

SHIPPING & CUSTOMS





GENERAL SHIPPING INFORMATION

GES Canada is the Official General Contractor for the PAL Show 2009 charged with the responsibility for unloading, delivering, reloading and processing of all exhibitor freight shipments.

HOW TO SHIP YOUR EXHIBIT

The most commonly used methods of shipping exhibits and products to the PAL Show 2009, aside from your own truck, are common carrier, air freight and van line service.

COMMON CARRIER

A common carrier is often the least expensive method of shipping. Common carriers work on a volume basis, combining smaller consignments to make a full load. The PAL Show 2009 has designated **Lange Transportation** and **The Commerce Trade Show Logistics Group Ltd.**, as the Official Common Carriers for the show. See the order forms located in this section.

In selecting a common carrier, other than the official carriers, you should consider the following:

- Inquire as to the number of times your freight will be loaded and unloaded before arriving and/or leaving the International Centre.
- Shipments that are loaded and unloaded several times before reaching their destination have an increased chance of being damaged, mislaid or lost.
- Ensure that all materials are carefully packed, crated and clearly labelled.
- Allow sufficient time for delivery; you want to avoid having an empty exhibit at the PAL Show 2009.
- Confirm that you can track your shipment in-transit, including weekends.
- Confirm carrier's willingness to have their driver wait in a line-up for their turn to unload and pick-up. Inquire as to whether or not extra charges will apply.

AIR FREIGHT

Air freight, while not as economical as common carrier service, has the following advantages:

- Shipments can be arranged on relatively short notice.
- Deliveries can be scheduled to avoid warehousing charges.
- Rates for service can be negotiated to save costs on 3 to 5 day service versus overnight service.

VAN LINE

Van lines offer specialized services tailored to your needs. To keep damage and loss to a minimum, van lines generally pick up the shipment at your location and deliver it directly to the show site. They specialize in handling uncrated displays, machines, products and other sensitive materials. They will blanket-wrap materials and deliver them in air-conditioned trailers.

OFFICIAL CARRIER - WHY USE THEM?

There are several advantages of using the designated carrier **Lange Transportation** and **The Commerce Trade Show Logistics Group Ltd.**, for the PAL Show 2009.

Here are a few reasons:

- Preferred move-in schedule.
- On-time, damage-free transportation.
- Inbound and outbound pick-up and delivery windows that are in sync with the show's set-up and tear-down schedules.
- On-site supervision by experienced trade show specialists, to assist exhibitors with scheduling and paperwork of move-in deliveries and move-out loadings.

Close and long-term working relationship with the show's Official Customs Broker will speed up the freight clearance process.



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 Toronto, ON
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SHIPPING

Lange Transportation is offering a special service for exhibitors participating in the PAL Show 2009.

Shipments will be consolidated (where possible) and transferred directly to the exhibit area with a minimum involvement by the exhibiting company. Prompt service is guaranteed during both "move-in" and "move-out". After the show, shipments will be properly returned as quickly and as efficiently as possible.

Show Management strongly supports this proposal, as this will greatly improve the over-all efficiency of the Show's operation.

Lange Transportation

3965 Nashua Drive
 Mississauga, ON L4V 1P3
 Phone: (905) 362-1290
 Fax: (905) 362-1285
 Toll Free: +1(800) 668-5687
 Email: rosemarieb@langeshow.com

BILL OF LADING

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without freight bills or specified unit counts on receipts will be delivered to the exhibitor's booth without guarantee of piece count or condition of freight.

SHIPPING DIRECTIONS

There are basically three types of shipments you may make to PAL 2009: Advanced Shipment to Warehouse, Direct Shipment to Show Site and International Shipment.

Exhibitors who find it necessary to ship their equipment in advance should contact the Official Common Carrier. Their service is particularly advantageous for exhibitors who are shipping their exhibits from another show, rather than relying on air freight to guarantee on-time arrival at the show.

Direct Shipments should be addressed as in the following section.

DIRECT SHIPMENTS TO SHOW SITE

Name of Exhibitor
 Booth #
MIAC 2009 & PAL SHOW
Hall 5 & Hall 4A
 c/o The International Centre
 6900 Airport Road
 Mississauga, ON L4V 1E8

Box _____ of _____

Shipments cannot arrive before 7:00 am on Friday, August 21, 2009. Shipments must be sent with freight charges prepaid, as collect shipments will not be accepted.

Please understand that direct shipments are received at the loading dock on a first-come, first-served basis and delays may occur based on the size of PAL 2009 and depending on your scheduled freight move-in time.

Label each piece and address all shipping documents, such as Bills of Lading, for product / literature shipments to the International Centre.

It is advisable that you do not indicate the contents of the cartons or crates that contain valuable items such as computers, instruments, LCD displays, etc. Instead, indicate on carton or crate **(#1 of 20, #2 of 20) masking all other markings except the shipping label and "THIS SIDE UP", "FRAGILE" or other handling instructions.**

Shipments originating outside of Canada must be cleared through Customs. Please call the Official Customs Broker for additional information.

ADVANCED WAREHOUSE

All crated materials/common carrier may be sent to the advance warehouse and should be scheduled to arrive in Toronto one week in advance of the first move-in day – no later than Friday, August 21, 2009.

The following will not be accepted at the advance warehouse:

Uncrated materials, air freight and van line shipments must be consigned to the International Centre for delivery on or before your booth's target freight delivery time specified on the *Move-In Schedule* located under **Move-In & Move-Out** in the **Forms section**.

- All shipments must be prepaid - **NO** collect shipments will be accepted.
- All Bills of Lading and materials must be labelled and the the PAL Show 2009 Official Customs Broker be notified.



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SHIPMENTS ORIGINATING OUTSIDE OF CANADA

Shipments originating outside of Canada must be consigned to a customs broker. Show Management has designated an Official Customs Broker for the show, The Commerce Trade Show Logistics Group Ltd.

For the duration of the event, the exhibit premises are a bonded area. Therefore, no display items may be removed from the show area without the consent of the Official Customs Broker, Canada Customs and Show Management.

Normal procedures at the close of the show will require exhibitors to repack and label their own shipments. Goods to be displayed at another show may be transferred in bond or held in bonded storage for a maximum of two years.

**IMPORTANT:
ALL SHIPMENTS MUST BE SENT PREPAID**

The PAL Show 2009 Official Customs Broker will provide the following services:

1. Post the required bonds and securities with Canada Customs.
2. Clear materials through Canada Customs.
3. Co-ordinate delivery of materials to the International Centre on the appropriate move-in days.
4. Arrange to meet private trucks and vehicles at border crossings.
5. Provide on-site staff to advise and assist exhibitors from opening to closing of the show.
6. Preparation of import and export documentation and Bills of Lading.
7. Assistance in co-ordinating and tracing inbound and outbound shipments.
8. Arrange customs clearance for return surface freight, private vehicles and hand-carried goods at the close of the show.

CANADA CUSTOMS

the PAL Show 2009 Official Customs Broker is familiar with Customs requirements and technicalities, preparatory documentation and post-security deposits, and thus allows the importer, upon arrival at PAL 2009, to devote his/her attention to exhibiting.

Goods imported for display at the PAL Show 2009 may be imported into Canada without payment of duties and taxes under the provision of the Tariff item 9993.00.00.00 as stated in Customs Memorandum D8-1-2, the "Display Goods Temporary Importation Regulations". These goods, however, are subject to a security deposit which, in no case, shall be more than \$250,000.00 or less than the lesser of the aggregate of the duty and taxes that would otherwise be payable if the goods involved were not entitled to importation under Tariff Item 9993.00.00.00 and, 35% of the value of duty of the goods.

To be entitled to duty-free and tax-exempt entry privileges of Tariff Item 9993.00.00.00, goods for display must be transported **in bond** to The International Centre, Mississauga, Canada. A Temporary Admission Permit (Form E29B) must be completed by the importer of record, or his authorized agent, for presentation to Customs, so that the goods may be displayed at the PAL Show 2009 where they must remain until exported from Canada under Customs' Supervision, and the Permit cancelled accordingly, or the applicable duty and taxes paid if the goods are to remain in Canada.

All goods imported for the PAL Show 2009 must be listed on Canada Customs invoices showing full descriptions, quantities and values. These invoices should be prepared in advance and will be used when goods are entered on Temporary Admission Permits or are duty and tax paid.

PRODUCT / LITERATURE ONLY SHIPMENTS

Small shipments of product and/or literature that are sent to PAL 2009 by UPS or courier will not be accepted prior to the move-in of the show. Show Management will receive these shipments in the show office at the International Centre during the designated period of August 21-22, 2009.

You may pick up these items from the Security Small Package Desk stationed at the east and west loading ramps.

Show Management will not be held responsible for any missing pieces or inaccurate counts by the courier delivering the shipment.



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SHIPPING NOTES

Documents to be sent to the the PAL Show 2009 Official Customs Broker for ALL shipments:

1. Order Form
2. Canada Customs Invoice
3. Freight Bill of Lading/Air Waybill copies

Documents to be sent to the the PAL Show 2009 Official Customs Broker, if applicable to your shipment:

1. Certificate of Registration (Form 4455) for non-US manufactured goods.
2. Declaration for Products Subject to Radiation Control Standards (Form FD2877).
3. Federal Communications Commission Form 740 for radio frequency devices.

Shipping Documents to be sent to GES Canada:

1. Method of Payment Form
2. Shipment Notification Form
3. Material Handling Order Form

CUSTOMS BROKER

All brokerage documents should be addressed to:

Beverly Carson
The Commerce Trade Show Logistics Group Ltd.
3405 American Drive, Unit 7
Mississauga, ON L4V 1T6

Phone: (905) 673-5445
Toll Free: 1+ (888) 827-7469
Fax: (905) 673-2574
E-mail: beverlyc@commercetradeshows.com

Please arrange for shipments to arrive at least one week in advance of the move-in date to allow for customs clearance. Properly completed and certified Canada Customs invoices must accompany the Bill of Lading or Airway Bill, with copies air-mailed to your broker at least one week prior to the shipment of goods.

Exhibitors should make arrangements directly with the Official Customs Broker, or with their own broker, if preferred.

Exhibitors engaging the services of the Official Customs Broker will not be required to issue a separate power of attorney, as the power of attorney issued by the Show Management will suffice to cover exhibition entries. However, the exhibitor automatically assumes all responsibility for all charges that may be assessed by customs against any shipment sent to him/her at the show. It is further understood that the exhibitor will hold Show Management and Endorsers harmless for any and all charges for duties and taxes arising from such shipments.



C.O.D. SHIPMENTS WILL NOT BE ACCEPTED BY SHOW MANAGEMENT.

CUSTOMS REGULATIONS AND CUSTOMS BOND

Exhibitors may ship their exhibit materials and give-a-ways (valued at no more than \$ 25 Cdn. each) duty-free. However, these are subject to a deposit, which is refundable when the goods are exported under customs' supervision at the end of the show. This deposit may be replaced by security in the form of a bond provided by the show's Official Customs Broker.

Equipment and exhibits for the show may be brought in free of duties and taxes on a temporary basis, but subject to a deposit equal to the duties and taxes normally levied on them (35% of the fair market value). The Official Customs Broker has made arrangements with Canada Customs for a bond to cover all importations to the PAL Show 2009. However, exhibitors using their own customs broker will have to arrange their own bond or cash deposit with Canada Customs.



