Mendelssohn Commerce

276 St-Jacques St. West, Suite 818 Montreal, QC Canada H2Y 2G4

Tel: 514-987-2700 Fax 514-849-3446 www.mend.com



Mendelssohn Customs and Transportation Services

ICAO TRIP / MRTD 11th Symposium October 14th – 16th, 2015

Mendelssohn Commerce has been appointed as the official customs broker and transportation provider for the **ICAO TRIP / MRTD 11**th **Symposium, October 14**th – **16**th, **2015.** For all customs needs, we recommend you deal directly with Mendelssohn Commerce.

For Customs and Transportation inquiries please contact:

John Santini	<u>jsantini@mend.com</u>		
Tel: 514-987-2700 ext. 2124	Fax: 514-849-3446	Cell: 514-466-0680	

**ICAO will not be responsible for any customs clearance or transportation related fees.

All exhibition material must be sent with all customs clearance charges <u>prepaid</u>. Box #5 of the Canada Customs Invoice should indicate 'No Sale involved' / your exhibitor name and address.

A copy of the Canada Customs Invoice (with example) is included with the Mendelssohn Forms.

Prior to shipping, the Order Form and Canada Customs Invoice (CCI) should be completed and forwarded to our office (Attn: John Santini, jsantini@mend.com). Three copies of the CCI must accompany the shipment. Please fax the 'Credit Card Authorization Form' to fax number 514-396-5547.

HAND CARRYING or PRIVATE VEHICLE

For exhibitors who will be arriving by plane or in a private vehicle with their goods, it is necessary that you notify Mendelssohn Commerce six weeks in advance so that the proper documentation (Pre-Arrival Processing System - PAPS) can be prepared for the appropriate border crossing.

Prior to shipping your goods, please fax all appropriate customs documents to our office at 514-849-3446. It is important to provide Mendelssohn Commerce with your carrier's name and tracking number.

COF: Customs Order Form: Mandatory for customs clearance. Without this document Mendelssohn Commerce does not have authorization to clear shipments. This form also gives the coordinator all the information for the return shipment.

CCI: Canada Customs Invoice: is the mandatory document for anyone shipping exhibit/registration material. Three (3) copies should accompany the shipment (either provide them to the driver picking up your material or tape them onto the shipment).

**When shipping electronic equipment back to the USA after the congress, FCC and FDA forms can apply. Please speak to Mendelssohn Commerce about this.



Credit Card Authorization Form

- **Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax.
- **DO NOT e-mail this form. If you are unable to fax, please contact our office for instructions.

**Please complete this form, and fax it to 514-396-5547.

NOTE: This fax # is used ONLY for receipt of Payment Information. It is located in a secured area that is NOT accessible for receipt of other documents and shipment information. All non-payment information (Order Forms, Invoices, Bills Of Lading, etc.) should be sent via e-mail, or faxed to 514-849-3446.

Event Name:									
Event Dates:									
Invoicing Information									
Exhibitor / Company Name:									
Address:									
City:	Province/State:								
Postal/Zip Code:	Telephone:								
E-mail:									
Credit Card Information									
Charge to:	☐ American Express								
Cardholder Name:									
Card Account Number:									
Expiry Date:									
I hereby authorize the use of this credit card for payment of services relative to this event. I understand that a 2% administrative fee (minimum \$50.00) will be charged for all credit card declines.									
Cardholder's Signature:	DateÁÇ { BàåĐ^^^ D								

Mendelssohn Event Logistics dba MENDELSSOHN COMMERCE, Division of ICECORP Logistics Inc.

TORONTO, Head Office MTCC, North Building MTCC, South Building **MONTREAL CALGARY** VANCOUVER 2116 - 27TH Ave. N.E., 255 Front St. W. 1600 Courtneypark Dr. E 222 Bremner Blvd., 276 Rue St. Jacques, 608 Annance Court, Mississauga, ON Toronto, ON Room 825B Suite 818, Suite 325 Unit 3 L5T 2W8 M5V 2W6 Toronto, ON Montreal, QC Calgary, AB Delta, BC T: 416.863.9339 T: 905.673.5445 M5V 3L9 H2Y 2G4 T2E 7A6 V3M 6Y8 F: 905.673.2574 F: 416.863.5149 T: 416.863.9339 T: 514.987.2700 T: 403.291.1694 T: 604.687.5535 Payment Fax (Credit Payment Fax (Credit F: 416.591.8589 F: 514.849.3446 F: 403.291.7028 F: 604.687.1463 Card Secure): Payment Fax (Credit Payment Fax (Credit Payment Fax (Credit Payment Fax (Credit Card Secure): 416.863.0301 1.855.762.1145 Card Secure): Card Secure): Card Secure): Card Secure): 416.863.0301 514.396.5547 1.855.762.1145 1.855.762.1145

Order Form

Date:

01/29/2014

Customs and Transportation Services

Please accept this as authority for ICECORP Logistics Inc. dba Mendelssohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, 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 ICECORP Logistics Inc. Standard Trading Conditions, including but 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.

