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

E-mail: info@crossconnectcl.com



### THE NATIONAL WOMENS SHOW

Appointed by:

METRO TORONTO CONVENTION CENTRE November 10 - 12, 2023



**Anthony D'Alessandro** 

### **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 **Danny Mekhuri** 

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

E-mail: info@crossconnectcl.com E-mail: info@crossconnectcl.com

**Sunny Salas** 

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

E:mail: info@crossconnectcl.com E-mail: info@crossconnectcl.com

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E-mail: info@crossconnectcl.com



The National Womens 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: \$42.00 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 Womens Show YRC Advanced Warehouse 6130 Netherhart Drive Mississauga, ON - L5T 1B7

### **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 Womens Show Metro Toronto Convention Centre 222 Bremner Blvd Toronto, ON - M5V 2W6 5225 Orbitor Drive, Unit 12 Mississauga, ON L4W 4Y8

E-mail: info@crossconnectcl.com



### **Shipping Checklist**

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

more information on cargo insurance.

If you intend to bring your goods across the border in a private vehicle (personal, company, or rental), or carry them as

 s Connect at least 1 week in advance of your expected crossing.
Complete required forms below & send them to Cross Connect via e-mail.
<ul> <li>Schedule your pick-up (if not arranging transportation through Cross Connect).</li> <li>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.</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> . Cross Connect 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 CROSS CONNECT 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 CROSS CONNECT FOR CUSTOMS CLEARANCE".  3 completed copies 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

5225 Orbitor Drive, Unit 12 Mississauga, ON L4W 4Y8 E-mail: info@crossconnectcl.com



### Form Checklist

	Cus -	toms & 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.
	Con	all items in the shipment.
**NC	OTE: -	All forms must be completed and returned to Cross Connect for review, prior to shipping.

### **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	ehouse	
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 ARI	E ATTENDING				Booth #: 1001 Event Dates: 0	5-Jul-21 to	07-Jul-21
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8	Facility/Venue Address: ADDRESS OF THE CONVEN			NUE WHEF	RE THE EVE			
veni	City: TORONTO On-site Contact: JOHN SMITH	State/Province	e: ON			Zip/Postal Code: Cell #: 555-555-0		
ш	E-mail: JSMITH@DOMAIN.COM					Importer # (if applied		89RM0001
	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:		
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nrn	City: NEW YORK	State/Province	e: NY			Zip/Postal Code:		
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	✓ Same as Shipper							
	Company Name: ABC COMPANY					GST/HST# (if appl	icable):12345678	39RM0001
Billing	Address: 123 SOMEPLACE AVENUE, SUITE 3					\ .FF	,	
B	City: NEW YORK	State/Province	e: NY			Zip/Postal Code: Tel: 555-555-0001	10093	
	Contact Name: JANE DOE, ACCOUNTS PAYABLE E-mail: JDOE@DOMAIN.COM					[6]: 555-555-0001		
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ant	Cardholder Name: JOHN SMITH	_ master cara			Number: 12	23		
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 <a href="https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation\_STC.pdf">https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation\_STC.pdf</a>. 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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	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									
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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
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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:

## FOR CUSTOMS CLEARANCE BY:

Cross Connect Customs And Event Logistics Inc.

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

PARS information and any special instructions are included within pdf/tiff 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. NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all

### MUST be completed in full. \*IMPORTANT:



nouis, pur	leshouse	ay be dele	nous, but response may be delayed. Frease ensure mat ETA's are accurate.	s are accurate.						-		7	CUSTOM	CUSTOMS & EVENT LOGISTICS	OGISTICS
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<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:	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/wpcontent/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

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

Signature:

Date:

06/10/2021

12/22

## 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.

CROSSCONNECT

* DENASDYC	"KEIVIARKS ("X" each item)	*A – TEMPORARY IMPORT	*B – PERMANENT IMPORT	C – GIVEN AWAY / SOLD			Value	ue Total Value	
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	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:
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 si	export documentation, to si

\*\*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:

on, 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/wpcontent/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.

Signature:

12/22

Date:

TEMPORARY IMPORT VALUE: PERMANENT IMPORT VALUE: