5225 Orbitor Drive, Unit 12 Mississauga, ON I 4W 4Y8

E-mail: info@crossconnectcl.com



ISA CALGARY SHOW - 2024

Appointed by:

BMO CENTRE AT STAMPEDE PARK CALGARY, AB JUNE 11-13, 2024.



Customs Clearance & Transportation Services

Cross Connect Customs and Events Logistics Inc. ("Cross Connect") has been appointed by DMG:EVENTS as the Official Customs Broker & Transportation Provider for all shipments originating outside of Canada. Please read these instructions in conjunction with the exhibitor's manual provided by the Show Organizer.

These instructions will assist you in preparing for the correct, and timely, dispatch of your shipments; both to and from the event. Cross Connect is pleased to offer a complete logistics package that includes transportation/freight forwarding, customs clearance, delivery, and re-exportation services.

Cross Connect will provide the following services:

- On-site service from the first move-in day to the last day of move-out
- Transportation / Freight Forwarding and Advance Warehousing
- Post all securities and bonds with Canadian Border Services Agency
- Prepare the proper Customs entries to account for any sales you may make & remit the payments to Customs
- Prepare return export documents, bills of lading, shipping labels, and provide U.S. Customs Clearance, when required.

For more information, please contact:

Pat D'Alessandro Danny Mekhuri

Phone: 416-726-7229 Phone: 416-704-1956

Sunny Salas Anthony D'Alexxandro

Phone: **416-676-1124** Phone: 416-670-6606

 5225 Orbitor Drive, Unit 12 Mississauga, ON I 4W 4Y8

E-mail: info@crossconnectcl.com



ISA CALGARY SHOW has been granted "official recognition status" by Canada Border Services Agency (Canada Customs) allowing certain privileges for event materials entering Canada. Using the official Customs Broker will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation. We will assist all Exhibitors with their temporary imports, permanent entries, export of exhibit materials, and ensure that all qualifying "official recognition status" privileges are applied.

PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays and may lead to additional charges. For this reason, if you will be using a Freight Forwarder or Customs Broker, other than Cross Connect, please be sure to pass these instructions on to them. Exhibitors using their own Customs Broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Consignment Instructions

ADVANCE WAREHOUSE:

The warehouse will start receiving freight 30 days prior to the event from 9am to 3pm, Monday to Friday.

Advance warehouse services include delivery to show site only. MATERIAL HANDLING SERVICES AND CHARGES ARE NOT INCLUDED.

Advance warehouse services are <u>not</u> provided at the conclusion of the event. Your carrier <u>MUST</u> pick up your materials directly from show site during the scheduled move-out time.

Price: \$45.00 PER 100 LBS (400 LBS MINIMUM CHARGE)*

*This price is per shipment/waybill delivery.

For delivery to the Advance Warehouse, consign your shipment to:

Exhibitor Name, Booth # c/o ISA CALGARY SHOW ABF FREIGHT 235077 Wrangler Drive Rocky View, AB T1X 0K3

DIRECT TO SHOW SITE:

Shipments delivered direct to show site will only be accepted during scheduled move-in dates and times. Shipments arriving early or late will not be accepted.

For delivery Direct to Show Site, consign your shipment to:

Exhibitor Name, Booth # c/o ISA CALGARY SHOW BMO CENTRE 20 Roundup Way SE Calgary, AB T2G 2W1 5225 Orbitor Drive, Unit 12 Mississauga, ON L4W 4Y8

E-mail: info@crossconnectcl.com



Shipping Checklist

**PRIVATE VEHICLE SHIPMENTS / DRIVING ACROSS THE BORDER:

If you intend to bring your goods across the border in a private vehicle (personal, company, or rental), there are documents that must accompany the individual carrying the materials. Please contact Cross Connect at least 1 week in advance of your expected crossing.

Complete required forms below & send them to Cross Connect via e-mail.
 Schedule your pick-up (if not arranging transportation through Cross Connect). We strongly suggest that exhibitors DO NOT ship by parcel courier, or by mail. Please contact Cross Connect for advice on how best to handle these types of shipments. Goods being shipped need to abide by the following timelines:
 TRUCK / COMMON CARRIER: scheduled to arrive 1 week prior to show opening AIRFREIGHT: scheduled to arrive 3 days (minimum) prior to show opening VAN LINE: Shipments may be sent direct to show site and should be scheduled for delivery on the appropriate move-in day.
- All shipments <u>MUST BE SENT PREPAID</u> . Cross Connect will not accept any collect freight charges. Shipments sent collect will be refused.
 Label your freight. All pieces must be labeled clearly; showing the Exhibitor Name & Booth # c/o Show Name and the address where the freight is going, piece # and total # of pieces (e.g. piece 1 of 3), emergency contact information, and "NOTIFY CROSS CONNECT FOR CUSTOMS CLEARANCE". For freight on skids/pallets, if possible, we recommend that a label be placed on each individual carton, case, etc. and that any large pieces have labels placed on multiple sides. Ensure that any previous shipping labels (used for past shipments) have been removed / destroyed.
Ship your goods, ensuring that the appropriate documents have been provided to the carrier. The Bill of Lading or Air Waybill, all Customs documents, and labels must be marked "NOTIFY CROSS CONNECT FOR CUSTOMS CLEARANCE". A copy of the Commercial Invoice must be attached to the Bill of Lading or Air Waybill.
On show site: - The show site has been declared a bonded area for the entire event. Under NO circumstances are any goods to be removed without prior consent of Cross Connect. - Cross Connect can provide the following services: - Return of goods to your stated destination - Supply required shipping documents, export documents, and labels - Arrange Customs clearance of any goods remaining in Canada; applicable duties and taxes must be paid prior to removal from the show site.

o Arrange transfer of goods to be displayed at another event in Canada

more information on cargo insurance.

NOTE: Cross Connect is not responsible for lost, stolen, or damaged freight. All goods should be insured for the entire duration of the event; prior to, during, and after. Please contact Cross Connect for

E-mail: info@crossconnectcl.com



Form Checklist

	 Customs & Transportation Services Order Form (Mandatory) Please ensure that all fields, including credit card information and client signature (at bottom of form), are completed. Note: IRS# (U.S. Tax ID, or E.I.N.) is required if goods will be returning to the USA. Example and form for completion are included in this kit.
	 Commercial Invoice / Packing List (Mandatory) Complete all required information per example provided. All invoices MUST include quantity, detailed descriptions (using general terms), countries of origin (manufacture – not purchase), and values for all items in the shipment. For shipments that include electronics, please also provide the brand name and model # for each item in the description. Example and form for completion are included in this kit.
	 Additional Forms (May be required) Additional information may be required if you are shipping goods that are regulated by the Government of Canada and/or by the U.S. Government (e.g. food, medical devices, cosmetics, electronics, etc.). Be sure to e-mail your documents to Cross Connect prior to shipping, so that we can advise you if any additional information is required.
**NC	OTE: All forms must be completed and returned to Cross Connect for review, prior to shipping.

Failure to do so could result in additional fees and/or your shipment being refused

clearance/entry into Canada.

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and

2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the

■ Continuous Authority granted



CUSTOMS & EVENT LOGISTICS

Tel: 416-639-2176 E-mail: info@crossconnectcl.com

Se	ervices Required (please check all that apply):															
×	Transportation	▼ Customs C	learance		Advance Ware	▼ Advance Warehouse										
L	Shipment Delivering to (please check one):	☐ Direct to E	vent/Show	Site		Advance Ware	ehouse									
Event & Exhibitor	Exhibitor Name: ABC COMPANY Event Name: NAME OF THE SHOW / EVENT YOU ARE ATTENDING Booth #: 1001 Event Dates: 05-Jul-21 to 07-Jul-21															
≕xhi	Facility/Venue Name: NAME OF CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD															
8	Facility/Venue Address: ADDRESS OF THE CONVEN															
veni	City: TORONTO On-site Contact: JOHN SMITH	State/Province	e: ON				Zip/Postal Code: M0X X0X Cell #: 555-555-0000									
ш	E-mail: JSMITH@DOMAIN.COM						Importer # (if applicable): 123456789RM0001									
	Company Name: ABC COMPANY					IRS #: 12-345678	0									
er	Address: 123 SOMEPLACE AVENUE, SUITE 3					11.6 17. 12 040070										
Shipper	City: NEW YORK	State/Province	e: NY			Zip/Postal Code:										
S	Contact Name: JOHN SMITH E-mail: JSMITH@DOMAIN.COM	Tel: 555-555-0000)													
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nrn	City: NEW YORK	State/Province	e: NY			Zip/Postal Code:										
Ret	Contact Name: JOHN SMITH E-mail: JSMITH@DOMAIN.COM					Tel: 555-555-0000)									
	✓ Same as Shipper															
	Company Name: ABC COMPANY				GST/HST# (if appl	icable):12345678	39RM0001									
Billing	Address: 123 SOMEPLACE AVENUE, SUITE 3															
B	City: NEW YORK	Zip/Postal Code:	Zip/Postal Code: 10093 Tel: 555-555-0001													
	Contact Name: JANE DOE, ACCOUNTS PAYABLE E-mail: JDOE@DOMAIN.COM					[6]: 555-555-0001										
		MUST	BE COMF	I ETED												
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ant	Charge to: ☑ Visa ☐ MasterCard ☐ American Express Cardholder Name: JOHN SMITH CVV Number: 123															
Payment	Credit Card Number: 1234 5678 9123 4567				Date: 11/2											
Pa	I authorize use of this card for payment of services relative to t	his form. I acknowle	edge that dec	lined credit o	ards are sub	ject to a 30% surcharge (minii	mum \$50.00 USE)).								
	Cardholder Signature: Nohn Smith			Date:	10-Jun-21											
	# of Type of Pieces															
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Shipment	Total Shipment Value: \$ 10,000.00 Car	rier Name & Cor	ntact Info:	IF USING C	ARRIER O	THER THAN CROSS CONN	IECT, PROVIDE	INFO.								
o,	Available for Pick-up Date: 15-Jun-21 Ship	oper Hours of Op	peration:	8:00 am to	4:00 pm	Must Deliver By: 30-Jun-	21 @ 4:00 pm									
	Cargo Insurance / Declared Value This shipment is subject to basic liability of the carrier or other	vendors engaged w	vhich is limite	d by default	under applica	able contract and/or law. No d	reater value for li	ability will be								
	declared with any vendor absent written instruction by the client	t and written confirm	ation by Cros	ss Connect. F	Rather than a	ttempt to recover under liability	y terms, Cross Co	onnect offers								
	the client the opportunity to include shipments under a first p insurance policy will be provided upon request. Please contact															
	written confirmation from Cross Connect.															
	erms & Conditions	raging Cross Conno	ot ac our cas	nt Cross Co	nnoot norfor	ma austama aaniisaa nursuusit	to ita "Tradina C	anditions								

Applicable to Customs Services" as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Customs STC.pdf . Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

Client Signature	
I have read and agree to the terms of this contract.	
Signature: <i>John Smith</i>	Date: 10-Jun-21
Printed Name. JOHN SMITH	Title: CEO

Cross Connect Internal Use Only										
Accepted by:										
Date:										
Signature:										

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and

2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

□ Continuous Authority granted

Printed Name:

