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### Please Read Carefully Before Completing the Attached Documents

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#### **SAMPLES & ORDER FORMS**

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**ALL DOCUMENTS MUST BE FAXED TO GES CANADA CUSTOMS BROKERAGE  
SERVICES PRIOR TO SHIPPING**

Telephone: (905) 283-0500 Fax: (905) 283-0501  
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## WELCOME TO CANADA



Canada is very proud to open its doors and borders to International Conventions, Meetings and Tradeshows. Like all countries, we have rules and regulations with respect to crossing the border and they are controlled and administered by Canada Customs, an official agency of the Revenue Department of the Canadian Government.

GES CANADA Customs Brokerage Services can help you make exhibiting across the border a simple and straightforward two-way experience for your people, products and display equipment. The following pages contain information and forms to assist you in that process by explaining what and when things have to be done.

### **CUSTOMS SIMPLIFIED - TIPS FOR SHIPPING ACROSS THE BORDER**

**1. ⇨ Use Official Suppliers**

It is beneficial for exhibitors to use the official suppliers selected for the show (i.e. GES CANADA Customs Brokerage Services and GES CANADA Logistics).

**2. ⇨ Complete Customs Documents**

Complete all mandatory and necessary documents and fax copies to our GES CANADA office prior to shipping. Send all originals with the shipment and bring 2 copies to the show.

**3. ⇨ Ship on Time**

Have materials shipped to arrive 7 days prior to move-in and consolidate shipments to reduce costs. GES CANADA Logistics is the recommended transportation carrier. **All shipments must be paid for in advance. We do not recommend shipping by parcel carriers or by mail.**

**4. ⇨ Hand Carrying or Private Vehicle**

Notify GES CANADA in advance if you are bringing goods with you on the plane or crossing the border by company, rented or your own vehicle.

**5. ⇨ Tracing Service**

To assist GES CANADA personnel in locating your exhibit freight please bring a record of the shipment "Tracking Number" provided by GES CANADA Logistics or your carrier. Our personnel have the knowledge and connections to expedite your shipment to the show site as quickly as possible.

**6. ⇨ Changes & Return Shipments**

Notify GES CANADA Customs Brokers immediately of any change(s) to what is being shipped, quantities, addresses, etc., as well as what materials will be returned to the U.S. and provide the correct return address.

**7. ⇨ Communicate with GES CANADA CUSTOMS/LOGISTICS Contacts**

GES CANADA will be in touch with you starting 3-4 weeks prior to the event and will have staff on site or on call during move-in, show days, and move-out. Exhibitors will be provided with cell phone numbers for 24-hour, 7-days-a-week access to your GES CANADA CUSTOMS and LOGISTICS contacts.

## CANADA CUSTOMS DOCUMENTS:

(Explanations and direction to samples and order forms for completion)

**TIP: Review and highlight the forms that apply to your shipments for completion**

- GES CANADA Customs/Transportation Order Form – (Mandatory for all shipments)** - gives GES CANADA the authority to clear and coordinate the movement of your materials on your behalf (Pages A - A1 Sample).
- Canada Customs Invoice – CCI – (Mandatory for all shipments)** - itemizes the contents of your shipment; quantities, countries of origin, unit and total shipment values. This is also where you would notify GES CANADA of any goods that will require special treatment or permits (Page B – B1 Sample).
- NAFTA Certificate of Origin** - Goods that will be distributed (giveaways) to a Canadian, or remain in Canada must be identified on this form in order to receive the most favourable duty & tax treatment. This applies to NAFTA countries only; USA, Canada and Mexico (Pages C – C1 Sample).
- Private Vehicle Shipment Information** – Goods that will be crossing the border via a company vehicle, rental or personal vehicle. You must fax GES CANADA this completed document one week in advance of your intended date of crossing. (Page H)
- Airline Hand Baggage** – In the event you intend on bringing exhibit materials or commercial goods with you as hand baggage, a formal customs clearance may be required. Contact GES CANADA prior to departure for further information. **Failure to follow these instructions may result in unexpected delays or payments at the airport.** (Note: No Form)

## UNITED STATES CUSTOMS DOCUMENTS:

(Explanations and direction to samples and order forms for completion)

**TIP: Review and highlight the forms that apply to your shipments for completion**

- Certificate of Registration (FORM 4455)** -Goods that are not of USA origin and are intended to return to the USA (Pages D – D1 Sample).

### **ATTENTION ELECTRONIC SHIPPERS - MANDATORY**

**By not completing the following forms your materials will be denied re-entry into the USA**

- Radio Frequency Form (FCC 740)** – Goods that emit radio frequencies, e.g. computers, video cameras/recorders is mandatory by order of the U.S. Federal Communication Commission (Pages E – E1 Sample)
- Radiation Form (FD 2877)** – Goods that emit radiation, e.g. CD Players, laser printers, monitors, televisions, x-ray equipment, etc. and is mandatory by order of U.S. Food & Drug Administration (Pages F – F1 Sample).

### **ATTENTION TEXTILE SHIPPERS - MANDATORY**

**By not completing the following forms your materials will be denied re-entry into the USA**

- Textile Declaration** - Goods such as carpets, curtains and clothing require this declaration to re-enter the USA. (Pages G – G1 Sample).

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**ALL DOCUMENTS MUST BE FAXED TO GES CANADA CUSTOMS BROKERAGE SERVICES PRIOR TO SHIPPING**

Telephone: (905) 283-0500 Fax: (905) 283-0501 e-mail: [toronto@gesexpo.com](mailto:toronto@gesexpo.com)

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## DETAILED DESCRIPTION & INSTRUCTIONS

### ☐ **GES CANADA Customs/Transportation Order Form**

This Order Form ***must be completed*** for all shipments.

The GES Customs Order Form is your authorization to allow GES to act on your behalf. GES cannot clear your goods through Canada Customs without this form being fully completed. The information completed on this form allows us to properly classify and process your shipment(s) into and out of Canada. It also provides payment authorization and IRS identification details for the safe return of your goods back to the USA. GES CANADA accepts Credit Card, Cheque, Bank Transfer or Money Order.

Charges for GES CANADA Customs Brokerage services include the posting of any Canada Customs Bonds that may be required plus any additional pay-outs that are made on your behalf. These amounts may include duty and taxes for goods that remain in Canada, local cartage fees, terminal fees and U.S. Customs clearance.

**Action** ☐ Please complete ***all*** areas of the Form and fax to GES CANADA.

### ☐ **Canada Customs Invoice – CCI**

This document ***must accompany*** every shipment.

The *Canada Customs Invoice – CCI*, is the most important document for any exhibition materials entering Canada. It must itemize all goods contained in the shipment with a description, quantity, value and country of origin.

- Action** ☐
1. Fill in all required information on the *Canada Customs Invoice – CCI*
  2. Include the original and two copies of your completed *Canada Customs Invoice*, in an envelope and staple to your Truck Bill of Lading or Air Waybill and label the envelope: **“Notify GES CANADA Customs Brokers for Canada Customs Clearance”**
  3. Fax a copy of the *Canada Customs Invoice* to GES CANADA Customs Brokers prior to shipping your goods, and keep a copy for your on-site representative’s records.

### ☐ **North American Free Trade Agreement (NAFTA) Certificate of Origin Completion Instructions**

Goods and display materials entering Canada that will not be exported after the show may be subject to duty and/or tax. Under the *North American Free Trade Agreement*, you may reduce or eliminate the amount of duty that is normally payable if a properly completed *NAFTA Certificate of Origin* accompanies your shipment. This is only applicable to goods originating in other NAFTA countries: United States and Mexico.

□ **North American Free Trade Agreement (NAFTA) - cont'd....**  
**Certificate of Origin Completion Instructions**

- Field 1 State the full legal name, address (including country) and legal tax identification number of the exporter. Legal tax identification number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and the United States, employer's identification number or Social Security Number.
- Field 2 Complete field if the Certificate covers multiple shipments of identical goods as described in Field 5 that are imported into a NAFTA country for a specified period of up to one year (blanket period). "FROM" is the date upon which the Certificate becomes applicable to the goods covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential tariff treatment is claimed based on this Certificate must occur between these dates.
- Field 3 State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the producer. If more than one producer's good is included on the Certificate, attach a list of the additional producers, including the legal name, address (including country) and legal tax identification number, cross referenced to the good described in Field 5. If you wish this information to be confidential, it is acceptable to state "Available to Customs upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".
- Field 4 State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the importer. If importer is not known, state "UNKNOWN", if multiple importers, state "VARIOUS".
- Field 5 Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (HS) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.
- Field 6 For each good described in Field 5, identify the HS tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the HS tariff classification of the country into whose territory the good is imported.
- Field 7 For each good described in Field 5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6A (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). **Note: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.**

**Preference Criteria:**

- A The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries, as referred to in Article 415. Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced". If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref. Article 401(a) and 415)
- B The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (Reference: Article 401(b))
- C The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in Article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref.: Article 401(c))

□ **North American Free Trade Agreement (NAFTA) - cont'd....**  
**Certificate of Origin Completion Instructions**

- D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:
1. the good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to HS General Rule of Interpretation 2(a); or
  2. the good incorporated one or more non-originating materials, provided for as parts under the HS, which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.

**Note: This criterion does not apply to Chapters 61 through 63 of the HS (Reference: Article 401(d))**

- E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the Most-Favoured-Nation Tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (Reference: Annex 308.1)
- F The good is an originating agricultural good under preference criterion A, B or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2.B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. **Note 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. Note 2: A tariff rate quota is not a quantitative restriction.**

- Field 8 For each good described in field 5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.
- Field 9 For each good described in Field 5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated according to the net cost method over a period of time, further identify the beginning and ending dates (DD/MM/YY) of that period. (Reference: Articles 402.1, 402.5)
- Field 10 Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of customs duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each Party's schedule of tariff elimination. For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than 7%; otherwise indicate as "JNT" for joint production. (Reference: Annex 302.2)
- Field 11 This field must be completed, signed and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed and dated by the producer. The date must be the date the Certificate was completed and signed.

## □ Airline Hand Baggage

In the event you intend on bringing any exhibit materials or commercial goods with you as hand baggage, a formal Customs clearance may be required. Contact GES CANADA Customs Brokers prior to your departure for further information.

**Action** □ Complete a *GES CANADA Customs/Transportation Order Form* and a *Canada Customs Invoice – CCI*, describing your materials, fax to GES CANADA and bring a copy with you. Upon arrival present the *CCI* to the Customs and Immigration officer in Toronto and inform him/her you are attending a convention/tradeshaw and GES CANADA Customs Brokers will Customs clear your goods at the show. Canada Customs will issue you a C6 document to be presented to GES CANADA Customs Brokers upon arrival at show site.

**Failure to follow these instructions may result in unexpected delays or payments at the airport**

## □ Private Vehicles or Company Vehicles

In the event you will be transporting your exhibition materials to Canada with a company, rented or personal vehicle you **must** notify GES CANADA Customs Brokers, at least one week in advance of your intended date of crossing the border.

**Action** □ Complete all required Customs documentation including the *GES CANADA Customs/Transportation Order Form*, *Canada Customs Invoice – CCI* and the *Private Vehicle Shipment Information Form*. Fax all completed documentation to GES CANADA Customs Brokers at least one week prior to your border crossing date. Ensure the driver of the vehicle has copies of all documentation.

**Failure to follow these instructions may result in unexpected delays or payments at the border**

## □ Canadian Certificates or Permits

Certain goods require Certificates or Permits before they are allowed entry into Canada. The specific kinds of materials that require certificates and/or permits are:

- ▶ Clothing/Textiles
- ▶ Animals
- ▶ Firearms
- ▶ Plants/Agriculture
- ▶ Alcohol
- ▶ Explosives
- ▶ Food
- ▶ Drugs

In the event you will be shipping any of these materials, or you are not certain if your materials are subject to special treatment, you must notify GES CANADA immediately.

## □ ATA Carnet

The *ATA Carnet* is an internationally recognized Customs document that is similar to a passport for an individual traveler. It serves as a guarantee for the entry of materials into a country in place of the normal Customs documentation that would usually be required. An *ATA Carnet* is issued in the country of origin and provides bond coverage for the temporary importation of exhibit materials. Please contact GES CANADA for further information.

□ **Certificate of Registration (Form 4455)  
For Goods that are not of U.S. Origin/Manufacture**

If you are shipping materials to Canada that are not made or produced in the USA but have been shipped from the USA and will be returning to the USA, they will require a *Certificate of Registration (Form 4455)*.

Goods that are manufactured outside the United States are dutiable each time they cross the U.S. border, unless evidence can be provided that the goods are re-entering the United States.

This form must accompany your shipment to Canada and be validated or stamped by U.S. Customs at the port of exit prior to your departure. The carrier must be instructed in writing on the Bill of Lading or Air Waybill that this form must be validated/stamped.

If you are transporting your materials by company, rented or private vehicle, it is important that you stop at U.S. Customs prior to entering Canada to have this form Validated/Stamped.

**Action** □ This form is not Valid unless it has been stamped and examined by U.S. Customs prior to leaving the U.S.A. An original must be provided to GES CANADA Customs Brokers at show site to be included in your documents for return to the USA.

□ **FCC Form 740 Items Capable of Emitting Radio Frequencies  
An FCC Form is required for all goods capable of emitting Radio Frequencies**

The U.S. Federal Communications Commission (FCC) requires the filing of an FCC Form 740 for any radio frequency or sub assembly devices (manufactured outside the USA), which can cause harmful interference, prior to entry into the USA. A separate Form 740 is required for each model type.

**Examples of Products that Emit Radio Frequencies:**

A radio frequency (RF) device is any product capable of emitting radio signals while being operated, such as: computers & peripherals, telephones, video cameras & VCRs, transmitters/receivers, disk drives, video games, TV tuners.

**Action** □ The FCC Form must be completed and faxed to GES CANADA Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES CANADA Customs representative at show-site. GES CANADA must receive the original of the FCC Form 740 for submission to U.S. Authorities upon return of your shipment to the USA.

□ **FDA Form 2877 Electronic Products Capable of Emitting Radiation  
An FDA Form 2877 is required for all goods capable of emitting Radiation**

The USA Food and Drug Administration (FDA) and U.S. Customs regulations state that when shipping electronic equipment that emits or is capable of emitting radiation, Form FD 2877 must be completed prior to entry into the USA. This form is required regardless of the country of manufacture.

You must verify that a certificate, in the form of an identification tag or label, is affixed to the product that states compliance with USA Food and Drug regulations.

### **Examples of Products that Emit Radiation.**

Products that emit radiation include televisions, monitors, laser printers, CD players, X-ray equipment and laser emitting equipment and devices.

**Action** □ The FDA Form 2877 must be completed and faxed to GES CANADA Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES CANADA Customs representative at show-site. GES CANADA must receive the original of the FDA Form 2877 for submission to U.S. Authorities upon return of your shipment to the USA.

### □ **Textile Declaration**

The U.S. Government requires the filing of a *Textile Declaration* for any textile products returning to the United States. This declaration would be for any products containing textiles such as carpet, drapes, t-shirts, tote bags, etc. In addition, goods from certain countries may require permits or may not be allowed re-entry into the U.S. due to trade quotas or embargo's with certain countries such as China, Singapore, Sri Lanka, etc.

#### **Completion Instructions – See Example**

1. Name of the person making the declaration.
2. Countries manufacturing the article, source of country of the textiles used in the manufacture of the article
3. Style & model numbers, colour, etc. (if applicable)
4. Name & number of items
5. Description of processing and country where processing was done
6. Date of export from Canada (date goods returning to US)
7. Description of imported material and country where the material was manufactured
8. Date material was exported from originating country

**Action** □ The *Textile Declaration* must be completed and faxed to GES CANADA Customs Brokers prior to shipping your goods. Keep the original with your shipment and provide it, with your other Customs documents, to a GES CANADA Customs representative at show-site. GES CANADA must receive the original for submission to U.S. Authorities upon return of your shipment to the USA.

### **All Customs documents must be faxed to GES CANADA prior to shipping**

For additional information contact GES CANADA  
the Official Customs Broker for this event.

Telephone: (905) 283-0500 Fax: (905) 283-0501 e-mail: [toronto@gesexpo.com](mailto:toronto@gesexpo.com)