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

E-mail: info@crossconnectcl.com



MMTS 2024

Palais des Congres de Montreal June 18 - 20, 2024



Customs Clearance & Transportation Services

Cross Connect Customs and Events Logistics Inc. ("Cross Connect") has been appointed by SME 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: 416-726-7229 Phone: 416-704-1956

Sunny Salas Zaza Vili

Phone: **416-676-1124** Phone: 416-998-9398

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

E-mail: info@crossconnectcl.com



MMTS 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 MMTS 2024 ABF FREIGHT 555 AUTOROUTE 13 LAVAL, QC H7W 5N4

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 MMTS 2024

Palais des Congres de Montreal
Loading Dock

163, Saint-Antoine Street West
Montreal, QC - H2Z-1X8

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 prior to shipping, so that we can advise you if any additional information is required.
**NC	OTE: 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.

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

E-mail: info@crossconnectcl.com



Shipping Checklist

**PRIVATE VEHICLE SHIPMENTS / DRIVING ACROSS THE BORDER:

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 Cross 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 <u>MUST BE SENT PREPAID</u> . 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.

more information on cargo insurance.

o 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

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



Tel: 416-639-2176 E-mail: info@crossconnectcl.com

Se	ervices Required (please check all that apply):										
×	Transportation		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 ARE ATTENDING Booth #: 1001 Event Dates: 05-Jul-21 to 07-Jul-21										
∃xhi	Facility/Venue Name: NAME OF CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD										
8 1	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	10 ^				
Je.	Address: 123 SOMEPLACE AVENUE, SUITE 3					11.0 11. 12.040010					
Shipper	City: NEW YORK	State/Province	e: NY			Zip/Postal Code:					
S	Contact Name: JOHN SMITH E-mail: JSMITH@DOMAIN.COM					Tel: 555-555-0000)				
Return Freight						IRS / Importer #:	12-3456789				
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ını	City: NEW YORK	Zip/Postal Code:									
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	✓ Same as Shipper		4								
Billing	Company Name: ABC COMPANY					GST/HST# (if appl	icable):12345678	89RM0001			
	Address: 123 SOMEPLACE AVENUE, SUITE 3										
	City: NEW YORK Contact Name: JANE DOE, ACCOUNTS PAYABLE	State/Province	e: NY			Zip/Postal Code: Tel: 555-555-0001	10093				
	E-mail: JDOE@DOMAIN.COM					161. 333-333-0001					
		MUST	BE COMP	PLETED							
	Charge to:	MasterCard		ican Expre	SS						
Payment	Cardholder Name: JOHN SMITH			CVV N	Number: 12	23					
ayn	Credit Card Number: 1234 5678 9123 4567				Date: 11/2						
_	I authorize use of this card for payment of services relative to the	nis form. I acknowle	edge that dec	lined credit o	ards are sub	ject to a 30% surcharge (minii	mum \$50.00 USE	0).			
	Cardholder Signature: John Smith			Date:	10-Jun-21						
	# of Type of Pieces										
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Ship						THER THAN CROSS CONN		E INFO.			
	Available for Pick-up Date: 15-Jun-21 Ship Cargo Insurance / Declared Value	oper Hours of Op	peration:	3:00 am to	4:00 pm	Must Deliver By: 30-Jun-	21 @ 4:00 pm				
	This shipment is subject to basic liability of the carrier or other										
	declared with any vendor absent written instruction by the client the client the opportunity to include shipments under a first page 1.										
	insurance policy will be provided upon request. Please contact written confirmation from Cross Connect.	t Cross Connect for	more inform	ation on car	go insurance	. Shipments will not be insure	ed absent written	request and			
Tr	erms & Conditions										
	is order is placed with the specific understanding that we are end	aging Cross Conno	ot as our ago	nt Cross Co	nnoot norfor	ma austama aanilaaa nurauant	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 https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. 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: John Smith	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:

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.

consequential damages including but not limited to any loss of profit.

I have read and agree to the terms of this contract

Signature: Printed Name:

Client Signature (wet ink signature required - digital signature NOT allowed)

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

CROSSCONNECT

CUSTOMS & EVENT LOGISTICS 416-639-2176

E-mail: info@crossconnectcl.com

Cross Connect Internal Use Only

Accepted by: Date:

Signature:

Se	ervices Required (please check all that apply):							
	Transportation	☐ Customs C	learance			☐ Advance Wa	rehouse	
	Shipment Delivering to (please check one):	☐ Direct to E	vent/Show s	Site		☐ Advance Wa	rehouse	
Exhibitor	Exhibitor Name:					Booth #:		
hib	Event Name:					Event Dates:	d-mmm-yy to	dd-mmm-yy
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Event &	On-site Contact:	State/F10VIIIC	J			Cell #:	; <u>.</u>	
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	This shipment is subject to basic liability of the carrier or other	vendors engaged, w	hich is limite	d by default	under applica	able contract and/or law. No	greater value for li	ability will be
	declared with any vendor absent written instruction by the clien							
	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							
Thi	is order is placed with the specific understanding that we are eng	gaging Cross Conne	ct as our age	nt. Cross Co	nnect perfori	ms customs services pursuar	nt to its "Trading C	onditions

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 https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf. 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

Date:

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

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/itif 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:



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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"

**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	
IF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including frei	insurance from the port of departure; FOB Value + Insur
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10,000.00	**TOTAL CIF VALUE:
	FREIGHT CHARGE:
	INSURANCE:
10,000.00	**FOB 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 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.

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

Signature:

06/10/2021 Date:

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.



	*REMARKS	("X" each item)	*A – TEMPORARY IMPORT	*B – PERMANENT IMPORT	*C – GIVEN AWAY / SOLD			Value	ue Total Value	
	☐ Show Site		*	lbs □	*		yyy)		Unit Value	
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Consignee (Ship To):								Description of Contents	Please include Brand Name & Model # for all electronic equipment.	
								Desc	Please include Brand N	
								Qty		
;.								Type of	Pieces	
Shipper:								# of	Pieces	

, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept	tions", as published online at https://crossconnectcl.com/wp-	luation can and will be provided upon request.
ne shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and t	ly documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions", as published online at https://crosscor	36/Transportation_STC.pdf. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.
The shipper hereby authc	any documents relating to	content/uploads/2021/00

**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

**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:
**TOTAL CIF VALUE:

TEMPORARY IMPORT VALUE: PERMANENT IMPORT VALUE:

Date: