

Livingston International  
1140 West Pender Street, Suite 720  
Vancouver BC V6B 4R5  
CANADA

604-687-5535  
Fax 604-687-1463  
1-800-663-0301  
www.livingstonintl.com



**Welcome to the 33<sup>rd</sup> IAHR Congress!**

## CUSTOMS BROKERAGE & FREIGHT SERVICES

### CUSTOMS BROKERAGE SERVICES

The service of a customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all.

**Livingston Event Logistics** has been appointed as the official customs broker for the **33<sup>rd</sup> IAHR Congress** being held at the **Hyatt Regency Hotel, August 9-14, 2009**. Livingston Event Logistics staff will assist exhibitors with their entry/import and return/export of goods.

Livingston Event Logistics will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; prepare export documentation and bills of lading; and arrange customs clearance for return ground/air freight.

Prior to shipping, the enclosed **Order Form** and **Canada Customs Invoice** must be completed and sent to Livingston Event Logistics (Attention: Robert Skelly, E-mail: [rskelly@livingstonintl.com](mailto:rskelly@livingstonintl.com), or Stefanie Goss, E-mail: [sgoss@livingstonintl.com](mailto:sgoss@livingstonintl.com), Fax: 604-687-1463). Three copies must accompany the shipment.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

### **Private Vehicles (PV)**

With the introduction of AECE (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) has become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to U.S. Customs at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECE / PAPS requirements are subject to penalties. **Carrier/PV penalties are set at \$5,000.00 USD for the first infraction, and \$10,000.00 USD for each infraction thereafter.**

If you plan to drive to the show with your goods, please contact Livingston Event Logistics at once for further instructions!

### FREIGHT SERVICES

In order to facilitate the most efficient and cost effective service possible, **Livingston Event Logistics** has been appointed the official transportation carrier to handle exhibit shipments for the **33<sup>rd</sup> IAHR Congress** being held at the **Hyatt Regency Hotel, August 9-14, 2009**. It is not compulsory for exhibitors to use Livingston Event Logistics, but we strongly advise and recommend that you do. This service will not only include free advance warehouse storage for up to 30 days but will also facilitate only one invoice for both your customs and transportation requirements.

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To obtain a transportation quote, simply complete the enclosed **Shipment Order Form** and sent to Livingston Event Logistics (Attention: Robert Skelly, E-mail: [rskelly@livingstonintl.com](mailto:rskelly@livingstonintl.com), or Stefanie Goss, E-mail: [sgoss@livingstonintl.com](mailto:sgoss@livingstonintl.com), Fax: 604-687-1463). All transportation quotes are issued in writing as this allows you to know the cost ahead of time. You then have the option to accept or reject the quotation. If accepted, please sign the quotation form authorizing the rate and fax it back to the transportation coordinator that has issued the quote. At that point, the shipment is scheduled for pick-up.

### **Advance Warehouse & Shipping Labels**

As the Hyatt Regency Hotel will not accept shipments directly all advance freight must be consigned to the Advance Warehouses as follows:

<b>Advance Warehouse Shipping Address for - ALL INTERNATIONAL AIR &amp; GROUND SHIPMENTS - (accepted before August 7, 2009)</b>	<b>Advance Warehouse Shipping Address for - ALL DOMESTIC AIR &amp; GROUND SHIPMENTS -</b>
<b>** Your Company Name / Your Booth Number **</b> <b>33<sup>rd</sup> IAHR Congress</b> c/o Livingston Event Logistics - Aerostream 4840 Miller Road, Door 28 Richmond, BC V7B 1K7 CANADA	<b>** Your Company Name / Your Booth Number **</b> <b>33<sup>rd</sup> IAHR Congress</b> c/o Show In Motion # 21 – 8528 123 <sup>rd</sup> Street Surrey, BC V3W 3V6 CANADA

### **Private Movement of Exhibit Materials**

As there are specific regulations for exhibitors using their own trucks or methods of transportation other than common carrier, exhibitors should advise their Customs Broker well in advance of their bonded freight's expected arrival.

### **GENERAL SHIPPING INFORMATION**

Plan to use two labels on each case and mark your booth number plainly with crayon, ink, brush, or stencil. The person in charge of installing your exhibit should know **HOW** and **WHEN** shipments were made in case they become lost. Memoranda of shipping details in their possession will save valuable time.

***For further information, please contact:***

**Robert Skelly, Operations Supervisor**  
Toll Free: 800-663-0301, ext. 2108  
E-mail: [rskelly@livingstonintl.com](mailto:rskelly@livingstonintl.com)

**Stefanie Goss, Event Coordinator**  
Toll Free: 800-663-0301, ext. 2402  
E-mail: [sgoss@livingstonintl.com](mailto:sgoss@livingstonintl.com)

## **LIVINGSTON EVENT LOGISTICS**

**1140 West Pender Street, Suite 720  
Vancouver, BC V6B 4R5 CANADA  
Business: 604-687-5535  
Toll Free: 1-800-663-0301  
Fax: 604-687-1463  
Web: [www.livingstoneventlogistics.com](http://www.livingstoneventlogistics.com)**

# Order Form

Customs and  
Transportation Services



The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Livingston Event Logistics services for: (please check one)

Customs Clearance and Transportation  
(Shipment Order Form Required)

Customs Clearance Only

Transportation Only  
(Shipment Order Form Required)

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name:

U.S. Tax # or U.S. IRS Identification:

Event Name:

Facility Name:

Event Date/s:

Booth #:

Shipment Date:

From (City, State):

Carrier Name:

It Consists Of (# of Cartons, etc.):

Weight:

lbs

kgs

Rep At The Event:

Staying At (Hotel):

Tel:

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

## Section 2 Return Shipment Consignment Information

Company Name:

Address:

City:

Province / State:

Postal/Zip:

Name:

Tel:

Fax:

Ship Via:

Common Carrier

Our Company Vehicle

Van Line Service

Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:

Visa

MasterCard

American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature: \_\_\_\_\_

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card. (Receipt 10 days prior to event)

## Section 4 Invoicing/Statement Information

Company Name:

Address:

City:

Province/State:

Postal/Zip:

Name:

Tel:

Fax:

This document was completed by (Please print full name):

Title:

Date:

# Order Form

Customs and  
Transportation Services



The original of this form must be completed to ensure Customs Clearance.  
Please accept this as your authority for Customs Clearance and / or Transportation Services.

We wish to use Livingston Event Logistics services for: (please check one)

- Customs Clearance and Transportation (Shipment Order Form Required)     Customs Clearance Only     Transportation Only (Shipment Order Form Required)

## Section 1 Exhibitor and Shipment Information

Exhibitor / Company Name: ABC Distributing Company

U.S. Tax # or U.S. IRS Identification: 10-9999999

Event Name: International Computing Event

Facility Name: Event Facility    Event Date/s: Apr 14/07 - Apr 17/07    Booth #: 234

Shipment Date: Apr 3/07    From (City, State): Chicago, IL    Carrier Name: Livingston Event Logistics

It Consists Of (# of Cartons, etc.): 11    Weight: 300     lbs     kgs

Rep At The Event: Joe Smith    Staying At (Hotel): Anywhere Place    Tel: 416-555-1234

Please do not ship via post or parcel courier – we will not be responsible for timely delivery

## Section 2 Return Shipment Consignment Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago    Province / State: IL    Postal/Zip: 66666-6666

Name: Sandy Smith    Tel: 708-555-1212    Fax: 708-555-2222

Ship Via:  Common Carrier     Our Company Vehicle     Van Line Service     Air Freight Service

## Section 3 Terms of Payment and Security Deposit (Must be completed)

Credit Card Information must be completed

Charge to:  Visa     MasterCard     American Express

Cardholder Name: Joe Smith    Title: Accounting Manager

Card Account Number: 123456789012    Expiry Date: 12/09

Cardholder's Signature: Joe Smith

I hereby authorize the use of this credit card for payment of services relative to this order form.

Alternative methods of payment are bank wire transfer or pre-payment on credit card. (Receipt 10 days prior to event)

## Section 4 Invoicing/Statement Information

Company Name: ABC Distributing Company

Address: 125 Elm Street

City: Chicago    Province/State: IL    Postal/Zip: 66666-6666

Name: Joe Smith    Tel: 708-555-1200    Fax: 708-555-1201

This document was completed by (Please print full name): Joe Smith

Title: Accounting Manager    Date: March 14, 2007



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p>	<p>2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada</p> <p>3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)</p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p>	<p>5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire)</p> <p>No sale involved</p> <p>6 Country of Transshipment / Pays de transbordement</p> <p>N/A</p> <p>7 Country of Origin of Goods Pays d'origine des marchandises</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p>
<p>VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles?</p> <p>YES <input type="checkbox"/> OUI                      NO <input checked="" type="checkbox"/> NON</p>	<p>9 Condition of Sales 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.)</p> <p>No sale involved</p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada</p>	<p>10 Currency of Settlement / Devises du paiement</p>

11	No. of Pkgs. Nbre. De Coillis	12	13	Replacement Value Valeur de Remplacement	
		Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	Quantity (State Unit) Quantité (Préciser l'unité)	14	15
				Unit Price Prix Unitaire	Total

<p>XI.1 Total Number of Pieces / Nombre total de pièces</p>	<p>16 Total Weight / Poids total</p> <p>Net <input type="checkbox"/> Gross / Brut</p> <p>N/A</p>
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>17 Invoice Total Total de la facture</p>

<p>19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p style="text-align: center;">Name: Tel: Fax:</p>	<p>20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)</p> <p style="text-align: center;">Name: Tel: Fax:</p>
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<p>21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu)      N/A</p>	<p>22 If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case      <input checked="" type="checkbox"/></p>	
<p>23</p>	<p>24</p>	<p>25</p>



**CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES**

<p>1 Vendor (Name and Address) / Vendeur (Nom et Adresse)</p> <p>ABC Distributing Company 125 Elm Street Chicago, IL 66666-6666</p>	<p>2 Date of Direct Shipment to Canada / Date d'expédition directe vers le Canada 4/3/1999</p> <p>3 Other References (Include Purchaser's Order No.) / Autres références (inclure le no de commande de l'acheteur) 10-9999999</p>
<p>4 Consignee (Name and Address) / Destinataire (Nom et Adresse)</p> <p>ABC Distributing Company / Booth 234 International Computing Event c/o Event Facility 100 Anywhere Street Toronto, ON M7W 2P6</p>	<p>5 Purchaser's Name and Address (if other than Consignee) / Nom et Adresse de l'acheteur (s'il diffère du destinataire) No sale involved</p> <p>6 Country of Transshipment / Pays de transbordement N/A</p>
<p>VII. 1 Is this a related company transaction? / Est-ce que les compagnies sont liées entre elles?  YES <input type="checkbox"/> OUI                      NO <input checked="" type="checkbox"/> NON</p>	<p>7 Country of Origin of Goods / Pays d'origine des marchandises USA</p> <p style="font-size: small;">If shipment includes goods of different origins, enter origins against items in field 12. / Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.</p> <p>9 Condition of Sales 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.) No sale involved</p>
<p>8 Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Préciser mode et lieu d'expédition directe vers le Canada Mendelssohn, Chicago, IL</p>	<p>10 Currency of Settlement / Devises du paiement USD</p>

11 No. of Pkgs. Nmbre. De Coills	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality) / Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité)	13 Quantity (State Unit) / Quantité (Préciser l'unité)	14 Unit Price / Prix Unitaire	15 Total
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets)	1	\$5000.00	\$5000.00
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literature	1000	\$0.10	\$100.00
1 pc	Carton - Plastic Key Chains	50	\$0.50	\$25.00
1 pc	Carton - Books	50	\$1.00	\$50.00
3 pcs	Crates - Computers (Certificate of Registration Attached)	3	\$1000.00	\$1000.00
2 pcs	Crates - Computer Monitors (Certificate of Registration Attached)	2	\$500.00	\$1000.00

<p>XI.1 Total Number of Pieces / Nombre total de pièces                      11</p>	
<p>18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box / Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case</p> <p>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/></p>	<p>16 Total Weight / Poids total</p> <p>Net / Gross / Brut N/A / 300 lbs</p> <p>17 Invoice Total / Total de la facture \$9,175.00</p>

<p>19 Exporter's Name and Address (if other than Vendor) / Nom et adresse de l'exportateur (s'il diffère du vendeur)</p> <p style="text-align: center;">Name: Tel: Fax:</p>	<p>20 Originator (Name and Address) / Expéditeur d'origine (Nome et adresse)</p> <p>ABC Distributing Company                      Name: Joe Smith 125 Elm Street    Tel: 708-555-1212 Chicago, IL    Fax: 708-555-1201 66666-6666</p>
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<p>21 Departmental Ruling (if applicable) / Décision ministérielle (s'il y a lieu)                      N/A</p>	<p>22 If fields 23 to 25 are not applicable, check this box / Si les zones 23 à 25 sont sans objet, cocher cette case                      <input checked="" type="checkbox"/></p>	
23	24	25

# Shipment Order Form

Customs and  
Transportation Services

Tel: (604)687-5535  
Toll Free: (800)663-0301  
Fax: (604)687-1463



To obtain a quotation for Livingston Event Logistics Transportation Services, please complete this form and fax to (604)687-1463.

## Section 1 Pick-Up Information

Shipper: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_ Dock:  Yes  No Lift Gate Required:  Yes  No  
Inside Pick-Up:  Yes  No Pick-Up Date: \_\_\_\_\_ To Arrive By: \_\_\_\_\_

## Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.	Length	Width	Height	Per Piece
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:
	@ Dimensions Each:				@ Weight Each:

Total Weight:

## Section 3 Event Information

Event Name: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Consignee / Exhibitor Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Upon receipt of this completed form, Livingston Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (604)687-1463.
- All quotations provided by Livingston Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.

# Shipment Order Form

Customs and  
Transportation Services  
Tel: (604)687-5535  
Toll Free: (800)663-0301  
Fax: (604)687-1463



To obtain a quotation for Livingston Event Logistics Transportation Services, please complete this form and fax to (604)687-1463.

## Section 1 Pick-Up Information

Shipper: ABC Distributing Company

Address: 125 Elm Street

City: Chicago

State: IL

Zip: 66666

Contact: Joe Smith

Tel: 708-555-1212

Fax: 708-555-2222

Hours of Operation: 9:00 am - 5:00 pm

Dock:  Yes  No

Lift Gate Required:  Yes  No

Inside Pick-Up:  Yes  No

Pick-Up Date: April 3/07

To Arrive By: April 9/07

## Section 2 Freight Information

COMMODITY: Exhibit Related Articles

# of Pieces	Box/Crate/etc.		Length	Width	Height		Per Piece
7	Crates	@ Dimensions Each:	22	13	18	@ Weight Each:	27 lbs
4	Cartons	@ Dimensions Each:	12	12	12	@ Weight Each:	28 lbs
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	
		@ Dimensions Each:				@ Weight Each:	

Total Weight: 301 lbs

## Section 3 Event Information

Event Name: International Computing Event

Event Location: Event Facility

Consignee / Exhibitor Name: ABC Distributing Company

Booth #: 234

Address: 100 Anywhere Street

Toronto, ON

M7W 2P6

- Upon receipt of this completed form, Livingston Event Logistics Transportation Services will issue a quotation based on the information provided.
- In order to book your pick-up, the quotation must be signed and faxed back to (604)687-1463.
- All quotations provided by Livingston Event Logistics Transportation Services are for Transportation ONLY and DO NOT include Customs Brokerage Charges.
- To receive a quotation for Customs Brokerage Charges and/or Cargo Insurance, a Canada Customs Invoice/Commercial Invoice must be provided.