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It is imperative that Canada Customs' invoices be mailed at least two weeks prior to shipment of goods since Canada Customs will not permit entry of goods to the building without an invoice. Exhibitors using the service of the Official Customs Broker will therefore not be required to issue a separate power of attorney, as the power of attorney issued by Show Management will suffice to cover exhibition entries.

Exception: Printed materials, advertising materials and give-a-way articles.

Canada Customs requires the payment of full duties and taxes on these materials. Any such material not used or consumed may be exported under customs' supervision and a 100% drawback of duties and taxes will be refunded to the exhibitor. Please notify the Broker of any such returns prior to the show closing, as special attendants must examine the returning materials.

1. **Airline Baggage:** If you bring exhibit materials or commercial goods into Canada as hand baggage, formal customs clearance is required. At least one week prior to departure, all appropriate customs forms should be completed and faxed to the show's Official Customs Broker, along with a copy of your flight itinerary. Failure to do so may result in unnecessary delays or disbursements.
2. **Private/Company Vehicles:** If you transport your display materials to Canada via company, rented or personal vehicle, you **MUST** fax to the show's Official Customs Broker its order and customs forms. Notify the Official Customs Broker at least one week in advance with the following information: date and estimated time of crossing, specific border crossing point, driver name, vehicle license plate number and state, total value and description of items, and indicate which items will remain in Canada after the show.
3. All material shipped to the show will be customs-cleared after their delivery to the appropriate booth. Customs clearance will not affect exhibitor's access to materials for set-up.
4. For the duration of the event, the International Centre is a bonded area. Therefore, no display items may be removed from the show area without the knowledge and consent of the Show's Official Customs Broker and the PAL Show 2009 Show Manager.
5. After the show closes, exhibitors need to repack and label their shipment(s). The Show's Official Customs Broker will assist in preparing the return shipping documents.

PRIVATE MOVEMENT OF EXHIBIT MATERIAL

As there are specific customs regulations for exhibitors using their own trucks or methods of transportation other than a common carrier, exhibitors should advise the broker well in advance of their expected arrival.

SALE OF BONDED GOODS AT THE SHOW

There are also specific customs regulations regarding the sale of bonded goods at the show. If these regulations are not obeyed, the goods will be removed at the exhibitor's expense to a bonded customs warehouse for subsequent duty, tax payments and clearance. Exhibitors wishing to contact Canada Customs may call:

Revenue Canada

Canada Customs,
Exhibitions & Conventions Unit
Lester B. Pearson International Airport
P.O. Box. 40
Toronto, AMF Ontario
L5P 1A2

Contact: Patrizia Giolti,
Regional Conventions Co-ord.

Phone: (905) 676-5081
Fax: (905) 612-7863



SHOW SITE INFORMATION & MATERIAL HANDLING

RECEIVING ENTRANCES AND HANDLING SHIPMENTS

Please see **Loading Docks & Ramps** map located in the Move-In & Move-Out portion of the **Forms section**.

All shipments must have a Bill of Lading or delivery slip showing the booth number, number of pieces, type of merchandise and weight. Shipments arriving during exhibitor's absence will be accepted and stamped. However, Show Management, the International Centre, and GES Canada are not responsible for lost or missing freight, piece counts and/or damaged articles arriving at show site.

It is strongly recommended that exhibitors have representatives on hand to supervise the unloading and placing of exhibit materials in the booth.

SCHEDULING

Shipments should be scheduled to arrive on the day you have access to your booth (see "*Colour-Coded / Target Move-In Schedule*"). Shipments arriving earlier will not be accepted. Please use skids or pallets, where applicable, when sending shipments. It is strongly suggested that non-Canadian exhibitors use a common carrier to ship goods to the PAL Show 2009, and further exhibition goods should be scheduled to arrive and be available for customs processing one week prior to the show opening.