2.

COMMERCE

One Source. One Solution.

In signing this form, I grant ICECORP Logistics Inc. dba Mendelssohn Commerce full power and authority to appoint a sub-agent, where required. This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.									
	1 ()	etalled belov	Event Dates: APR. 15-17, 2014						
	Event Name: INT'L MARKETING EVENT Event Dates: APR. 15-17, 2014 Services Required: (please check one)								
☐ Custom	s Clearance and Tran	sportation Customs Cle	earance C	Only		☐ Transportation O	nly		
Shipper	Information			Deliver	v Inforn	nation			
	ame: ABC DISTRIBUT	FING COMPANY		Delivery Information Exhibitor/Company Name: ABC DISTRIBUTING COMPANY					
	S. Tax Identification #:					MARKETING EVENT	Booth #:		
	25 ELM STREET			Facility Name: EVENT FACILITY					
D	OCK DOOR #2			Address:	278 SOM	EWHERE PLACE			
City CLUC	AGO Province/S	toto: II Dootol/Zin: CCC		City TOD	ONTO	Province/State: ON	Doctol/Zir	. MEM OD	
City: CHICA	ne: JOHN DOE	tate: IL Postal/Zip: 6666 Tel: 708-555-120		City: TORONTO Province/State: ON Postal/Zip: M5M 2B2 On-Site Contact: SANDY SMITH Cell #: 708-555-1234					
	DE@DOMAIN.COM	Fax: 708-555-22				OMAIN.COM	OCII #. 7 00	7 000 1204	
Return F			nner			ing Information	□ Same	as Shipper	
	ame: ABC DISTRIBUT		рроі			BC DISTRIBUTING COMPA			
	S. Tax Identification #:			Importer a	# (if applic	able): 123456789RT000	1	THING DELT T	
	25 ELM STREET			Address:					
	OCK DOOR #2								
City: CHIC				City: CHI		Province/State: IL	Postal/Zip		
	me: JOHN DOE	Tel: 708-555-120	00	Contact N			Tel: 708-5		
	DE@DOMAIN.COM			E-mail: JS	SMITH@D	OMAIN.COM	Fax: 708-	555-1266	
Shipmen	t Information								
		Issohn Commerce): MENDELSSOHN							
Pick-Up Dat	te: APR. 03/14	Hours of Operation: 8:00 AM	- 5:00 PM	Delivery D	ate: APR	. 14/14 Time: 11:	00 AM		
Requested	Service Level:	☐ Air ☐ 2 nd Day	X	Truck					
Additional S	ervices Required:	☐ Lift Gate ☐ Inside Pi	ck-Up/De	livery					
# of Pieces	Box/Crate/Skid etc.		Length	n Width	Height		Per Piece	Total	
2	SKIDS	@ Dimensions (Inches) Each:		48	48	@ Weight (lbs) Each:	375	750	
4	CRATES	@ Dimensions (Inches) Each:		47	60	@ Weight (lbs) Each:	500	2,000	
		@ Dimensions (Inches) Each:	-			@ Weight (lbs) Each:	 		
		@ Dimensions (Inches) Each:@ Dimensions (Inches) Each:	+			@ Weight (lbs) Each:@ Weight (lbs) Each:			
6	Total	& Differsions (friches) Lacri.					tal Weight:	2,750	
		real Value					tai TTOIGITE	2,700	
This shipment is pound multiplied	d by the number of pounds for	r liability, direct with the carrier. Maximum or that part of the shipment lost or damage ms and conditions of liability for loss/damage	d, but not les	ss than \$50.00	per shipment	UNLESS additional Cargo Insura	ance has been a	arranged with	
Terms of	FPayment and S	Security Deposit (Must b	e com	pleted)					
		PCI) compliance rules, we will on as been provided. Please check						parate	
☐ Ir	 ☐ Completed Credit Card Authorization or Preliminary Invoice has been faxed. ☐ Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone. 								
	nd Conditions								
This order is plated loss, damage at responsible for acts of god, strill have made other assumed losses	aced with the specific unders nd/or theft to our merchandis damage to uncrated materia kes, lock outs of any kind be er appropriate insurance arra	tanding that we hereby release ICECORP se and property, no matter how caused, an ls, improperly packaged goods or conceale yond its control. 3) Mendelssohn Comme ingements and paid applicable charges. 4 or any collateral costs which may result from.	d we have in ed damage. rce liability is Mendelsso	nsured all such 2) Mendelssol s outlined in the ohn Commerce	properties be nn Commerce above Cargo shall not be I	ing handled; 1) Mendelssohn Co will not be responsible for any lo b Insurance / Declared Value sec liable to any extent whatsoever fo	mmerce shall no coss/damage/delection. We are se for the actual, por	ot be lay due to fire, elf-insured, or tential or	
Client Signature I have read and agree to the Terms and Conditions of this Contract.			Accepted	by Mend	elssohn Commerce				
i nave read and a	agree to the Terms and Conditi	ons of this Contract.							
Signature: Signature: Signature:									
Name: JOE				Name:					
Title: OW	NER / PRESIDENT			Title:					

