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

E-mail: info@crossconnectcl.com



The Outdoor Adventure Show & BC Bike Show

Appointed by:

Vancouver Convention Centre-East Hall A/B/C Vancouver, BC March 4th – 5th, 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 Danny Mekhuri

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

Sunny Salas Anthony D'Alessandro

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

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

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THE OUTDOOR ADVENTURE SHOW & BC BIKE 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:

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 OUTDOOR ADVENTURE SHOW & BC BIKE SHOW
VANCOUVER CONVENTION CENTRE-EAST
HALL A/B/C
999 CANADA PLACE
VANCOUVER, BC
V6C 3T4

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

E-mail: info@crossconnectcl.com



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.

s 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 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 - pars@crossconnectcl.com". 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 - pars@crossconnectcl.com". 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 MUST BE PRESENTED TO U.S. CUSTOMS PRIOR TO EXPORT FROM THE USA. STAMPED COPIES MUST 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 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 more information on cargo insurance.

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



Form Checklist

	Cus	 Stoms & 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.
	Cor	 mmercial Invoice / Packing List (Mandatory) Complete all required information per example provided. All invoices MUST 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.
**NC	DTE:	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" box, below

■ Continuous Authority granted



CUSTOMS & EVENT LOGISTICS

416-639-2176

E-mail: info@crossconnectcl.com

Se	Services Required (please check all that apply):												
×	Transportation	▼ Customs C	learance		▼ Advance Wa	▼ Advance Warehouse							
	Shipment Delivering to (please check one):	☐ Direct to E	vent/Show	Site		★ Advance Wa	rehouse						
tor	Exhibitor Name: ABC COMPANY Booth #: 1001												
igi		Event Name: NAME OF THE SHOW / EVENT YOU ARE ATTENDING Event Name: NAME OF THE SHOW / EVENT YOU ARE ATTENDING Event Dates: 05-Jul-21 to 07-Jul-2											
X	Facility/Venue Name: NAME OF CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD												
~ŏ	Facility/Venue Address: ADDRESS OF THE CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD												
Event & Exhibitor	City: TORONTO	State/Province	e: ON				Zip/Postal Code: M0X X0X						
``	On-site Contact: JOHN SMITH	Cell #: 555-555-											
	E-mail: JSMITH@DOMAIN.COM	Importer # (if app	olicable): 12345678	89RM0001									
	Company Name: ABC COMPANY					IRS #: 12-3456	789						
er	Address: 123 SOMEPLACE AVENUE, SUITE 3												
Shipper	City: NEW YORK	State/Province	e: NY			Zip/Postal Code							
S	Contact Name: JOHN SMITH					Tel: 555-555-00	00						
	E-mail: JSMITH@DOMAIN.COM												
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Return Freight	Company Name: ABC COMPANY					IRS / Importer :	# : 12-3456789						
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Ret	Contact Name: JOHN SMITH E-mail: JSMITH@DOMAIN.COM				_	Tel: 555-555-00	00						
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	■ Same as Shipper					007"107"							
5	Company Name: ABC COMPANY					GST/HST# (if ap	plicable):12345678	89RM0001					
Billing	Address: 123 SOMEPLACE AVENUE, SUITE 3	Zin/Dootal Cod	7:-/D+-1 O1 40000										
<u>m</u>	City: NEW YORK State/Province: NY Zip/Postal Code: 10093 Contact Name: JANE DOE, ACCOUNTS PAYABLE Tel: 555-555-0001												
	E-mail: JDOE@DOMAIN.COM					161. 000 000 00	J 1						
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끹.	Charge to: ☑ Visa ☐ MasterCard ☐ American Express												
Payment	Cardholder Name: JOHN SMITH				Number: 1								
ayı	Credit Card Number: 1234 5678 9123 4567				Date: 11/								
п.	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	eject to a 30% surcharge (mi	nimum \$50.00 USE	0).					
	Cardholder Signature: Volu Smith			Date:	10-Jun-21								
	# of Type of Pieces												
	Pieces (Box/Crate/Skid, etc.)		Length	Width	Height		Per Piece	Total					
	2 SKIDS @ Dimensions	(Inches) Each	48	48	48	@ Weight (lbs) Each	400	800					
	1 CRATE @ Dimensions		41	52	50	@ Weight (lbs) Each	1,000	1,000					
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Шd	Additional Services Required: Lift Gate	☐ Inside Pick-	•		·	<u> </u>	Veekend Deliver	-					
Shipme						THER THAN CROSS CON		INFO.					
		oper Hours of O	peration:	8:00 am to	4:00 pm	Must Deliver By: 30-Ju	n-21 @ 4:00 pm						
	Cargo Insurance / Declared Value This shipment is subject to basic liability of the carrier or other	vendors engaged w	hich is limite	d by default	under applic	able contract and/or law No	greater value for li	ability will be					
	declared with any vendor absent written instruction by the client	and written confirm	ation by Cros	s Connect. F	Rather than a	attempt to recover under liabi	lity terms, Cross Co	onnect offers					
	the client the opportunity to include shipments under a first principle of the provided upon request. Please centre												
	insurance policy will be provided upon request. Please contac written confirmation from Cross Connect.	t cross connect fol	more more	auon on car	go msurance	e. Ompinents will not be inst	neu absent wntten	request and					
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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											
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:

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.

Printed Name:

CUSTOMS & EVENT LOGISTICS

Tel: 416-639-2176 E-mail: info@crossser

		s Authority granted								2 ::Idii: III						
	ervices Re	equired (please check all the tation	at apply):	☐ Custo	oms Cl	earance				Advance War	ehouse					
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	Cardholder Signature: Date:															
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		gent pursuant to its "Standard T														
		s, respectively, limit the liability														
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co	nsequential (damages including but not limite	ed to any loss of profit.													
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	ient Sign									Cross Conn	ect Internal Use	e Only				
		agree to the terms of this contract	i.							Accepted by	:					
Si	gnature:					Date:				Date:						

Title:

Signature:

FOR CUSTOMS CLEARANCE BY:

Cross Connect Customs And Event Logistics Inc.

CROSSCONNECT

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.

*IMPORTANT:

MUST be completed in full.

Shipper: Consignee (Ship To):						Importer/Owner of Goods: ■Same as Shipper Shipped Via: □						TRANSPOR	TATION C	OMPANY NAME		
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**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 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

Date: 06/10/2021

12/22

^{**}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"

FOR CUSTOMS CLEARANCE BY:

Shipper:

Cross Connect Customs And Event Logistics Inc.

$\underline{\mathsf{CARRIER\ ONLY}}\ \mathsf{PARS\ E\text{-}mail:\ pars@crossconnectcl.com}\quad \mathbf{COMMERCIAL\ INVOICE\ /\ PACKING\ LIST}$

Consignee (Ship To):



*REMARKS

("X" each item)

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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Importer/Owner of Goods: ☐ Same as Shipper

Shipped Via:

IRS #:

Shipped To: Adv. Whse Show Site