MATERIAL HANDLING AND DRAYAGE

Once your freight is delivered to your booth, you and your staff (or local labour, which is available at an additional cost to you) do the handling (i.e. taking it off skids, uncrating, setting up, etc.).

the PAL Show 2009 **FREE** Material Handling service includes the unloading of in-bound shipments, movement of the exhibit material to the exhibitor booth, crate storage and return, and movement of exhibit material from the booth to the loading docks. (Does not include assembly and disassembly).

Forklifts with drivers and crate storage are provided at no cost to the exhibitor. Dollies are also available for exhibitor use at the receiving entrances on a first-come, first-served basis **without charge**. The capacity of show forklift trucks is 5,000 lbs. Exhibitors with heavier materials should contact GES Canada (additional charges may apply). We recommend that heavy equipment and awkward displays be delivered on the first day of move-in.

REMOVAL OF EMPTY CRATES/CARTONS/SKIDS

At no cost to exhibitors, Show Management will remove empty crates, cartons, skids, and containers, and place them in storage for the duration of the show and return them to the exhibitors' booths at the close of the Show.

Storage labels marked "empty" can be obtained from the GES Service Desk. Exhibitors should write the appropriate booth number(s) on the labels and affix them to all crates, trunks and bundled cartons.

All items marked "empty" will be removed from exhibitor booths by the Official General Contractor for storage and returned to the designated booth(s) at the end of the show.

Storage stickers should be affixed and identified in large lettering as follows:

NAME OF EXHIBITING COMPANY
NUMBER OF CRATES TO BE STORED
(1 of 5, 2 of 5, etc.)
AISLE AND BOOTH NUMBERS

Exhibitors are requested to remove all old, obsolete labels prior to shipping your crates to PAL 2009. Show Management and the contractor providing materials handling assume no responsibility for the removal of containers with old "empty" labels, improper information on storage labels or valuables stored in containers removed for storage.

Exhibitors are requested **NOT TO LEAVE** empty packing materials unmarked in the aisles. This creates great traffic congestion and slows down the entire freight movement and storage operation.

Advise the Freight Manager if you are going to another show immediately following the close of PAL 2009. **Prior arrangements must be made during the move-in** for the speedy return of your crates and product containers.



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STORAGE OF CRATES

Exhibitors may obtain "Storage Labels" from GES Canada with which to identify their empty crates and containers after being unpacked at their booth locations. Crates will be removed from the aisles prior to the show opening, and returned to the exhibit area after show closing. It is advised that exhibitors not put anything in the crates they will require during the show. The crates could be inaccessible if they are stored off-site.

All stored crates, trunks and cartons will be delivered to booths as quickly as possible. However, exhibitors are reminded that crates and empty cartons are removed over a period of days during set-up and they will be returned over a period of hours (up to 3 hours) after the close of the show. It is important that exhibitors not leave their booths unattended during this period, as it is almost impossible to protect against pilferage. Exhibitors removing merchandise must wear their exhibitor badge. Further instructions regarding dismantling will be distributed during the show.

SECURITY

Uniformed guards will be stationed at entrances and exits 24 hours a day and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. The final responsibility, however, lies with the exhibitor.

LABOUR AND EXHIBIT INSTALLATION

Establish realistic starting times when scheduling installation labour. If you order labour for 8:00 am and your display doesn't arrive until 11:00 am, your labour will be reassigned to another exhibitor and you will have to wait your turn for labour to become available again. Carefully consider the number of labourers you will need to do the job in the time frame planned and order accordingly. It is difficult to add to a crew on short notice.

Think through the installation of your exhibit. For example, don't order carpet after your crates have been delivered to your booth. If hired labour is required, the crates will have to be moved before the carpet is laid. Plan for the move-in and set-up of your exhibit the same way you would if you were moving into a house. Order and time your requirements accordingly. This will save you a lot of money and unnecessary headaches.

RECORD COPIES



It is advised that you keep copies of all forms sent to contractors and Show Management in case of discrepancies.