

TRUCKWORL

# TORONTO INTERNATIONAL CENTRE APRIL 18 - 20, 2024



**Appointed by:** 

# CANADA CUSTOMS CLEARANCE SERVICES

Cross Connect Customs and Events Logistics Inc. ("Cross Connect") has been appointed by TRUCK WORLD as the Canada customs clearance service provider for all international shipments regardless of origin and destination. Please read these instructions in conjunction with your exhibitor's manual provided by TRUCK WORLD.

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 comprehensive Customs Brokerage package that includes customs clearance on all international borders and complete set of documentation tailored to your destination country.

**Cross Connect** will provide the following customs services:

- On-site service from the first move-in day to the last day of move-out
- Canada customs clearance in Canada and USA
- Assist and prepare customs documentations
- Post all securities and bonds with Canadian Border Services Agency and US Customs
- 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 Phone: 416.726.7229 Email: info@crossconnectcl.com Sunny Salas Phone: 416.676.1124 Email: info@crossconnectcl.com

Danny Mekhuri Phone: 416.704.1956 Email: info@crossconnectcl.com

TRUCK WORLD has been granted "official recognition status" by Canada Border Services Agency (Canada Customs) allowing certain privileges for event materials entering Canada. Using t he 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.

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



Please note, shipments are time sensitive and as such, failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary risk of 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.

# **CUSTOMS** 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 Cross Connect for assistance. These type of imports require special documentation and treated by Customs unsimilar to regular freight/cargo transported by traditional conveyances such as truck, rail, or airfreight and not accompanied by a person.

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- Complete required forms below & send them to Cross Connect via e-mail.
- Label your freight.
  - 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 Customs Brokers FOR CUSTOMS CLEARANCE" or your chosen customs broker.
  - 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 (shipments originating outside of Canada), and labels must be marked "NOTIFY Cross Connect Customs Brokers FOR CUSTOMS CLEARANCE" or your chosen customs broker.
- 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 E-MAILED TO CROSS CONNECT (broker@crossconnectcl.com), 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 Cross Connect.
  - Cross Connect provide the following services:
    - > 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 more information on cargo insurance.

## IMPORTANT DATES & INFO

All Customs Forms Must be sent NO later than: Friday April 5th, 2024



# **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 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:
  - o 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 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".
  - 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 CROSS CONNECT 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 E-MAILED TO CROSS CONNECT (broker@crossconnectcl.com), 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 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 more information on cargo insurance.



# 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.

## □ Certificate of Registration (CF4455)

- Required for all shipments from the USA.

\*\*NOTE: 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 "Continu

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Shipment / Freight

Event & Exhibitor

Shipper

Return

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Return Freight	Same as Shipper □ No Return Shipment Company Name: ABC COMPANY Address: 123 SOMEPLACE AVENUE, SUITE 3 City: NEW YORK Contact Name: JOHN SMITH E-mail: JSMITH@DOMAIN.COM	State/Province:	NY			IRS / Importer #: Zip/Postal Code: Tel: 555-555-0000	10093	
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#### **Terms & Conditions**

This order is placed with the specific understanding that we are engaging Cross Connect as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions 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		Cross Connect Internal Use Only
I have read and agree to the terms of this contract.		Accepted by:
Signature: John Smith	Date: 10-Jun-21	Date:
Printed Name: JOHN SMITH	Title: CEO	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
 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



Services Required (please check all that apply):

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# **COMMERCIAL INVOICE / PACKING LIST**



Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000				ABC CC C/O NA VENUE VENUE	ABC COMPANY, BOOTH # 1001				Shipped Via: Shipped To: IRS #: Pieces: Weight: Currency: Ship Date:		NPORTATION COMPANY NAME         Adv. Whse       Show Site         12-3456789       ("X" each item)         3       *A – TEMPORARY IMPOR         1,800       kg         USD       *C – GIVEN AWAY / SOLD         15-Jun-21       *C		" each item) IPORARY IMPORT MANENT IMPORT				
# of Pieces	Type of Pieces	Qty	Description of Contents Please include Brand Name & Model # for all electror	nic equipment.	Origin	Weight in <u>lbs</u> (lbs/kg)		mensic Inches W		СВМ	HTS	A TEMP	B PERM	C PROMO	Unit \	Val /alue	<b>ue</b> Total Value
1 1 1	SKID CRATE SKID	1 2 5000 1000 400 2	DISPLAY BOOTH 50" LED TV'S - LG MODEL# 55EG91 WEIGHTED METAL TV STANDS ADVERTISING LITERATURE BALL POINT PENS CATALOGS POSTERS MUST includ Name & Mod	100 quipment le Brand	USA CHINA JAPAN USA CHINA USA USA	400 50 950 200 48 150 2	48 41 48	48 52 48	48 50 48	1.81 1.75 1.81	9403.20 8528.72 9403.20 4911.10 9608.10 4911.10 4911.91		PERM	XXXX		250.00 700.00 500.00 0.15 0.35 3.00 25.00	5,250.00 1,400.00 1,000.00 750.00 350.00 1,200.00 50.00
it's own li items. Als descriptic "Display	ne; Plea so, plea ons, suo Materia	ase <u>D</u> se no ch as s", oi	T be listed on O <u>NOT</u> group te that vague "Give Aways", "Trade Show accepted.				Ma	nufac		ountry c (where th de).	paid), or whichev of accepte	r the ver is	selli	ng pr	rice of g	goods (	pods (price (price payable); <u>NOT</u> be

\*\*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

\*\*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 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 <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 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: 10-Jun-21

