

# THE BUILDINGS SHOW 2019 - South CONSTRUCT CANADA, PM EXPO

Appointed by:

Metro Toronto Convention Centre-South Building Toronto, ON December 4-6th, 2019



### **Customs Clearance**

TWI Canada has been appointed by informa as the Official Customs Broker for all shipments originating outside of Canada. Using the official broker will eliminate the possibility of materials being held at the border by Canada Border Services Agency (Canada Customs) due to improper or insufficient documentation, resulting in these same materials arriving too late or not at all. We will assist all Exhibitors with their temporary imports, permanent entries & export of Exhibit Materials.

Please Note: Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

#### TWI Canada will provide the following services:

- On-site service from the first move-in day to the last day of move-out
- 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 outbound export documents, bills of lading and provide U.S. Customs Clearance, when required, as well as providing shipping labels

For more information, please contact:

#### **Shannon Trotter**

Phone: 905.812.1124 ext. 6401

Mobile: 647.282.6794

Email: orders@twigroup.com

**Owen Hickey** 

Phone: 905.812.1124 ext. 6406

Mobile: 416.668.7990

Email: orders@twigroup.com

Tel: 905.812.1124 Fax: 905.812.0133 E-mail: orders@twigroup.com Web: www.twigroup.com



# Form Checklist

	<ul> <li>Customs &amp; Transportation Services Order Form (Mandatory)</li> <li>Please ensure that all fields, including credit card information and client signature (at bottom of form), are completed.</li> <li>Note: IRS# (U.S. Tax ID, or E.I.N.) is required if goods will be returning to the USA.</li> </ul>
	<ul> <li>Commercial Invoice / Packing List (Mandatory)         <ul> <li>Complete all required information per example provided.</li> <li>All invoices MUST include detailed descriptions (using general terms), countries of origin, and values for all items in the shipment.</li> <li>For shipments that include electronics, please also provide the brand name and model # for each item in the description.</li> </ul> </li> </ul>
	<ul> <li>Advanced Warehouse Order Form</li> <li>Required for any shipments that will be arriving at the advanced warehouse prior to the event move-in.</li> <li>Please ensure that all fields, including credit card information and carrier/shipment information, are completed.</li> </ul>
	Certificate of Registration (CF4455) - Required for all shipments from the USA.
*NC	OTE: All forms must be completed and returned to TWI Canada for review, prior to shipping.

Tel: 905.812.1124 Fax: 905.812.0133 E-mail: orders@twigroup.com Web: www.twigroup.com



# **Shipping Checklist**

#### \*\*PRIVATE VEHICLE & AIRLINE HAND BAGGAGE:

If you intend to bring your goods across the border in a private vehicle (personal, company, or rental), or carry them as baggage on an airline, there are documents that must accompany the individual carrying the materials. Please contact TWI Canada at least 1 week in advance of your expected crossing.

tne n	aterials. Please contact TVVI Canada at least T week in advance of your expected crossing.
	Complete required forms above & send them to TWI Canada via e-mail or fax.
	<ul> <li>Schedule your pick-up (if not arranging transportation through TWI Canada).</li> <li>We strongly suggest that exhibitors DO NOT ship by parcel courier, or by mail. Please contact TWI Canada for advice on how best to handle these types of shipments.</li> <li>Goods being shipped need to abide by the following timelines:</li> </ul>
	<ul> <li>TRUCK / COMMON CARRIER: scheduled to arrive 1 week prior to show opening</li> <li>AIRFREIGHT: scheduled to arrive 3 days (minimum) prior to show opening</li> <li>VAN LINE: Shipments may be sent direct to show site and should be scheduled for delivery on the appropriate move-in day.</li> </ul>
	- All shipments <u>MUST BE SENT PREPAID</u> . TWI Canada will not accept any collect freight charges. Shipments sent collect will be refused.
	<ul> <li>Label your freight.</li> <li>All pieces must be labelled clearly; showing the address where the freight is going, piece # and total # of pieces (e.g. piece 1 of 3), emergency contact information, and "NOTIFY TWI CANADA FOR CUSTOMS CLEARANCE".</li> <li>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.</li> <li>Ensure that any previous shipping labels (used for past shipments) have been removed / destroyed.</li> </ul>
	Ship your goods, ensuring that the appropriate documents have been provided.  The Bill of Lading or Air Waybill, all Customs documents, and labels must be marked "NOTIFY TWI CANADA FOR CUSTOMS CLEARANCE".  If shipping out of the USA, the body of the Bill of Lading or Air Waybill, must also be marked "CERTIFICATE OF REGISTRATION (CF4455) ATTACHED. GOODS MUST BE PRESENTED TO U.S. CUSTOMS PRIOR TO EXPORT FROM THE USA. STAMPED COPIES MUST BE PROVIDED TO TWI CANADA (FAX: 905-812-0133), AND TURNED OVER ON DELIVERY."  3 completed copies of the Commercial Invoice must be attached to the Bill of Lading or Air Waybill.  If shipping out of the USA, 3 copies of the Certificate of Registration (CF4455) 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 TWI Canada.  - TWI Canada 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.  - Arrange transfer of goods to be displayed at another event in Canada

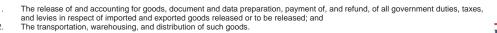
Tel: 905.812.1124 Fax: 905.812.0133 E-mail: orders@twigroup.com Web: www.twigroup.com

contact TWI Canada for more information on cargo insurance.

NOTE: TWI Canada 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

## **Customs & Transportation Services Order Form**

Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc. ("TWI"), located at 7145 West Credit Avenue, Building 1, Unit 101A, Mississauga, ON L5N 6J7; business number 129144481RM0001, 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. Such business may include, but is not limited to:



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

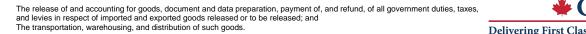
This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the



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## **Customs & Transportation Services Order Form**

Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc. ("TWI"), located at 7145 West Credit Avenue, Building 1, Unit 101A, Mississauga, ON L5N 6J7; business number 129144481RM0001, 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. Such business may include, but is not limited to:



In signing this form, I grant TWI 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.

TWI CANADA
Delivering First Class Service Every Time

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## **COMMERCIAL INVOICE / PACKING LIST**

Sender:

ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093

JOHN SMITH - 555-555-0000

Consignee:

ABC COMPANY, BOOTH #1001 NAME OF THE SHOW/EVENT VENUE NAME VENUE ADDRESS

ONSITE CONTACT NAME & CELL PHONE #

License:	LICENSE #, IF APPLICABLE							
Carnet:	CARNET #, IF APPLICABLE							
IRS #:	12-3456789							
Pieces:	3							
Weight:	512 ☐ kg 🗷 lbs							
Currency:	USD							
Ship Date:	5/5/2017							

REMARKS ("X" each item)

\*A – TEMPORARY IMPORT
\*B – PERMANENT IMPORT

\*C – GIVEN AWAY / SOLD

		1		1											
# of	Item	Qty	Description of Contents	Origin	Weight		mensio Inches		СВМ	нтѕ	Re	Remarks*		Val	ue
Pieces	No.		Please include Brand Name & Model # for all electronic equipment.	- 0	in kg	L	W	Н			Α	В	С	Unit Value	Total Value
1 OF 3	1	1	DISPLAY BOOTH - BACKWALLS, PANELS,	USA	120	48	48	48	1.81	9403.20.00.70	X			10,000.00	10,000.00
			LIGHTS, GRAPHICS, CARPET & UNDERPAD												
	2	2	55" LED TV'S - LG MODEL# 55EG9100	CHINA	20					8528.72.33.00	X			700.00	1,400.00
	2	2	METAL TV STANDS	JAPAN	22					9403.20.00.70	X			200.00	400.00
2 OF 3	1	1000	ADVERTISING LITERATURE	USA	45	23	23	48	0.42	4911.10.00.90			X	0.05	50.00
	2	400	BALL POINT PENS	CHINA	5					9608.10.00.00			X	0.15	60.00
3 OF 3	1	200	CATALOGS	USA	20	23	23	48	0.42	4911.10.00.90			X	1.00	200.00
	2	2	POSTERS	USA	1					4911.91.00.20		X		15.00	30.00

<sup>\*\*</sup>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"

**FOB VALUE:	12,140.00
INSURANCE:	80.00
FREIGHT CHARGE:	700.00
**TOTAL CIF VALUE:	12,920.00

The shipper hereby authorizes TWI and their agent, 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 conditions of carriage. The values listed on this document represent fair-market value.

Signature:	John	Smith	Date:	5/5/2017	
	The state of the s	THE RESERVE ASSESSMENT OF THE PROPERTY OF THE		<u> </u>	

<sup>\*\*</sup>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



# COMMERCIAL INVOICE / PACKING LIST

Sender:				Consignee:							License: Carnet: IRS #: Pieces: Weight: Currency: Ship Date:			kg	g 🔲 lbs *	"X" A – TEM B – PERN	REMARKS " each item) PORARY IMPORT MANENT IMPORT IN AWAY / SOLD
# of	Item	Qty	Description of Contents		Origin	Weight		mensio		СВМ	HTS	Re	emarl	ks*		Val	ue
Pieces	No.		Please include Brand Name & Model # for all electronic	equipment.	0.1.8.11	in kg	L	W	Н			Α	В	С	Unit Va	alue	Total Value
**FOR (Fre	e On Board	{) \/ΔΙΙΙΕ·	indicates the cost of goods, including all transportation	and insurance o	osts un to th	e nort of dens	rture: th	o "Drico [	Paid"						**FOB V/	ALUF:	
100 (116	.c on board	, VALUL.	materials and cost of goods, including an dansportation	i ana maarance c	.03t3 up t0 t1	ic port or depa	ii cui c, tii	c incer	uiu						INSURA		
														FI	REIGHT CHA		
**CIF (Cos	t, Insurance	, and Frei	ght) VALUE: indicates the value of the goods including	freight and insur	ance from th	ne port of depa	arture; FC	)B Value	+ Insuran	ce + Freight					OTAL CIF V		
			orizes TWI and their agent, in his name and with the conditions of carriage. The values							and accep	ot any document	s rela	ting to	o said	shipment a	and forw	vard this
TEN 4000	) A D.V. IA 45	ODT \	LUE.			Si	gnatur	e:							Date:		
	RARY IMP JENT IMP																5/17

# DEPARTMENT OF HOMELAND SECURITY

	VIIVILIVI C			3LCOI	XI I I
J.S. (	Customs	and E	Border	Protect	ion

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CERTIFIC	$AIE \$	<i>)</i>	71.716	4 1 16 714

9 CFR 10.8, 10.9, 10 48.1, 148.8, 148.32,			nitted varies with type of transactions to number of copies required.)	n.		
VIA (Carrier)			B/L or INSURED NO.	DATE		
NAME	OF TRANSPORTATION C	OMPANY	BILL OF LADING / AIR WAYE			
	AND ZIP CODE TO WHICH	CERTIFIED FORM IS	ARTIC	LES EXPORTED FOR:		
TO BE MAILED (If A	Applicable)		ALTERATION*	PROCESSING*		
ABC COMPANY			REPAIR*	OTHER, (specify)		
c/o TWI Canada			USE ABROAD	DISPLAY / TOOLS OF TRADE		
7145 West Credit Av			REPLACEMENT	_		
Building 1, Unit 101A L5N 6J7	A Mississauga ON					
LON 6J7			* <b>NOTE:</b> The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.			
		LIST ART	ICLES EXPORTED			
Number Packages	Kind of Packages		Description	on		
1	SKID			GRAPHICS, CARPET & UNDERPAD (USA)		
		2 55" LED TV'S - LG M 2 METAL TV STANDS	ODEL# 55E9100 (CHINA)			
1	BOX	1000 ADVERTISING L	ITERATURE (USA)			
1	BOX	400 BALL POINT PEN 200 CATALOGS (USA)				
		2 POSTERS (USA)				
		**FORMAL U.S	. ENTRY WILL BE PREPARE	D. PLEASE VALIDATE TO SHOW		
				OF HS# 9801.00.85.00 / 9801.00.60.00		
		ON THE RETU	RN ENTRY.			
SIGNATURE OF JOHN SMITH	OWNER OR AGENT (Print	or Type <u>and</u> Sign)	John Smith	DATE MM/DD/YYYY		
		The Above-D	escribed Articles Were:			
	EXAMINED			THE FOLLOWING IN THE BODY OF		
DATE	PORT		DATEYOUR BILL OF LAD	NG OR AIR WAYBILL:		
SIGNATURE OF CBP OFFICER			SIGN "CERTIFICATE OF F	REGISTRATION (CF4455)		
			——IATTACHED. GOOD	S MUST BE PRESENTED TO U.S.		
		CERTIFIC	CUSTOMS PRIOR T	O EXPORT FROM THE USA.		
Duty-free entry is cla reverse if needed)	aimed for the described article	les as having been expo	stamped copies	MUST BE PROVIDED TO TWI 905-812-0133), AND TURNED OVER		
ATTE	ENTION CBP:	FORMAL	E ON DELIVERY."	903-012-0133), AND TORNED OVER		
	· ·	<b>PREPAR</b>	ED PLEASE	BE SURE TO		
SCAN THE ACE E-MANIFEST.						

SIGNATURE OF IMPORTER (Print or Type <u>and</u> Sign) JOHN SMITH	John Smith	DATE MM/DD/YYYY
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NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

OMB Control Number: 1651-0010

NO.

Expiration Date: 08/31/2019

#### DEPARTMENT OF HOMELAND SECURITY U.S. Customs and Border Protection

CERTIFI	CATE	OF R	FGIST	TR A TI	ON

19 CFR 10.8, 10.9, 10 148.1, 148.8, 148.32,			nitted varies with type of transa s to number of copies required		
VIA (Carrier)			B/L or INSURED NO.		DATE
NAME, ADDRESS, A	AND ZIP CODE TO WHICH (	CERTIFIED FORM IS	AR	RTICLES EXPO	DRTED FOR:
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)			ALTERATION*  REPAIR* USE ABROAD REPLACEMENT  * NOTE: The cost or value	P   O	ROCESSING* THER, (specify) ons, repairs, or processing abroad
		LIST ART	ICLES EXPORTED		
Number Packages	Kind of Packages		Desc	ription	
SIGNATURE OF	OWNER OR AGENT (Print	or Type <u>and</u> Sign)			DATE
7		The Above-D	Described Articles Were:		
	EXAMINED		LAI	DEN under my	supervision
DATE	PORT		DATE	PORT	
SIGNATURE OF CE	BP OFFICER		SIGNATURE OF CBP OFFICE	ER	
		CERTIFIC	CATE ON RETURN		
Duty-free entry is clareverse if needed)	aimed for the described article	es as having been expo	rted without benefit of drawbac	k and are retu	rned unchanged except as noted: (use
SIGNATURE OF	IMPORTER (Print or Type a	nd Sign)			DATE
7	NOTE: Certifying officer	s shall draw lines to	hrough all unused spaces	with ink or	indelible pencil.

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

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