CUSTOMS & EVENT LOGISTICS

Tel: 416-639-2176 E-mail: info@crossconnectcl.com

Se	rvices Re	equired (please check all the	nat apply):																	
	Transpor	tation		☐ Customs C	Clearance			☐ Adva	ince War	ehouse										
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		urance / Declared Value nent is subject to basic liability	of the carrier or other v	endors engaged w	vhich is limite	d by default i	under annlic	able contract and/or	law No c	reater value for li	ahility will he									
	declared w	vith any vendor absent written	instruction by the client	and written confirm	ation by Cros	s Connect. F	Rather than a	attempt to recover ur	nder liabili	ty terms, Cross Co	onnect offers									
		the opportunity to include ship policy will be provided upon r																		
		nfirmation from Cross Connect									,									
Te	rms & Co	onditions																		
		aced with the specific understa customs Services" as published																		
in t	ne role of ag	gent pursuant to its "Standard	Trading Conditions", as	published online a	t https://cross	sconnectcl.co	om/wp-conte	nt/uploads/2021/06/	<u>Transport</u>	ation_STC.pdf T	he									
		s, respectively, limit the liability tions Applicable to Customs S																		
to h	ereby be lin	nited to CAD 1000 (One Thou	sand Canadian Dollars)	per transaction or																
000	to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit. The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.																			
		zu warrants that all nazardous	. materiais nave been de	cuareu, anu mat th	e chent shall	aviue by all I	reueral. P[0]	viriciai, state and Lo	icai iaws.											
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Cli	ent Signa	ature (wet ink signature agree to the terms of this contra	e required - digital	•		· ·			oss Conn	ect Internal Use	Only									

Title:

Signature:

Cross Connect Customs And Event Logistics Inc. FOR CUSTOMS CLEARANCE BY:

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com COMMERCIAL INVOICE / PACKING LIST

NOTE: Only pdf/lif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/lif attachment. HOURS: Mon-Fri 9 am - 5 pm "E-mails are monitored outside thin regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

MUST be completed in full. IMPORTANT:



		*Specific descriptions required; descriptions such as "Give Awa "Display Materials", or "Trade S Samples" will NOT be accepted.		*Each commodity <u>MUST</u> be listed on its own line; <u>DO NOT</u> group items. *Specific descriptions required; Vague descriptions such as "Give Aways", "Display Materials", or "Trade Show					2	400	1000	1 SKID 5000	2	1 CRATE 2	1 SKID 1	r leces			30 FIN SIVIL F1 - 333-333-0000		10093	NEW YORK, NY	123 SOMEPLACE AVENUE, SUITE 3	ABC COMPANY	Shipper:							
	ns required; Vag is "Give Aways", or "Trade Show be accepted.				roup items.	UST be listed on		POSTERS		BALL POINT PENS	ADVERTISING LITERATURE	WEIGHTED METAL TV STANDS	50" LED TV'S - LG	DISPLAY BOOTH	Please include Brand Nar	Descr																
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^{***}FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**TOTAL CIF VALUE: FREIGHT CHARGE: **FOB VALUE: INSURANCE: 10,000.00 10,000.00

any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept content/uploads/2021/06/Transportation_STC.pdf . The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request

PERMANENT IMPORT VALUE: 2,350.00 TEMPORARY IMPORT VALUE: 7,650.00

Signature:

Date:

John Smith

06/10/2021

^{**}CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

FOR CUSTOMS CLEARANCE BY: Cross Connect Customs And Event Logistics Inc.

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com COMMERCIAL INVOICE / PACKING LIST

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment. HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.



The ship any docu	**CIF (Cos			**FOB (Fre								1 1000	# of								:	Shipper:
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orizes Cross Connect to said shipment and 6/Transportation_S1	ght) VALUE: indicates the			indicates the cost of good								Please include Brand Na	Desc									
The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf . The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.	**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight			**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"								Please include Brand Name & Model # for all electronic equipment.	Description of Contents									Consignee (Ship To):
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TEMPORARY IMPORT VALUE:	
Signature:	
Date:	

12/22

PERMANENT IMPORT VALUE: