Mendelssohn Commerce 6631 Elmbridge Way Unit 140 Richmond, BC V7C 4N1

604-687-5535 Fax 604-687-1463 www.mend.com



Customs Clearance & Transportation Services

COS 2015 Annual Conference & Exhibition

June 18 – 21, 2015 @ the Victoria Conference Centre

Mendelssohn Commerce has been appointed as the official customs broker and transportation provider for the **COS 2015 Annual Conference & Exhibition** to be held at the **Victoria Conference Centre**, **June 18**th **to 21**st, **2015.** For all customs and shipping needs, we recommend you deal directly with Mendelssohn Commerce.

For Customs and Transportation inquiries please contact:

Stefanie Lane		slane@mend.com
Tel: 604-687-5535	Fax: 604-687-1463	Cell: 778-558-6365

Prior to shipping, the **Order Form** and **Canada Customs Invoice (CCI)** should be completed and forwarded to our office (Attn: Stefanie Lane Email: <u>slane@mend.com</u>). Three copies of the CCI must accompany the shipment.

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/shipping documents to our office at 604-687-1463. It is important to provide Mendelssohn Commerce with your carriers name and

tracking number if not shipping through Mendelssohn.

ALL SHIPMENTS MUST BE LABELED AS FOLLOWS

For direct to SHOW SITE SHIPMENTS goods can only arrive on move in date

Exhibitor's Name and Booth:

COS 2015 Annual Conference c/o Victoria Conference Centre 720 Douglas Street Victoria, BC V8M 3M7

Please notify Mendelssohn Commerce for Customs Clearance: 604-687-1463

For shipments to ADVANCE WAREHOUSE

Exhibitor's Name and Booth:

COS 2015 Annual Conference c/o Mendelssohn Commerce 3985 Still Creek Ave Burnaby, BC V5C 4E2

Please notify Mendelssohn Commerce for Customs Clearance: 604-687-1463

A Mendelssohn Commerce representative will be on-site for your convenience.

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:

- 1. 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.

Services Required: (please check one)	ce Only
Shipper Information Company Name: ABC DISTRIBUTING COMPANY IRS # or U.S. Tax Identification #: 12-3456789 Address: 125 ELM STREET DOCK DOOR #2 City: CHICAGO Province/State: IL Postal/Zip: 66666 Contact Name: JOE SMITH Tel: 708-555-1200 E-mail; JSMITH@DOMAIN.COM Fax: 708-555-2222	Delivery Information Exhibitor/Company Name: ABC DISTRIBUTING COMPANY Event Name: INT'L MARKETING EVENT Booth #: 234 Facility Name: EVENT FACILITY Address: 278 SOMEWHERE PLACE City: TORONTO Province/State: ON Postal/Zip: M5M 2B2 On-Site Contact: SANDY SMITH Cell #: 708-555-1234 E-mail: SSMITH@DOMAIN.COM
Return Freight Same as Shipper Company Name: ABC DISTRIBUTING COMPANY IRS # or U.S. Tax Identification #: 12-3456789 Address: 125 ELM STREET DOCK DOOR #2 City: CHICAGO Contact Name: JOE SMITH Tel: 708-555-1200 E-mail: JSMITH@DOMAIN.COM	Billing / Invoicing Information Same as Shipper Company Name: ABC DISTRIBUTING COMPANY Importer # (if applicable): 123456789RT0001 Address: 125 ELM STREET City: CHICAGO Province/State: IL Postal/Zip: 66666 Contact Name: JOE SMITH Tel: 708-555-1200 E-mail: JSMITH@DOMAIN.COM Fax: 708-555-2222
Shipment Information Carrier Name (if not using Mendelssohn Commerce): MENDELSSOHN COMM Pick-Up Date: APR 03/14 Hours of Operation: 8:00 AM - 5:00	

Additional S	ervices Required:	Lift Gate Inside Pic	k-Up/Deliv	very				
# of Pieces	Box/Crate/Skid etc.		Length	Width	Height		Per Piece	Total
2	SKIDS	@ Dimensions (Inches) Each:	48	48	48	@ Weight (lbs) Each:	375	750
4	CRATES	@ Dimensions (Inches) Each:	45	47	60	@ Weight (lbs) Each:	500	2000
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
6	Total					To	tal Weight:	2750

X Truck

2nd Day

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)

🗌 Air

Charge to: 🛛 🛛 Visa	MasterCard	American Express
Cardholder Name: JOE SMITH	۶	Title: OWNER / PRESIDENT
Card Account Number: 1234 5678 9012	3456	Expiry Date: 12/16
I hereby authorize the use of this credit card for payment of	services relative to this Order Form.	
I understand that a 2% administrative fee (mininum \$50.00) will be charged for all credit card declines.	
Cardholder's Signature:	Inth	

Terms and Conditions

Requested Service Level:

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	Ac
I have read and agree to the Terms and Conditions of this Contract.	
Signature: JOE Smuth	Sig
Name: JOE SMITH	Nai
Title: OWNER / PRESIDENT	Title
Date: 01/29/2014	Dat

Accepted by Mendelssohn Commerce
Signature:
Name:
Title:
Date:



One Source. One Solution

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:

- 1. 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.

Services Required:	(please check one) nce and Transportation	Customs Clearance	Only	Transportation O	nly
Shipper Inform	ation		Delivery Inform	ation	
Company Name:			Exhibitor/Company N	ame:	
IRS # or U.S. Tax Ide	entification #:		Event Name:		Booth #:
Address:			Facility Name:		
			Address:		
City:	Province/State:	Postal/Zip:	City:	Province/State:	Postal/Zip:
Contact Name:		Tel:	On-Site Contact:		Cell #:
E-mail:		Fax:	E-mail:		
Return Freight		Same as Shipper	Billing / Invoici	ng Information	Same as Shipper
Company Name:			Company Name:		
IRS # or U.S. Tax Ide	entification #:		Importer # (if applica	ble):	
Address:			Address:	·	
City:	Province/State:	Postal/Zip:	City:	Province/State:	Postal/Zip:
Contact Name:		Tel:	Contact Name:		Tel:
E-mail:			E-mail:		Fax:
Shipment Infor	mation				

Carrier Nam	e (if not using Mende	Issohn Commerce	e):		Contact N	ame:	Tel:		
Pick-Up Dat	e:	Hours of Opera	ation:		Delivery D)ate:	Time:		
Requested S	Service Level:	🗌 Air	☐ 2 nd Day		Truck				
Additional S	ervices Required:	Lift Gate	🗌 Inside Pic	k-Up/Deliv	/ery				
# of Pieces	Box/Crate/Skid etc.			Length	Width	Height		Per Piece	Total
		@ Dimensions	(Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions	(Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions	(Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions	(Inches) Each:				@ Weight (lbs) Each:		
		@ Dimensions	(Inches) Each:				@ Weight (lbs) Each:		
	Total						То	tal 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)

Charge to:	🗌 Visa	MasterCard	American Express
Cardholder Nar	ne:		Title:
Card Account N	lumber:		Expiry Date:
I hereby authorize the	use of this credit card for	payment of services relative to this Order Form.	
I understand that a 2%	6 administrative fee (minir	mum \$50.00) will be charged for all credit card declines.	

Cardholder's Signature:

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 I have read and agree to the Terms and Conditions of this Contract.	Accepted by Mendelssohn Commerce
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:



1 Vendor (Name and Address) / Vendour (Nom et Adresse) ABC DISTRIBUTING COMPANY L25 ELM STREET DOCK DOCK #2 CHCAGO, 1L 66666 * * Consignes (Name and Address) / Destinataire (Nom et Addresse) ABC DISTRIBUTING COMPANY 25 ELM STREET DOCK DOCK #2 CHCAGO, 1L 66666 * * Consignes (Name and Address) / Destinataire (Nom et Addresse) ABC DISTRIBUTING COMPANY - BOOTH# 234 C/C INT'L MAKET THAF EVENT EVENT F ACILITY 275 SOMEWHERE PLACE TORONTO, ON MSA 282 VII 1 Is this a related company transaction? Extre Outling of Charles and Place of Direct Shipment to Canding and	CANADA CUSTOMS INVOICE / FACTURE D	DES DOUANNE		ENNES	Page	1 of/de 1
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Est-ce que les compagnies sont liées entre elles? (<i>i.e.</i> Sale, Consignment Sibment, Leased Goods, etc.) YES OUI NO NON * Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada MENDELSSOHN COMMERCE, CHICAGO, IL USD No. of 1* Présson, General Description and Characteristics ?: 6, Grade Quality 2. 0 Quantity Quantité (Préciser Funité) Replacement Value Valuer de Remplacement Valuer Valuer Valuer Valuer de Remplacement 6 PCS DISPLAY BOOTH (BACKWALLS, LIGHTS, GRAPHICS, CARPET) ADVERTISING BROCHURES / CATALOGS / LITERA TURE De Colls 14 Unit Price Prix Unitaire 55,000.00 \$5,000.00 8 1.0000 \$0.10 \$100,000 \$3,000,00 \$3,000,00 9 Sites renseignements des zones 1 à 17 figurenet sur la facture commercial invoice, check this box Sites renseignements des zones 1 à 17 figurenet sur la facture commerciale cocher cette case 16 Total Weight / Poids total 17 17 Invoice Total 18 19 Expédition runsteristics ?: 6, CARPET Nom et adresse de l'exportareur (s'il différe du vendeur) 20 Originator Name and Address) Expéditour d'origine (Nom et address) \$9,675.002 19 Nom et adresse de l'exportareur (s'il différe du vendeur) 20 Originator Nam		ι	JSA		Si l'expedition comp marchandises d'orig	ines differentes, en
YES OUI NO NON Conditions de venue et nonsignation, location de marchandises, etc.) * Transport Préciser mode et lieu d'expédition directe vers le Canada 10 Currency of Settlement / Devises du palement * Transport Préciser mode et lieu d'expédition directe vers le Canada 10 Currency of Settlement / Devises du palement * MENDELSSOHN COMMERCE, CHICAGO, IL USD * No. di antipitation des articos (Kind of Packages Marks and Oscillités) de Grade Duniny in Countifé Guantify Guantify * Specificano de Sambadis, marques et numéros Countifé Préciser l'unité) Replacement Value * Prés. 12 Numbers, Ceneral Description and Characteristics de Grade Quality 3 Guantifé Guantifé * Prés. DISPLAY BOOTH (BACKWALLS, LIGHTS, GRAPHICS, CARPET) 1 \$5,000.00 \$10.00 \$10.00 * Societ Characteristiques. P.E.Y. Classe, qualité 10 \$5,000.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00		·2				с)
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Canada Border Agence des services Services Agency frontaliers du Canada



CANADA CUSTOMS INVOICE / FACT	TURE DES DOUANNE	ES CANADIE	ENNES	Р	age	of/de			
1 Vendor (Name and Address) / Vendeur (Non	n et Adresse) 2	 2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada 							
	з		ences (Include Purch ences (inclure le no c			teur)			
	5	Purchaser's	Name and Address	(if other than C	consignee	e)			
⁴ Consignee (Name and Address) / Destinatain	· · · · ·	Nom et Addı No sale invol	esse de l'acheteur (ved	s'il diffère du d	estinatair	e)			
	6	Country of T	ranshipment / Pays	de transborder	ment				
	r	N/A							
	7		Drigin of Goods des marchandises	If shipment inc origins, enter of field 12. Si l'expedition marchandises preciser la pro	origins aga comprend d'origines	inst items in des differentes, en			
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées en YES DOUI NC	D 🛛 NON	(<i>i.e.</i> Sale, Co Conditions d	Sales and Terms of I onsignment Shipmer e vente et modalitiés n consignation, locat ved	it, Leased Goo de paiement ((p. Ex. Ve				
8 Transportation: Give Mode and Place of Dire Transport: Préciser mode et lieu d'expédition		0 Currency	of Settlement / Devis	ses du paiemer	nt				
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Commercial Invoice No. / No. De la facture comm	nerciale	□	Net N/A	Gross / E	Brut				
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