

## TRADESHOW EXHIBITOR INSTRUCTIONS

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We are happy to serve your cross-border requirements for Your Trade Show here in Vancouver, Canada. As the Customs Broker for this trade show, Courtney Agencies does the following:

Help establish official recognition of the show by the Canada Border Services Agency (CBSA) to allow for duty-free importation of display items and establish “border-to-show” status

We consult with show exhibitors on customs requirements for Canada and other countries, including information on duty and/or taxes that may be applicable. We also consult with exhibitors on transportation requirements

See further details at: <<http://www.courtney.ca/client-resources.html>> and <https://www.cbsa-asfc.gc.ca/services/ie-ei/menu-eng.html>

We provide exhibitors with documents needed by Canada Customs and can help you complete them correctly

We facilitate customs clearance of exhibitor’s goods, including hand carried

We recommend transportation carriers and suggested routings

We make transportation arrangements, including tracing shipments and coordinating with chosen carriers

We prepare export documentation as needed

We coordinate foreign Customs clearance on return as needed

We provide warehousing until move-in date, on-time delivery to show site and booth site, and on-time export after show

**To ensure your goods flow into and out of Canada quickly and cost-effectively, we require you to follow these procedures, whether you ship by commercial carrier or “hand carry” your goods**

### Shipping Exhibition Material by Commercial Carrier

When sending your exhibition material by common carrier (e.g. UPS, FedEx, DHL, YRC, XPO etc.) to Canada, we kindly ask you to:

Complete two forms found at: <<http://www.courtney.ca/client-resources.html>>

- 1) **Trade Show Invoice & Packing List** – downloadable spreadsheet
- 2) **Trade Show Exhibitor Form** (includes short form power of attorney – Invoicing – and shipment return instructions). This form must be signed in two places
  - All goods must have a commercially valid value for Canada Customs purposes
  - We recommend a cost-based value for printed matter and booths
  - Depreciation can be taken into consideration for booths
  - For display product, use a selling price for this product to Canada
  - If not sold to Canada, the value can be based on domestic pricing
  - **CANADA CUSTOMS WILL NOT ACCEPT AN ARBITRARY OR ZERO VALUE**

Please email completed forms to: [tradeshows@courtney.ca](mailto:tradeshows@courtney.ca)

To ensure successful delivery, please ensure:

- **Trade Show Invoice & Packing List** (or equivalent) must be sent with carrier
- Email your tracking numbers to **tradeshows@courtney.ca** upon shipment
- Ensure serial numbers and/or markings are indicated on customs invoice
- Indicate your booth numbers
- Mark your goods clearly and accurately before shipping to Canada
- Mark your goods clearly and accurately before they leave the show
- Address your goods according to your exhibitor manual

If shipping from the USA, please address your goods to:

Name of Event

C/o Your Company Name and Booth Number (if known)

c/o Courtney Agencies Ltd / IPS

Attn: Gwynn Sartos

1750 Grant Ave

Blaine, Washington 98230

Tel: (360) 332-1539

**Contact Courtney Agencies anytime with questions (contact info below)**

### **Exhibitors Transporting Their Own Goods**

If you are transporting your own goods to the show, we ask you to please do following:

Forms are available at: <<http://www.courtney.ca/client-resources.html>>

Email **tradeshows@courtney.ca** these two (2) completed forms:

1) **Trade Show Invoice & Packing List**

2) **Trade Show Exhibitor Form** (Power of attorney - payment - return instructions)

at least **three (3) business days, and earlier if possible before** arrival at border or airport

When you submit documents to Courtney Agencies, we often need to seek clarification and sometimes ask you to make corrections. It is always best to submit your documents as soon as you can, to avoid clearance delays with Canada Customs

Please include your mode of transport and information on your arrival time

Upon receipt of above, we will complete an electronic entry and email documents back that will include a bar code and the Canada Customs approval letter

For those transporting their goods from the U.S.A, Courtney Agencies will provide a Certificate of registration (4455) to present to U.S. Customs prior to exiting the U.S., They will give you a signed original back that will **assist in your return trip** through U.S. Customs

For those transporting their goods from another country, please consult with your Customs administration to find out how best to facilitate your re-entry of merchandise

You may need to register your merchandise before leaving

If arriving **by Land**, please drive through the commercial lane and present the documents we provided including the bar-coded documents. If all goes well, they will wave your documents and wave you through

If arriving **by Air**, you must verbally and/or in writing declare your commercial goods and present entry provided. It is probable that Customs ask to see your commercial goods and they may require they be put in their locker for presentation of the entry documents during business hours

Please note that depending on the value of your display goods, Customs may ask that security and/or an E29B be filed to ensure return of your goods. In this case, we can provide this on your behalf.

**For your return trip, please do the following:**

Report to Canada Customs and present the "E29B" bond for cancellation (if applicable). This is **extremely important**. Please give one stamped/cancelled "E29B" to our office

If returning to the U.S., report to U.S. Customs and present the Certificate of Registry (4455). They may waive you through. If U.S. Customs, please either contact our office (18777864970) or report to a U.S. broker at your port of entry

***If these routing recommendations do not fit your specific needs, we can make alternative customs clearance and/or transportation arrangements for you***

***If you require assistance or guidance in moving your exhibition material from origin, or if you have any other questions, please contact Courtney anytime. We are also skilled international freight forwarders***

We look forward to serving you

Your tradeshow team                      tradeshowscourtney.ca  
1-877-786-4970 (Toll free North America)  
1-604-684-7505 (Vancouver head office)

Tradeshow Lead:                              Kyle Thyne      kyle@courtney.ca