

2020 LORDCO TRADESHOW INSTRUCTIONS

Courtney Agencies Ltd is honoured once again to be recognized by Lordco and Canada Customs as the official **Customs Broker** for the 2020 Lordco Tradeshow taking place April 1 and 2, 2020 in Vancouver, B.C.

We're eager to make sure that your experience of bringing goods in for the show is as smooth as possible and ask that you take the time to prep before we take the reins.

We cannot stress enough, for all the forms and documents, the quality of the information you provide will determine the ease of movement of your goods both ways across the Canada/US border.

Goods coming into Canada for a trade show require different treatment and documents than regular shipments coming into Canada. This is especially relevant for goods that are returning to the US. You don't want to get held up on either side of the border nor do you want unnecessary costs. Thank you for attention to this.

Here are some simple guidelines to get started:

1. Unless special arrangements have been made, **do not ship directly to the show site.**
2. Please use the following "ship to" address:
Lordco Tradeshow 2020 [/ your company name]
c/o Courtney Agencies Ltd/IPS
Attn: Gwynn Swartos
1750 Grant Avenue
Blaine, Washington 98230
(360) 332-1539
3. All goods, both for exhibition and for giveaway (such as brochures, price lists, promotional items) must be individually documented, and valued on the **Trade Show Invoice & Packing List** [link].
4. Complete, sign and return the **Trade Show Exhibitor Form** [link] to Courtney.
5. Each exhibitor is responsible for all costs related to getting their goods to the show, across the border and back. Please ensure you make payment arrangements with Courtney.
6. Your goods must be properly packaged for export to minimize risk of damage or invalidated claims.
7. All items must have a realistic value for Customs. For example, Customs will not accept zero or \$1.00 for value.
8. To ensure successful delivery, please ensure:
 - a. **Trade Show Invoice & Packing List (or equivalent)** is sent with carrier
 - b. Email your tracking numbers to tradeshows@courtney.ca upon shipment
 - c. Ensure serial numbers and/or markings are indicated on trade show (or commercial) invoice
 - d. Indicate your booth numbers
 - e. Mark your goods clearly and accurately before shipping to Canada
 - f. Mark your goods clearly and accurately before they leave the show

Our receiving deadline is March 26, 2020 to Blaine, Washington. If your goods cannot arrive by that date, please advise us as soon as possible, and alternate arrangements will be made.

If you have any questions, please call toll-free 1 (877) 786-4979 to speak with either Kyle Thyne or Serrena Chan, or email tradeshows@courtney.ca.

For information, forms and instructions, visit [new link to tradeshow section of website]

Have a great show! We look forward to seeing you there.

Kyle and Serrena, Courtney Agencies