SHIPPING & Canada Customs Clearance
Instructions & Tips

WHEN SHIPPING....

1. Complete Customs Forms (Can be found in the Shipping Guide)
   a. Canada Customs Invoice – Mandatory
   b. NAFTA – If Required.
   c. FCC – If Required.
   d. FDA – If Required.

2. Arrange Transportation for your Materials (Official Carrier is Freeman Exhibit Transportation and Customs Services 1-877-478-1113)
   a. Complete BOL (Bill of Lading). If using Freeman, we will create for you.
   b. Retain copy of the BOL for tracking.

3. Makes copies of the customs forms, retain original, and give pick-up driver 3 sets.

4. Send Custom Forms and Order form to your Customs Broker (Official Customs Clearance Services Provider is Freeman Exhibit Transportation and Customs Services 1-877-478-1113).

5. Confirm Show site Delivery.
   a. Shipping addresses and labels can be found in your on-line Exhibitor Manual.

6. Track shipment(s) every day until final delivery.
OTHER INFO ….

Immigration - Visas

For information regarding visas and entry requirements for Canada, please call Immigration Canada at 1-888-242-2100 (in Canada) or visit their website at www.cic.gc.ca. From outside Canada, please contact the nearest Canadian Embassy, High Commission, or consulate in your region.

Private Vehicles

Exhibitors planning on bringing convention materials with them in their private vehicles/Company trucks and intending to cross one of many land border crossings between Canada and U.S.A. please call the official customs clearance service provider immediately. Due to heightened security measures further documentation is required and early planning is a must.

What Freeman Customs Clearance Services provides ….

• Post the necessary Bond with Canada Customs to allow exhibits temporary entry for use at the convention and trade show. A Bond avoids any outlay of monies between the exhibitor and Revenue Canada.

• Issue exhibitor information kits to the exhibitors, containing all the documentation requirements for customs clearance and transportation.

• Coordinate with the exhibitor on transportation, customs clearance, warehousing and deliveries to the convention site.

• Specialized staff on-site for the complete move-in, duration, and move-out of the convention.

• Complete all export documentation and make transportation arrangements for the export of the convention and exhibit material once the convention has ended.

• Customs clear your materials with U.S. Customs.
Textile Goods

Any items that are made of Cotton, Polyester or Poly-Cotton Blend are not allowed re-entry into the United States unless they’re made in NAFTA countries (USA-Canada-Mexico) or has the complete Manufacturer’s Address overseas. If you’re planning in giving t-shirts, scarves, bags, caps or any other textile materials, it is highly suggested that you don’t plan for any leftovers. For further information, please call Freeman at 1-877-478-1113.

Small Package Shipping Companies

If you’re are planning on shipping with Fed-Ex or UPS or any other small package courier services, please ensure that your office completes a commercial invoice and tracks your shipment everyday to avoid disappointment of non-delivery to show site.