

**TRADESHOW EXHIBITOR FORM**

Complete details and print. Sign printed copy where indicated and fax TOLL FREE to 1-800-956-8388 or email [tradeshows@courtney.ca](mailto:tradeshows@courtney.ca)

**1. POWER OF ATTORNEY and EXHIBITOR INFORMATION**

Courtney Agencies Ltd. of Vancouver is authorized to customs clear for me as required and arrange transportation as required the shipment of goods described as follows:

Name of Show: \_\_\_\_\_ Booth Number (if known): \_\_\_\_\_

Nature of Goods: \_\_\_\_\_

Value of Goods: \_\_\_\_\_

The Invoice covering the shipment as now produced is the true and complete invoice of all the goods included in this shipment.

**X**

Name of Company representative at event: \_\_\_\_\_ Signature of Exhibitor

Dated at: \_\_\_\_\_, this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

**2. EXHIBITOR INFORMATION AND PAYMENT AUTHORIZATION**

Company Name (legal corporate name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby authorize the use of the following credit card for payment of services:

Visa  Mastercard

Cardholder Name: \_\_\_\_\_

Cardholder Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**2A. BILLING/STATEMENT ADDRESS**

(Complete if different than above):

Company Name (legal corporate name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_

**X**

Cardholder Signature:

I hereby authorize payment of any outstanding duties, taxes and service charges for any temporary import that remains un-cancelled.

**3. RETURN SHIPMENT INFORMATION**

After show, please RETURN Shipment to: \_\_\_\_\_ Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ Email: \_\_\_\_\_

Province/State: \_\_\_\_\_ Preferred Carrier: \_\_\_\_\_

Postal/Zip: \_\_\_\_\_ Acct # \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_ Required by: (Date) \_\_\_\_\_

(required for US Customs)

**Instructions:** Complete form online and print copy. This form must be signed in 2 places (power of attorney and authorization for payment) and emailed to [tradeshows@courtney.ca](mailto:tradeshows@courtney.ca) or faxed to 1.800.956.8388