	ess) - Expédi ceur a ori	igine (nom et adresse)	Ç
 23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing (iii) Export packing (iii) Export packing 	21. Agency ruling (if applicable) - Décision de l'Agenc	e (s'il y a lieu)	22. If field	s 23 to 25 are not ap	plicable, check this bo	ox 🗖	
from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing (iii) Export packing (iii) Export packing			ncluded in field 17 indicate amo	unt:	25. Check (if applica	able):	
incurred after importation into Canada commissions Les coûts de construction, d'érection et Les commissions autres que celles versées d'assemblage après importation au Canada Les commissions autres que celles versées (iii) Export packing (iii) Export packing	from the place of direct shipment to Cana Les frais de transport, dépenses et assura	da to t inces Les	he place of direct shipment to (rais de transport, dépenses e	Canada t assurances	paid or payat Des redevan	ble by the purchaser ces ou produits ont été ou se	
(iii) Export packing Le coût de l'emballage d'exportation (iii) Export packing Le coût de l'emballage d'exportation	incurred after importation into Canada Les coûts de construction, d'érection et	con	nmissions commissions autres que celle		for use in the L'acheteur a services pour	e production of these goods fourni des marchandises ou r la production de ces	
	(iii) Export packing Le coût de l'emballage d'exportation	(iii) Exp Le	oort packing coût de l'emballage d'exportation	n			

*	Canada Border Services Agency	Agence des services frontaliers du Canada	CANADA FACTURE DES				PROTEC PROT	TED B	vhen co ine fois	ompleted s rempli
	0,		TACTORE DES	DOUANE	5 CANADI			Page 1	of de	1
1. Vendor	(name and address) - Ven	deur (nom et adresse)		2. Date of c	lirect shipment to	Canada - Da	ate d'expédition directe v	-	de	-
	ITING COMPANY	NAME"								
	SAME STREET			3. Other ref	erences (include	purchaser's	order No.)			
19047 L	ORNE, PA ISA			Autres ré	férences (inclure	e le n° de com	mande de l'acheteur)			
4. Consig	nee (name and address) -	Destinataire (nom et adresse)					r than consignee) e du destinataire)			
	ITING COMPANY	=		N/A		,	,			
	FACILITY NAME	CIATION ANNUAL MEETI	.NG 2022							
	VENTION CENTE	R WAY								
MONTR	EAL, QC H1X 1X1			6. Country	of transhipment -	Pays de tran	sbordement			
				N/A						
				Pays d'o	of origin of goods rigine des march JSA / CHIN	andises	IF SHIPMENT INCLUDES ENTER ORIGINS AGAINS SI L'EXPÉDITION COMPR DIFFÉRENTES, PRÉCISE	T ITEMS IN 12		
		ace of direct shipment to Canada		9. Condition	ns of sale and ter	ms of payme	nt		<u>, , , , , , , , , , , , , , , , , , , </u>	
		t d'expédition directe vers le Canada		Condition	ns de vente et m	odalités de pa		lises etc.)		
Consult	Expo Logistics INC,	CHICAGO, IL		, ,			in, location de marchand	11565, 610.)		
					of settlement - I		iement			
				USD						
11. Number of		nodities (kind of packages, marks and acteristics, i.e., grade, quality)	numbers, general		13. Quan (state		÷.	rice - Prix de ve		
packages Nombre de colis	Désignation des artic et caractéristiques, p	les (nature des colis, marques et numé . ex. classe, qualité)	eros, description générale		Quan (précisez		14. Unit price Prix unitaire	15.	Total	
5	PLASTIC CRATES	CONTAINING BOOTH ST	TRUCTURE - MADE IN	IUSA	5		\$1,000.00		\$5	,000.00
	LITERATURE - MADE IN USA				100 50		\$0.10 \$0.50			\$100.00 \$25.00
		on an attached commercial invoice, ch t aux zones 1 à 17 figure sur une ou de			16. Total	weight - Poic	ls total	17. Invoice t Total de		Iro
comme	rciales ci-attachées, coche ercial Invoice No N° de la	z cette case			Net		Gross - Brut	Total de		
_	er's name and address (if o			20. Originato	r (name and add	ress) - Expéd	500 iteur d'origine (nom et ac	dresse)		5,125.00
	adresse de l'exportateur (s				TING COM AME STREE DRNE, PA		ME"	,		
21. Agency	ruling (if applicable) - Déci	sion de l'Agence (s'il y a lieu)			3 to 25 are not a nes 23 à 25 sont		eck this box ochez cette case	\times		
	led in field 17 indicate amo oris dans le total à la zone		24. If not included in field 17 Si non compris dans le				(if applicable): z (s'il y a lieu) :			
	Transportation charges, ex	penses and insurance	(i) Transportation charg	jes, expenses ar	id insurance	(i) Roy	alty payments or subsec	quent proceeds	are	
	from the place of direct shi Les frais de transport, dép à partir du point d'expéditio	enses et assurances	to the place of direct Les frais de transpor jusqu'au point d'expé	t, dépenses et a	ssurances	Des	d or payable by the purch redevances ou produits sés par l'acheteur	naser s ont été ou sei	ont	
	Costs for construction, ere incurred after importation i Les coûts de construction, d'assemblage après impor	nto Canada d'érection	(ii) mounts for commis form second Les c mmissions au pour bebat	sons over nan tes que tel is v	buying ersée	L'ao ser	punchaser has supplied use in the production of the theteur a fourni des mar rices pour la production of chandises	these goods chandises ou c		
(iii)	Export packing Le coût de l'emballage d'e:	xportation	(iii) Export packing Le coût de l'emballag	ge d'exportation						
		Dans ce formulaire, toutes l	es expressions désignant des p	personnes visent	à la fois les hom	mes et les fe	nmes.			



Official Broker Customs Broker for the ATCE 2019 SPE ANNUAL TECHNICAL CONFERENCE & EXHIBITION

ATTN: EXHIBITORS

FAQ's About Sending Exhibitor Material to Calgary:

Question: Are their specific customs forms required in order to send my exhibit material to Calgary?

Answer: Yes, <u>prior</u> to shipping your exhibit material to Calgary please ensure to complete ConsultExpo's customs documentation (Order Form and Canada Customs Invoice) and return to the undersigned John Santini johns@consultexpoinc.com forms can be located online: <u>https://www.consultexpoinc.com/forms/</u>. Note: every new shipment sent to Calgary requires its own set of customs documents completed. John Santini will gladly review your customs forms for compliancy and provide a roundtrip customs quote. "3" copies of the Canada Customs Invoice must accompany your shipment. Notify your carrier that ConsultExpo is your customs broker.

Question: If I ship via a courier such as FedEx or UPS do, I still need to complete ConsultExpo's forms?

Answer: In most cases yes since all shipments entering Canada must be accompanied by a completed Canada customs invoice. ConsultExpo can guide you regarding required forms. If shipping exhibit material via courier (Fedex / UPS / DHL) please ensure to complete ConsultExpo's customs forms and provide ConsultExpo with your courier tracking number. *Notify the courier before your goods leave that ConsultExpo is your customs broker.*

Question: If you are bringing commercial goods with you via your private vehicle should I contact ConsultExpo?

Answer: Yes, please speak with ConsultExpo ahead for time so they can prepare you for crossing the border with exhibit material.

We highly encourage you to speak with John Santini to receive instructions and guidance *prior* to sending your material. For a personalized service please contact:

