

# Customs Clearance



We're the North American customs clearance experts for show planners and event organizers.

## Your business is our business

At Mendelssohn Event Logistics, we have the expertise to move complex shipments for exhibitors and vendors into Canada or the United States from anywhere in North America, across the border and back again. As the customs clearance specialists for conventions, trade shows and special events, we look after permits, advance electronic filing and security requirements on your behalf. Your goods will arrive where they need to be, when they need to be there – hassle-free.

## We have you covered

With agents at every major customs port of entry along the U.S.-Canada border and other strategic locations, we have the people, technology and leading industry expertise that will help spell success for your event.

Consider the benefits you will enjoy by relying on Mendelssohn for your next conference, trade show or special event.

## We get it done

- All cross-border transportation arrangements looked after for you.
- All customs and shipping documentation provided.
- Expert, efficient customs clearance.
- All shipments traced, if necessary.
- Mendelssohn customs specialists on site or on call 24/7 for your convenience.
- On-site customs clearance arranged for goods sold at the event.
- Materials stored in a bonded warehouse before and after event.
- Assistance with the completion of documentation.
- Private vehicles assisted to facilitate their customs entry into Canada.

## Customs Clearance

Transportation services

Full logistics

Special event solutions

**Mendelssohn Event Logistics**  
40 University Ave., Suite 400  
Toronto, ON Canada M5J 1T1

416-863-9339  
Fax 416-863-5149  
1-800-665-4628  
www.mend.com

# **MENDELSSOHN**

## **EVENT LOGISTICS**

## **CUSTOMS CLEARANCE**

The service of a customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all.

**Mendelssohn Event Logistics (Formerly Livingston Event Logistics)** has been appointed as the official customs broker for the **2011 CMS Winter Meeting** to be held at the **Delta Chelsea Hotel Toronto, December 9<sup>th</sup> to 11<sup>th</sup>, 2011**. Mendelssohn Event Logistics staff will be on-site from the first move-in day to the last move-out day and assist exhibitors with their entry/import and return/export of goods.

Mendelssohn Event Logistics will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; prepare export documentation and bills of lading; and arrange customs clearance return for ground/air freight.

Prior to shipping, the **Order Form** and **Canada Customs Invoice** should be completed and faxed to Mendelssohn Event Logistics (Attn: Joanne lafrate, Fax: 416-863-5149). Three copies must accompany the shipment.

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.

### **Private Vehicles (PV)**

With the introduction of AECI (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) and ACE (Automated Commercial Environment) have become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment and driver information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to CBP at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / PAPS / ACE requirements are subject to penalties. **Carrier/PV penalties are set at \$5,000.00 USD for the first infraction, and \$10,000.00 USD for each infraction thereafter.**

If you plan to drive to the show with your goods, please contact Mendelssohn Event Logistics at once for further instructions!

***For further information, please contact your event co-ordinator:***

**Joanne lafrate, Event Co-ordinator**  
**Mendelssohn Event Logistics**  
**40 University Ave., Suite 400**  
**Toronto, ON M5J 1T1 CANADA**  
**Bus: 416-863-9339 ext. 251    Toll: 800-665-4628**  
**Fax: 416-863-5149            Cell: 416-258-6034**  
**Email: [jiafrate@mend.com](mailto:jiafrate@mend.com)**

# Order Form

Customs and  
Transportation Services

# MENDELSSOHN EVENT LOGISTICS

The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Mendelssohn Event Logistics services for: (please check one)

- Customs Clearance and Transportation (Shipment Order Form Required)     Customs Clearance Only     Transportation Only (Shipment Order Form Required)

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name: ABC Distributing Company

U.S. Tax # or U.S. IRS Identification: 10-9999999

Event Name: International Computing Event

Facility Name: Event Facility    Event Date/s: Apr 14/07 - Apr 17/07    Booth #: 234

Shipment Date: Apr 3/07    From (City, State): Chicago, IL    Carrier Name: Mendelssohn Event Logistics

It Consists Of (# of Cartons, etc.): 11    Weight: 300  lbs  kgs

Rep At The Event: Joe Smith    E-Mail: jsmith@domain.com    Cell Phone Number: 416-555-1234

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

## Section 2 Return Shipment Consignment Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago    Province / State: IL    Postal/Zip: 66666-6666

Name: Sandy Smith    Tel: 708-555-1212    Fax: 708-555-2222

Ship Via:  Common Carrier     Our Company Vehicle     Van Line Service     Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:  Visa     MasterCard     American Express

Cardholder Name: Joe Smith    Title: Accounting Manager

Card Account Number: 123456789012    Expiry Date: 12/09

Cardholder's Signature: Joe Smith

I hereby authorize the use of this credit card for payment of services relative to this order form.  
Alternative methods of payment are bank wire transfer or pre-payment on credit card (Receipt 10 days prior to event).

\*\*NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.

## Section 4 Invoicing/Statement Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago    Province/State: IL    Postal/Zip: 66666-6666

Name: Joe Smith    Tel: 708-555-1200    Fax: 708-555-1201

This document was completed by (Please print full name): Joe Smith

Title: Accounting Manager    Date: March 14, 2007

# Order Form

Customs and  
Transportation Services

# MENDELSSOHN EVENT LOGISTICS

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Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Mendelssohn Event Logistics services for: (please check one)

Customs Clearance and Transportation  
(Shipment Order Form Required)

Customs Clearance Only

Transportation Only  
(Shipment Order Form Required)

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name:

U.S. Tax # or U.S. IRS Identification:

Event Name:

Facility Name:

Event Date/s:

Booth #:

Shipment Date:

From (City, State):

Carrier Name:

It Consists Of (# of Cartons, etc.):

Weight:  lbs  kgs

Rep At The Event:

E-Mail:

Cell Phone Number:

**Please do not ship via post or parcel courier – we will not be responsible for timely delivery**

## Section 2 Return Shipment Consignment Information

Company Name:

Address:

City:

Province / State:

Postal/Zip:

Name:

Tel:

Fax:

Ship Via:

Common Carrier

Our Company Vehicle

Van Line Service

Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

**Credit Card Information must be completed**

Charge to:

Visa

MasterCard

American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature: \_\_\_\_\_

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card (Receipt 10 days prior to event).

**\*\*NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.**

## Section 4 Invoicing/Statement Information

Company Name:

Address:

City:

Province/State:

Postal/Zip:

Name:

Tel:

Fax:

This document was completed by (Please print full name):

Title:

Date:



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

|  |   |
|--|---|
| <p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC Distributing Company<br/>125 Elm Street<br/>Chicago, IL<br/>66666-6666</p>  | <p>2 Date of Direct Shipment to Canada / Date d'expédition directe vers le Canada<br/>4/3/2007</p> <p>3 Other References (Include Purchaser's Order No.) / Autres références (inclure le no de commande de l'acheteur)<br/>10-9999999</p>   |
| <p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC Distributing Company / Booth 234<br/>International Computing Event<br/>c/o Event Facility<br/>100 Anywhere Street<br/>Toronto, ON<br/>M7W 2P6</p> | <p>5 Purchaser's Name and Address (if other than Consignee) / Nom et Adresse de l'acheteur (s'il diffère du destinataire)<br/>No sale involved</p> <p>6 Country of Transshipment / Pays de transbordement<br/>N/A</p>   |
| <p>VII. 1 Is this a related company transaction? / Est-ce que les compagnies sont liées entre elles?<br/><br/>YES <input type="checkbox"/> OUI                      NO <input checked="" type="checkbox"/> NON</p>             | <p>7 Country of Origin of Goods / Pays d'origine des marchandises<br/>USA</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. / Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</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.)<br/>No sale involved</p> |
| <p>8 Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Préciser mode et lieu d'expédition directe vers le Canada<br/>Mendelssohn Event Logistics, Chicago, IL</p>                                  | <p>10 Currency of Settlement / Devises du paiement<br/>USD</p>  |