Date:

Order Form

Customs and Transportation Services

Please accept this as authority for ICECORP Logistics Inc. dba Mendelssohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, 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 ICECORP Logistics Inc. Standard Trading Conditions, including but 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 ICECORP Logistics Inc. dba Mendelssohn Commerce full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below. Event Name: **Event Dates:** Services Required: (please check one) Customs Clearance and Transportation Customs Clearance Only ☐ Transportation Only **Shipper Information Delivery Information** Company Name: Exhibitor/Company Name: IRS # or U.S. Tax Identification #: Booth #: **Event Name:** Facility Name: Address: Address: City: Province/State: Postal/Zip: Province/State: Postal/Zip: City: On-Site Contact: Cell #: Contact Name: Tel: E-mail: Fax: E-mail: **Billing / Invoicing Information Return Freight** ☐ Same as Shipper ☐ Same as Shipper Company Name: Company Name: IRS # or U.S. Tax Identification #: Importer # (if applicable): Address: Address: Province/State: City: Province/State: Postal/Zip: City: Postal/Zip: Contact Name: Tel: Contact Name: Tel: E-mail: E-mail: Fax Shipment Information Carrier Name (if not using Mendelssohn Commerce): Contact Name: Tel: Pick-Up Date: Hours of Operation: **Delivery Date:** Time: ☐ 2nd Dav □ Air ☐ Truck Requested Service Level: Additional Services Required: ☐ Lift Gate ☐ Inside Pick-Up/Delivery # of Pieces | Box/Crate/Skid etc. Length Width Height Per Piece Total @ Weight (lbs) Each: @ Dimensions (Inches) Each: @ Dimensions (Inches) Each: @ Weight (lbs) Each: @ Weight (lbs) Each: @ Dimensions (Inches) Each: @ Dimensions (Inches) Each: @ Weight (lbs) Each: @ Dimensions (Inches) Each: @ Weight (lbs) Each: Total Total Weight: Cargo Insurance / Declared Value This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with Mendelssohn Commerce. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Mendelssohn Commerce for more Cargo Insurance information. Terms of Payment and Security Deposit (Must be completed) **Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax. A separate Credit Card Authorization form has been provided. Please check off the payment method that has been completed for this order: Completed Credit Card Authorization or Preliminary Invoice has been faxed. Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone. Terms and Conditions This order is placed with the specific understanding that we hereby release ICECORP Logistics dba Mendelssohn Commerce (Mendelssohn Commerce) and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Mendelssohn Commerce shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Mendelssohn Commerce will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Mendelssohn Commerce liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Mendelssohn Commerce shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws Client Signature Accepted by Mendelssohn Commerce I have read and agree to the Terms and Conditions of this Contract. Signature: Signature: Name: Name: Title: Title: Date: Date:

