



customs



GES Customs Services

*GES is proud
to offer our
clients a one
source solution
for
Customs and
Transportation
services*

Reliable and Efficient Service

- Experienced and reliable staff you can depend on who specialize in trade show Customs procedures
- Personnel are accessible at all times

Value Added Service

- Save time and money by making fewer calls

Personalized Service

- Telephone, email and fax communication
- Forms and instructions for completion in all Exhibitor Service Kits
- One-on-one Customs consultation to assist all exhibitors with their specific needs

On-Site Representation

GES Customs Services representatives will be on site from the beginning of move-in and throughout the event until the last shipment leaves the trade show floor

Simplified Ordering

For your convenience choose one of the ordering options available:

- Online: www.ges.com/ca
- Email: torontocl@ges.com
- Phone: 905-283-0500 or 1-877-437-4247
- Fax: 905-283-0501

Leave all your shipping, customs clearance and furniture rentals to GES.



Customs / Transportation Order Form

EXAMPLE

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES
FOR (PLEASE CHECK ONE)

Customs Clearance
And Transportation

Customs Clearance
Only

Transportation
Only

SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: ABC MACHINE COMPANY Email Address: _____
U.S. Tax # or U.S. IRS ID #: 31-2293941
Event Name & Booth #: INTERNATIONAL MACHINERY SHOW Booth #: 1430
Facility Name: MTCC - METRO TORONTO CONVENTION CENTRE - SOUTH BLDG
Shipment Date: MARCH 3, 2001 From (City): NEW YORK Carrier Name: GES LOGISTICS
It Consists of (# Cartons): 6 Weight: 1,500 lbs. kgs.
Our Rep @ Event: BILL SMITH Staying At (Hotel): RYH - ROYAL YORK Tel: 416-368-2511

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL - WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: ABC MACHINE COMPANY
Delivery Address: 100 - 5TH AVENUE
City: NEW YORK Province/State: NEW YORK Postal / Zip: 10012-1010
Name: JOE BROWN Telephone: 212-286-2140 Fax Number: 212-286-2100
Ship Via: Common Carrier Our Company Vehicle Van Line Service Air Freight Service

SECTION 3 CREDIT CARD AUTHORIZATION (NOTE - THIS SECTION MUST BE COMPLETED)

I hereby authorize use of the following credit card for payment of services relative to this order form

CREDIT CARD INFORMATION MUST BE COMPLETED

Charge To: VISA MASTERCARD AMERICAN EXPRESS
Credit Card Number: 123 456 789 012 Expiry: 09 / 03
Cardholder's Name: BILL SMITH Title: DIRECTOR OF SALES
Cardholder's Signature: BILL SMITH

ORIGINAL SIGNATURE REQUIRED

SECTION 4 INVOICE / STATEMENT INFORMATION

Company Name: ABC MACHINE COMPANY
Mailing Address: 100 - 5TH AVENUE
City: NEW YORK Province/State: NY Postal / Zip: 10012-1010
Attention: BILL SMITH Telephone: 212-286-2140 Fax Number: 212-286-2100

SECTION 5 ORDER AUTHORIZED BY

This Form Was Completed By: JOE BROWN
(Please Print Full Name)

Title: DIRECTOR OF MARKETING

Date: APRIL 17, 2001



Customs / Transportation Order Form

THE ORIGINAL OF THIS ORDER FORM MUST BE COMPLETED & RETURNED TO ENSURE CUSTOMS CLEARANCE
PLEASE ACCEPT THIS AS YOUR AUTHORITY TO PROVIDE CUSTOMS CLEARANCE AND/OR TRANSPORTATION SERVICES

WE WISH TO USE GES SERVICES FOR (PLEASE CHECK ONE) Customs Clearance And Transportation Customs Clearance Only Transportation Only

SECTION 1 EXHIBITOR AND SHIPMENT INFORMATION

Exhibitor / Company Name: _____ Email Address: _____
 U.S. Tax # or U.S. IRS ID #: _____
 Event Name & Booth #: _____ Booth #: _____
 Facility Name: _____
 Shipment Date: _____ From (City): _____ Carrier Name: _____
 It Consists of (# Cartons): _____ Weight: _____ lbs. kgs.
 Our Rep @ Event: _____ Staying At (Hotel): _____ Tel: _____

PLEASE DO NOT SHIP BY PARCEL COURIER OR MAIL – WE WILL NOT BE RESPONSIBLE FOR TIMELY DELIVERY

SECTION 2 RETURN SHIPMENT CONSIGNMENT INFORMATION

Company Name: _____
 Delivery Address: _____
 City: _____ Province/State: _____ Postal / Zip: _____
 Name: _____ Telephone: _____ Fax Number: _____
 Ship Via: Common Carrier Our Company Vehicle Van Line Service Air Freight Service