| 11 No. of Pkgs. Nmbre. De Coills | 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) | 14 Unit Price / Prix Unitaire | 15 Total  |
|----------------------------------|--|--|-------------------------------|-----------|
| 2 pcs                            | Wooden Crates - Display Booth (backwalls, lights, graphics, carpets)   | 1  | \$5000.00                     | \$5000.00 |
| 2 pcs                            | Cartons - Advertising Brochures / Catalogs / Technical Literature  | 1000   | \$0.10                        | \$100.00  |
| 1 pc                             | Carton - Plastic Key Chains  | 50   | \$0.50                        | \$25.00   |
| 1 pc                             | Carton - Books   | 50   | \$1.00                        | \$50.00   |
| 3 pcs                            | Crates - Computers   | 3  | \$1000.00                     | \$1000.00 |
| 2 pcs                            | Crates - Computer Monitors   | 2  | \$500.00                      | \$1000.00 |

|   |  |
|---|--|
| <p>XI.1 Total Number of Pieces / Nombre total de pièces                      11</p>   |  |
| <p>18 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 _____ <input type="checkbox"/></p> | <p>16 Total Weight / Poids total</p> <p>Net / N/A</p> <p>Gross / Brut / 300 lbs</p> <p>17 Invoice Total / Total de la facture / \$7,175.00</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 style="text-align: center;">Name:<br/>Tel:<br/>Fax:</p> | <p>20 Originator (Name and Address) / Expéditeur d'origine (Nome et adresse)</p> <p>ABC Distributing Company                      Name: Joe Smith<br/>125 Elm Street    Tel: 708-555-1212<br/>Chicago, IL    Fax: 708-555-1201<br/>66666-6666</p> |
|---|---|

|   |   |    |
|---|---|----|
| <p>21 Departmental Ruling (if applicable) / Décision ministérielle (s'il y a lieu)                      N/A</p> | <p>22 If fields 23 to 25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/></p> |    |
| 23  | 24  | 25 |



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

|  |   |
|--|---|
| <p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>  | <p>2 Date of Direct Shipment to Canada<br/>Date d'expédition directe vers le Canada</p> <p>3 Other References (Include Purchaser's Order No.)<br/>Autres références (inclure le no de commande de l'acheteur)</p>   |
| <p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p>  | <p>5 Purchaser's Name and Address (if other than Consignee)<br/>Nom et Adresse de l'acheteur (s'il diffère du destinataire)</p> <p>No sale involved</p> <p>6 Country of Transshipment / Pays de transbordement</p> <p>N/A</p> <p>7 Country of Origin of Goods<br/>Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12.<br/>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?<br/>Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input checked="" type="checkbox"/> NON</p> | <p>9 Condition of Sales and Terms of Payment<br/>(i.e. Sale, Consignment Shipment, Leased Goods, etc.)<br/>Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p> <p>No sale involved</p>  |
| <p>8 Transportation: Give Mode and Place of Direct Shipment to Canada<br/>Transport: Préciser mode et lieu d'expédition directe vers le Canada</p>   | <p>10 Currency of Settlement / Devises du paiement</p>  |

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|--|-------------------------------------|---|---|---|----------|
|  |                                     |   |   | 14 Unit Price<br>Prix Unitaire              | 15 Total |
|  |                                     |   |   |   |          |

|   |  |
|---|--|
| <p>XI.1 Total Number of Pieces / Nombre total de pièces</p>   | <p>16 Total Weight / Poids total</p> <p>Net <input type="checkbox"/> / N/A      Gross / Brut</p> |
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|   |  |
|---|--|
| <p>19 Exporter's Name and Address (if other than Vendor)<br/>Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p style="text-align: center;">Name:<br/>Tel:<br/>Fax:</p> | <p>20 Originator (Name and Address)<br/>Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;">Name:<br/>Tel:<br/>Fax:</p> |
|---|--|

|   |  |           |
|---|--|-----------|
| <p>21 Departmental Ruling (if applicable)<br/>Décision ministérielle (s'il y a lieu)      N/A</p> | <p>22 If fields 23 to 25 are not applicable, check this box<br/>Si les zones 23 à 25 sont sans objet, cocher cette case      <input checked="" type="checkbox"/></p> |           |
| <p>23</p>   | <p>24</p>  | <p>25</p> |