5225 Orbitor Drive, Unit 12 Mississauga, ON L4W 4Y8

E-mail: info@crossconnectcl.com



THE NATIONAL FRANCHISE SHOW - CALGARY FALL 2024

BMO Centre November 16th - 17th, 2024



Customs Clearance & Transportation Services

Cross Connect Customs and Events Logistics Inc. ("Cross Connect") has been appointed by National Event Management 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

Kyle Mekhuri

Anthony D'Alessandro

Phone: 416-726-7229 Phone: 647-470-4763

Sunny Salas

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

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

E-mail: info@crossconnectcl.com



The National Franchise Show - Calgary Fall 2024 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 The National Franchise Show - Calgary
CrossConnect c/o ABF Freight
235077 Wrangler Drive
Calgary Alberta,
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 The National Franchise Show - Calgary
BMO Centre
1801 Big Four Trail SE
Calgary Alberta,
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:

more information on cargo insurance.

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 (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 MUST BE SENT PREPAID . 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. - Arrange transfer of goods to be displayed at another event in Canada - 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 <u>prior</u> to shipping, so that we can advise you if any additional information is required.

**NOTE: 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.



!!! ATTENTION !!!

The Customs & Transportation Services Order Form is a legally required document. It must be completed and signed by the importer/owner before Customs Brokerage or Transportation Services are provided. When completing the form, please pay close attention to the following:

- Wet (ink on paper) signatures are required. Digital or Font-based signatures are <u>not</u> allowed.
- Company names must be the full/complete LEGAL business name, as registered with the Government in the country of operation.
- IRS#/U.S. Tax ID/EIN must be provided for all U.S. companies. Please attach a copy of the company W-9.
- GST/HST# must be provided for all Canadian companies.

E-MAIL: <u>Info@crossconnectcl.con</u>

TEL: 416-639-2176

WEBSITE: <u>www.crossconnectcl.com</u>

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.

I have read and agree to the terms of this contract. I hereby certify that I have authority to transact business on behalf of my employer.

Signature:

Printed Name:

CROSSCONNECT **CUSTOMS & EVENT LOGISTICS** Tel: 416-639-2176

Accepted by:

Signature:

Date:

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Date:

Title:

	Continuous	Authority granted							E-IIIaII. IIII	ro@crossconnectc	i.com					
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Customs & Transportation Services Order Form

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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.

Client Signature

I have read and agree to the terms of this contract
Signature: John Smith
Printed Name JOHN SMITH

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

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS Tel: 416-639-2176
E-mail: info@crossconnectcl.com
ance Warehouse

Cross Connect Internal Use Only

Accepted by:

Signature:

Date:

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Date: 10-Jun-21

Title: CEO

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

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com

COMMERCIAL NVOICE / 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.

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FOR CUSTOMS CLEARANCE BY:

Cross Connect Customs And Event Logistics Inc.

CARRIER ONLY PARS E-mail: pars@crossconnectcl.com

COMMERCIAL NVOICE / PACKING LIST

CROSSCONNECT

NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PA56 information and any special instructions are included Zithin pdf/tif attachment. +0856: 0on)ri am pm E mails are monitored outside of reJular business hours, but response may be delayed. Please ensure that ETA's are accurate.

*IMPORTANT:
MUST be completed in full.

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1	SKID	5000	ADVERTISING L	ITERATURE		USA	200	48	48	48	1.81	49	911.10			X		0.15		750.00											
		1000	BALL POINT PEN	NS *Electronic	equipment	CHINA	48					96	608.10			X		0.35		350.00											
		400	CATALOGS	MUST inclu		USA	150					49	911.10														$ \times $		3.00	•	1,200.00
		2	POSTERS	Name & Mo	del #.	USA	2					49	911.91		$ \times $		2	5.00	\rightarrow	50.00											
			7			K										r															
											l r	*\/	00 pood t	- rof	loot t	<u> </u>	ost of goo	do (r	vice n	oid\											
Each c	ommodi	tv ML	IST be listed on	its													_														
		_	oup items.										ever is g			ie go	ods (price	pay	abie),												
	-							WITICI	ievei is g	reate	₹1.																				
Specifi	Specific descriptions required; Vague											*\$0 va	alues will	NOT	he a	accei	nted														
descript	ions su	ch as	"Give Aways",								<u> </u>	1		1101	_ 50 (1000	l l														
'Display	/ Materia	als", d	or "Trade Show									anufa																			
Samples	Samples" will <u>NOT</u> be accepted.										made	e); <u>NO</u>	<u>T</u> the																		
	count	try of	purch	ase.																											

**CIF (Cost, Insurance, and Freight) VA UE: indicates the value o the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

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

**TOTAL CIF VALUE: 10,000.00

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.

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

Signature: John Smith Date: 06/10/2021

12/22

^{**}FOB (Free On Board) VALUE: indicat s the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"