Agence des services frontaliers du Canada

CANADA CUSTOMS INVOICE FACTURE DES DOUANES CANADIENNES

PROTECTED PROTÉGÉ	В	when completed une fois rempli

					1 of de 1				
1. Vendor	(name and address) - Vendeur (nom et adresse)	2. Date of o	direct shipment to Canada - Da	ate d'expédition directe ve	•				
ABC Dis- 125 Elm	tributing Company		4/3/2007						
Chicago,			Other references (include purchaser's order No.)						
66666-6			Autres références (inclure le n° de commande de l'acheteur) 10-9999999						
4. Consign	nee (name and address) - Destinataire (nom et adresse)		Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)						
	tributing Company / Booth 234	No sale i		re du destinataire)					
	rional Computing Event	140 sale 1	nvoivea						
	rt Facility Where Street								
Toronto									
M7W 2P	6	-	Country of transhipment - Pays de transbordement						
		N/A	of origin of goods	IF SHIPMENT INCLUDES O	GOODS OF DIFFERENT ORIGINS				
		Pays d'o	rigine des marchandises rious - See Below	ENTER ORIGINS AGAINST SI L'EXPÉDITION COMPRI DIFFÉRENTES, PRÉCISEZ	I ITEMS IN 12. END DES MARCHANDISES D'ORIGINES LEUR PROVENANCE EN 12.				
	ortation: Give mode and place of direct shipment to Canada ort : Précisez mode et point d'expédition directe vers le Canada		ns of sale and terms of payme , consignment shipment, lease						
Mendels	sohn Commerce, Chicago, IL		ns de vente et modalités de pa ente, expédition en consignation		ises, etc.)				
Menders	Sonn commerce, chicago, 12	No sale i	nvolved						
		10. Currency	y of settlement - Devises du pa	niement					
		USD							
11. Number of	 Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) 		13. Quantity (state unit)		ice - Prix de vente				
packages Nombre	Désignation des articles (nature des colis, marques et numéros, description général et caractéristiques, p. ex. classe, qualité)	е	Quantité (précisez l'unité)	14. Unit price Prix unitaire	15. Total				
de colis			(1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-						
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, car	rpets) - USA	1	\$5,000.00	\$5,000.00				
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literat	ure - USA	1000	\$0.10	\$100.00				
1 pc	Carton - Plastic Key Chains - CHINA		50	\$0.50	\$25.00				
1 pc	Carton - Books - USA		50	\$1.00	\$50.00				
3 pcs	Cases - Computers - CHINA		3	\$1,000.00	\$3,000.00				
2 pcs	Cases - Computer Monitors - JAPAN		2	\$500.00	\$1,000.00				
	fields 1 to 17 are included on an attached commercial invoice, check this box enseignement relativement aux zones 1 à 17 figure sur une ou des factures		16. Total weight - Poids total		17. Invoice total Total de la facture				
commer	ciales ci-attachées, cochez cette case		Net	Gross - Brut					
	rcial Invoice No N° de la facture commerciale 's name and address (if other than vendor)	20 Originate	N/A	300 lbs	\$9,175.00				
	adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)						
			ABC Distributing Company 125 Elm Street						
			Chicago, IL 66666-6666						
21 Agency	ruling (if applicable) - Décision de l'Agence (s'il y a lieu)	22.	22						
Z1. Agonoy	tolling (in applicable) Decision of inspirate (only a lice)	If fields 2	If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case						
(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada to the place of direct sh Les frais de transport, dépenses et assurances Les frais de transport, contract de transport			indicate amount: 25. Check (if applicable): Cochez (s'il y a lieu):						
			es, expenses and insurance (i) Royalty payments or subsequent proceeds are						
							buying		
							rersées (ii) The	e ure aser has supplied us in he production of t	goods or services hese goods
			act teur fourni des marchandises ou des rvi es poù la production de ces						
			(iii) Export packing (iii) Export packing		ng	marchandises			
			Le coût de l'emballage d'exportation Le coût de l'emballage			e d'exportation			
	Dans ce formulaire, toutes les expressions désignar	nt des personnes visent	à la fois les hommes et les fe	mmes.					



Agence des services frontaliers du Canada

CANADA CUSTOMS INVOICE FACTURE DES DOUANES CANADIENNES

PROTECTED PROTÉGÉ	В	when completed une fois rempli
	Page	_

						of de	
Vendor (name and address) - Vendeur (nom et adresse)		2. Date of	direct shipment to	Canada - Date	e d'expédition directe ve	•	
			ferences (include éférences (inclure		rder No.) nande de l'acheteur)		
Consignee (name and address) - Destinataire (nom et adresse)			er's name and ac adresse de l'ache				
		6. Country of transhipment - 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 COMPREDID DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.					
Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada			9. Conditions of sale 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.)				
		10. Currenc	y of settlement -	Devises du paie	ement		
11. 12. Specification of commodities (kind of packages, marks and r	numbers, general		13. Quan		Selling pr	ice - Prix de vente	
Number of packages Nombre de colis description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numére et caractéristiques, p. ex. classe, qualité)	ros, description générale		(state Quan (précisez	tité	14. Unit price Prix unitaire	15. Total	
18. If any of fields 1 to 17 are included on an attached commercial invoice, ch Si tout renseignement relativement aux zones 1 à 17 figure sur une ou de commerciales ci-attachées, cochez cette case Commercial Invoice No N° de la facture commerciale			Net		Gross - Brut	17. Invoice total Total de la facture	
 Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) 		20. Originato	or (name and add	dress) - Expédit	eur d'origine (nom et ac	(resse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)			23 to 25 are not a nes 23 à 25 sont				
(i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada (iii) Amounts for commissions			cochez (s'il y a lieu): Cochez (s'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur			iaser ' ont été ou seront	
d'assemblage après importation au Canada pour l'achat (iii) Export packing (iii) Export packing		res que celles v	es que celles versées (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises			hese goods chandises ou des	
<u> </u>	es expressions désignant des pr			nmes et les fem	mes.		