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 Cardholder's Signature: _____

ORIGINAL SIGNATURE REQUIRED

SECTION 4 INVOICE / STATEMENT INFORMATION

Company Name: _____
 Mailing Address: _____
 City: _____ Province/State: _____ Postal / Zip: _____
 Attention: _____ Telephone: _____ Fax Number: _____
 Email: _____

SECTION 5 ORDER AUTHORIZED BY

This Form Was Completed By: _____
 (Please Print Full Name)
 Title: _____ Date: _____

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

| | |
|--|---|
| <p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010</p> | <p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada MARCH 3, 2001</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) 31-2293941 (COMPANY IRS#)</p> |
|--|---|

| | |
|--|--|
| <p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC MACHINE COMPANY / BOOTH 210 INTERNATIONAL MACHINERY SHOW C/O METRO TORONTO CONVENTION CENTRE SOUTH BLDG 222 BREMNER BLVD TORONTO, ON M5V 2E6</p> | <p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) NO SALE INVOLVED</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises U.S.A.</p> <p><small>If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12</small></p> |
|--|--|

| | |
|---|--|
| <p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI NO <input type="checkbox"/> NON</p> | <p>9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)</p> |
|---|--|

| | |
|--|--|
| <p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p> <p>GES LOGISTICS NEW YORK, NY</p> | <p>10 Currency of Settlement / Devises du paiement USD</p> |
|--|--|

| 11. No. of Pkgs. Nbre. de colis | 12. Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité) | 13. Quantity (State Unit) Quantité (Préciser l'unité) | Relacement Value Valeur de Remplacement | |
|------------------------------------|--|--|--|------------|
| | | | 14. Unit Price Prix Unitaire | 15. Total |
| 3 PCS | WOODEN CRATES-COMPUTERS (CERTIFICATE OF REGISTRATION ATTACHED) | 3 | \$1,000.00 | \$3,000.00 |
| 1 PC | CRATE-COMPUTER MONITOR (CERTIFICATE OF REGISTRATION ATTACHED) | 1 | \$ 500.00 | \$ 500.00 |
| 1 PC | CARTON-ADVERTISING LITERATURE | 1,000 | \$ 0.10 | \$ 100.00 |
| 1 PC | CARTON-PLASTIC KEY CHAINS / BOOKS | 50 | \$ 0.50 | \$ 25.00 |

| | | |
|---|---|---|
| <p>XI.1 Total Number of Pieces / Nombre total de pièces 6</p> | | |
| <p>18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale</p> | <p>16. Total Weight / Poids total 1,500bs. <input checked="" type="checkbox"/>kgs.</p> <p>Net. Weight N/A</p> | <p>17. Invoice Total Total de la facture</p> <p>Gross Wt./ Brut 1,500 lbs</p> |

| | |
|--|--|
| <p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> | <p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) ABC MACHINE COMPANY 100-5TH AVENUE NEW YORK, NY 10012-1010</p> <p>Contact: BILL SMITH</p> <p>Tel: 212-268-2140 Fax: 212-268-2511</p> |
| <p>21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu)</p> <p>N/A</p> | |

CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES

| | | | | | |
|--|---|---|--|--|--|
| 1 Vendor (Name and Address) / Vendeur (Nom et Adresse) | | 2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada | | 3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur) | |
| 4 Consignee (Name and Address) / Destinataire (Nom et Adresse) | | 5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) | | | |
| | | 6 Country of Transshipment / Pays de transbordement | | | |
| | | 7 Country of Origin of Goods Pays d'origine des marchandises | | If shipment includes goods of different origins enter origins against items in 12 Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12 | |
| VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? | | 9 Condition of Sales and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.) | | | |
| YES <input type="checkbox"/> OUI | | NO <input type="checkbox"/> NON | | | |
| 8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada | | 10 Currency of Settlement / Devises du paiement | | | |
| 11. No. of Pkgs. Nbre. de colis | 12 Specification of Commodities (Kind of Packages) Marks and Numbers, General Description and Characteristics i.e. Grade Quality Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité) | 13 Quantity (State Unit) Quantité (Préciser l'unité) | Relacement Value Valeur de Remplacement | | |
| | | | 14 Unit Price Prix Unitaire | 15 Total | |
| XI.1 Total Number of Pieces / Nombre total de pièces | | | | | |
| 18 <input type="checkbox"/> If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case | | 16. Total Weight / Poids total <input type="checkbox"/> lbs. <input type="checkbox"/> kgs. | | 17. Invoice Total Total de la facture | |
| Commercial Invoice No. / No. De la facture commerciale | | Net. Weight | Gross Wt./ Brut | | |
| 19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) | | 20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse) | | | |
| 21 Departmental Ruling (if applicable) Decision ministérielle (s'il y a lieu) | | Contact: Tel: Fax: | | | |