

ROOFTECH 2019

Appointed by:

PALAIS DES CONGRES DE MONTREAL MONTREAL, QC APRIL 16-17, 2019



Customs Clearance Services

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:

Pat D'Alessandro

Phone:	905.812.1124 ext. 6410
Mobile:	416.726.7229
Email:	orders@twigroup.com

Shannon Trotter

Phone:	905.812.1124 ext. 6401
Mobile:	647.282.6794
Email:	orders@twigroup.com

Zaza Vili Phone: 905.812.1124 ext. 6408 Mobile: 416.998.9398 Email: orders@twigroup.com

Owen Hickey

Phone:	905.812.1124 ext. 6406
Mobile:	416.668.7990
Email:	orders@twigroup.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.

Commercial Invoice / Packing List (Mandatory)

- Complete all required information per example provided.
- All invoices <u>MUST</u> include detailed descriptions (using general terms), countries of origin, 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.
- □ Advanced Warehouse Order Form
 - Required for any shipments that will be arriving at the advanced warehouse prior to the event move-in.
 - Please ensure that all fields, including credit card information and carrier/shipment information, are completed.
- □ Certificate of Registration (CF4455)
 - Required for all shipments from the USA.
- **NOTE: All forms must be completed and returned to TWI Canada for review, prior to shipping.



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.

Complete required forms above & send them to TWI Canada via e-mail or fax.

Schedule your pick-up (if not arranging transportation through TWI Canada).

- 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.
- 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 **MUST BE SENT PREPAID**. TWI Canada will not accept any collect freight charges. Shipments sent collect will be refused.
- Label your freight.

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- 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".
- 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.

- □ 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 <u>MUST</u> BE PRESENTED TO U.S. CUSTOMS PRIOR TO EXPORT FROM THE USA. STAMPED COPIES <u>MUST</u> 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 <u>NO</u> 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
- 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 contact TWI Canada for more information on cargo insurance.

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:

- 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 The transportation, warehousing, and distribution of such goods. 1.
- 2.

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



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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

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etu	City: New York State/Flow: NY Zip/Fost: 10093 Contact Name: JOHN SMITH Tel: 555-555-0000		Contact Na			Tel: 555-55	
2	E-Mail: JSMITH@ABCCOMPANY.COM Fax:555-555-0001				COMPANY.COM	Fax: 555-55	
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	# of Type of Pieces						
	Pieces (Box/Crate/Skid, etc.)	Length	Width	Height		Per Piece	Total
	2 BOXES @ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56	112
	1 SKID @ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	400
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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:

- 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 The transportation, warehousing, and distribution of such goods. 1.
- 2.

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.

Continuous Authority granted

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COMMERCIAL INVOICE / PACKING LIST

Sender:	Consignee:	License:	LICENSE #, IF APPLICABLE	
ABC COMPANY	ABC COMPANY, BOOTH #1001	Carnet:	CARNET #, IF APPLICABLE	REMARKS
123 SOMEPLACE AVENUE, SUITE 3	NAME OF THE SHOW/EVENT	IRS #:	12-3456789	("X" each item)
NEW YORK, NY	VENUE NAME	Pieces:	3	*A – TEMPORARY IMPORT
10093	VENUE ADDRESS	Weight:	512 🗌 kg 💌 lbs	*B – PERMANENT IMPORT
		Currency:	USD	*C – GIVEN AWAY / SOLD
JOHN SMITH - 555-555-0000	ONSITE CONTACT NAME & CELL PHONE #	Ship Date:	5/5/2017	

# of	Item	Qty	Description of Contents	Origin	Weight		mensio Inches		СВМ	нтѕ	Re	emark	(S*	Val	ue
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2 OF 3	1	1000	ADVERTISING LITERATURE	USA	45	23	23	48	0.42	4911.10.00.90			\times	0.05	50.00
	2	400	BALL POINT PENS	CHINA	5					9608.10.00.00			\times	0.15	60.00
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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"	**FOB VALUE:	12,140.00
	INSURANCE:	80.00
	FREIGHT CHARGE:	700.00
**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	**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

5/5/2017 Date:



COMMERCIAL INVOICE / PACKING LIST

Sender:	Consignee:	License:		
		Carnet:		REMARKS
		IRS #:		("X" each item)
		Pieces:		*A – TEMPORARY IMPORT
		Weight:	🗌 kg 🔄 lbs	*B – PERMANENT IMPORT
		Currency:		*C – GIVEN AWAY / SOLD
		Ship Date:		

# of	Item	Qty	Description of Contents	Origin	Weight		mensio Inches)		СВМ	HTS	Re	emark	s*	Va	lue
Pieces	No.		Please include Brand Name & Model # for all electronic equipment.		in kg	L	W	Н			Α	В	С	Unit Value	Total Value

**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:	
	INSURANCE:	
	FREIGHT CHARGE:	
**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	**TOTAL CIF VALUE:	

**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

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: