



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
- 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 consultation to assist exhibitors with their specific needs

On-Site Representation

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

Simplified Ordering

To learn more, connect with the GES Customs team at:

- Online: www.ges.com/ca
- Email: torontocl@ges.com
- Phone: 905.283.0500 or Toll-Free 1.877.437.4247

** Customs Brokerage services provided by North American Logistics Services Inc.*



CUSTOMS ORDER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 Toll Free: 1.877.437.4247
torontocl@ges.com www.ges.com/ca

Please accept this completed form as authorization for GES to provide customs clearance services.*
This completed form must be submitted to GES with a commercial invoice.

Section 1: Customer Information

| | | | |
|---------------------|--------------|-------------------|-------------------|
| COMPANY NAME: _____ | | | |
| ADDRESS: _____ | CITY: _____ | PROV/STATE: _____ | POSTAL/ZIP: _____ |
| CONTACT: _____ | PHONE: _____ | E-MAIL: _____ | |

Section 2: Shipment Information

| | | | |
|--|-------------------------------|------------------------------|---|
| BOOTH NAME: _____ | | BOOTH #: _____ | |
| VENUE NAME: Metro Toronto Convention Centre - South, Hall E | | EVENT NAME: HRPA 2020 | |
| SHIPMENT DATE: _____ | SHIPPING FROM (CITY): _____ | # CARTONS/CRATES/ETC: _____ | |
| CARRIER NAME: <input type="checkbox"/> GES <input type="checkbox"/> OTHER: _____ | ESTIMATED TOTAL WEIGHT: _____ | | <input type="checkbox"/> LBS. <input type="checkbox"/> KGS. |
| ON-SITE CONTACT: _____ | PHONE: _____ | E-MAIL: _____ | |

Section 3: Return Shipment Consignment Information

| | | | |
|--|--------------|-------------------------|-------------------|
| COMPANY NAME: _____ | | U.S. TAX # / EIN: _____ | |
| CARRIER NAME: <input type="checkbox"/> GES <input type="checkbox"/> OTHER: _____ | | | |
| DELIVERY ADDRESS: _____ | CITY: _____ | PROV/STATE: _____ | POSTAL/ZIP: _____ |
| CONTACT NAME: _____ | PHONE: _____ | E-MAIL: _____ | |

Section 4: Billing & Payment Information

| | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|
| COMPANY: _____ | I hereby authorize use of the following credit card for payment of services relative to this order form. <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> EXPIRY DATE: ____/____ CVV: _____ CARDHOLDER NAME: _____ CARDHOLDER SIGNATURE: _____ | | | | | | | | | | |
| | | | | | | | | | | | |
| ADDRESS: _____ | | | | | | | | | | | |
| CITY: _____ PROV/STATE: _____ POSTAL/ZIP: _____ | | | | | | | | | | | |
| CONTACT NAME: _____ | | | | | | | | | | | |
| E-MAIL: _____ PHONE: _____ | | | | | | | | | | | |

HST #: 104060264RT001

Terms & Conditions

GES assumes no responsibility for shipments left in booth by the 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 exhibitor's material after same has been delivered to the 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 loose, 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.

NORTH AMERICAN LOGISTICS SERVICES INC.

*Customs Brokerage services provided by North American Logistics Services Inc.

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

Signature

Date

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

| | |
|--|--|
| <p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010</p> | <p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p> |
|--|--|

| | |
|--|--|
| <p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6</p> | <p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.</p> <p style="font-size: small;">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</p> |
|--|--|

| | |
|---|--|
| <p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON</p> | <p>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.)</p> |
|---|--|

| | |
|--|--|
| <p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p> | <p>10 Currency of Settlement / Devises du paiement USD</p> |
|--|--|

| 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 |

| | | |
|---|---|--|
| <p>XI.1 Total Number of Pieces / Nombre total de pièces 6</p> | | |
| <p>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</p> <p>Commercial Invoice No. / No. De la facture commerciale</p> | <p>16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/> kgs.</p> <p>Net. Weight / Gross Wt./ Brut N/A 1,500 lbs</p> | <p>17. Invoice Total / Total de la facture</p> |

| | |
|--|--|
| <p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> | <p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010</p> <p>Contact: BILL SMITH</p> <p>Tel: 212-268-2140 Fax: 212-268-2511</p> |
| <p>21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p> <p>N/A</p> | |

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

| | | | | | |
|--|---|---|--|--|--|
| 1 Vendor (Name and Address) / Vendeur (Nom et Adresse) | | 2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada | | 3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) | |
| 4 Consignee (Name and Address) / Destinataire (Nom et Adresse) | | 5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) | | | |
| | | 6 Country of Transshipment / Pays de transbordement | | | |
| | | 7 Country of Origin of Goods Pays d'origine des marchandises | | 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? | | 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.) | | | |
| YES <input type="checkbox"/> OUI | | NO <input type="checkbox"/> NON | | | |
| 8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada | | 10 Currency of Settlement / Devises du paiement | | | |
| 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 | |
| XI.1 Total Number of Pieces / Nombre total de pièces | | | | | |
| 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 | | 16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs. | | 17. Invoice Total Total de la facture | |
| Commercial Invoice No. / No. De la facture commerciale | | Net. Weight | Gross Wt./ Brut | | |
| 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) | | | |
| 21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) | | Contact: Tel: Fax: | | | |



LIMITS OF LIABILITY & RESPONSIBILITY

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Tel: 905.283.0500 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 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.