# **COMMERCIAL INVOICE / PACKING LIST**



Shipper:	Consignee (Ship To):	Shipped Via:		
		Shipped To:	Adv. Whse Show Site	*REMARKS
		IRS #:		("X" each item)
		Pieces:		*A – TEMPORARY IMPORT
		Weight:	🗌 kg 🔄 Ibs	*B – PERMANENT IMPORT
		Currency:		*C – GIVEN AWAY / SOLD
		Ship Date:		

# of	Type of	Qty Description of Contents (	Weight Origin in	Weight in	ght Dimensions (Inches)		СВМ	HTS	Remarks*			Value			
Pieces	Pieces	-	Please include Brand Name & Model # for all electronic equipment.	_	(lbs/kg)	L	W	Н			A TEMP	B PERM	C PROMO	Unit Value	Total Value
											1				

\*\*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:	

\*\*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 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 <a href="https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation\_STC.pdf">https://crossconnect</a>. ("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 <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 values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

	DE	PARTMENT OF HO	MELAND SECURITY	OMB Control Number: 1651-0010 Expiration Date: 08/31/2019
	U.:	S. Customs and	Border Protection	NO.
	CE	ERTIFICATE OF	REGISTRATION	
19 CFR 10.8, 10.9, 10. 148.1, 148.8, 148.32, 1			nitted varies with type of transaction. is to number of copies required.)	
VIA (Carrier)			B/L or INSURED NO.	DATE
	OF TRANSPORTATION C		BILL OF LADING / AIR WAYBILL # ARTICLES EX	MM/DD/YYYY (PORTED FOR:
TO BE MAILED (If Ap	oplicable)			PROCESSING*
ABC COMPANY				OTHER, (specify)
c/o Cross Connect 6900 Airport Road, St	uite 123		USE ABROAD	DISPLAY / TOOLS OF TRADE
Mississauga, ON L4V 1E8				
				ations, repairs, or processing abroad to CBP duty.
		LIST ART	ICLES EXPORTED	
Number Packages	Kind of Packages		Description	
1	SKID CRATE	2 55" LED TV'S - LG M	BACKWALLS, PANELS, LIGHTS, GRAPH IODEL# 55E9100 (CHINA)	ICS, CARPET & UNDERPAD (USA)
1	SKID	2 WEIGHTED METAL 1000 ADVERTISING L	ITERATURE (USA)	
		400 BALL POINT PEN 200 CATALOGS (USA 2 POSTERS (USA)		
		**FORMAL U.S	. ENTRY WILL BE PREPARED. PL	EASE VALIDATE TO SHOW
			PORT, ALLOWING THE USE OF HS	S# 9801.00.85.00 / 9801.00.60.00
	OWNER OR AGENT (Print	or Type and Sign)		DATE
JOHN SMITH			John Smith	MM/DD/YYYY
	EXAMINED	The Above-E	Described Articles Were:	FOLLOWING IN THE BODY OF
DATE	PORT		DATE YOUR BILL OF LADING C	
SIGNATURE OF CB	POFFICER			
			SIGN "CERTIFICATE OF REGIS	STRATION (CF4455) ST BE PRESENTED TO U.S.
		CERTIFIC	CATECUSTOMS PRIOR TO EX	PORT FROM THE USA.
Duty-free entry is clair reverse if needed)	med for the described articl	es as having been expo	rted w STAMPED COPIES MUST	
ATTE	NTION CBP:	FORMAL	E OVER ON DELIVERY."	connectcl.com) & TURNED
	*	PREPAR	ED PLEASE B	E SURE TO
		SCAN TH	IE ACE E-MANIF	EST.
			T WAS VALIDATED TO MEET DU UNDER HS# 9801.00.85.00 / 980	
SIGNATURE OF I JOHN SMITH	IMPORTER (Print or Type	and Sign) John	n Smith	DATE MM/DD/YYYY
7	OTE: Certifying office		hrough all unused spaces with ink	
Paperwork Reduction	n Act Notice: An agency	may not conduct or sp	onsor an information collection and a pe	erson is not required to respond to this
			n expiration date. The control number for the iny comments regarding the burden estin	

information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The est	timated
average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Custor	ns and
Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.	

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

	U.S	S. Customs and	<b>Border Protecti</b>	on	NO.			
	CE			N				
19 CFR 10.8, 10.9, 10 148.1, 148.8, 148.32,	0.68, (NOTE: Num	ber of copies to be subr t Port Director's office a	nitted varies with type o	f transaction.				
VIA (Carrier)			B/L or INSURED NO.		DATE			
	AND ZIP CODE TO WHICH	CERTIFIED FORM IS		ARTICLES EXP	PORTED FOR:			
TO BE MAILED (If A	Applicable)		ALTERATION*       PROCESSING*         REPAIR*       OTHER, (specify)         USE ABROAD					
			* NOTE: The cost	or value of alterat is subject to	tions, repairs, or processing abroad CBP duty.			
		LIST ART	ICLES EXPORTED					
Number Packages	Kind of Packages			Description				
	OWNER OR AGENT (Print	or Type and Sign)			DATE			
SIGNATORE OF	OWNER OR AGENT (Prim	or Type <u>and</u> Sign)			DATE			
		The Above-D	Described Articles Were					
	EXAMINED			LADEN under m	y supervision			
DATE	PORT		DATE	PORT				
SIGNATURE OF CE	BP OFFICER		SIGNATURE OF CBP	OFFICER				
		CEDTIEI						

### **CERTIFICATE ON RETURN**

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

	SIGNATURE OF IMPORTER (Print or Type and Sign)	DATE
-/		
NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.		
Paparwark Reduction Act Natica: An agancy may not conduct or spansor an information collection and a norsen is not required to respond to this		

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.