



Exhibition Services

a division of PF Collins Customs Broker Ltd.

162 Duckworth Street, Telephone: 709-726-7596 Fax: 709-739-5939
Mailing Address: P.O. Box 5514, St. John's, Newfoundland, Canada A1C 5W4
pfcollins@pfcollins.com

Marine 2008 October 30 – November 1, 2008 Mount Pearl, Newfoundland

PF Collins provides a one-stop shop for exhibitors traveling to the St. John's area to attend professional trade shows or exhibitions. We will arrange freight forwarding of your exhibit materials direct from any location worldwide, effect customs clearance on your behalf and arrange local pick-up, distribution and storage.

INFORMATION FOR ALL EXHIBITORS

I. Arranging Freight Forwarding

PF Collins books your freight based on international transport knowledge, reliable worldwide agents, competitive freight rates, and knowledge of transportation equipment and services both within Canada and around the world. We offer superior cargo handling and maximize timely delivery through pre-planning and using lead times.

For a quote on your shipment, please contact Exhibition Services (Bonnie St. Croix) tel: 709-726-7596 or email: bstcroix@pfcollins.com.

II. Shipping Instructions

- PF Collins will accept shipments up to 15 days prior to your exhibition set-up date. Our storage fees are included in the handling fee schedule provided below. Exhibitors at **Marine 2008** should note that their shipments must be received at our warehouse **by October 27, 2008**. Due to the extra effort involved to expedite late arrivals, please be advised that any shipments not arriving within prescribed time frames may be subject to late charges per the schedule below.
- For exhibitors who utilize PF Collins' freight forwarding services to St. John's (on direct inbound moves to the Show), PF Collins will provide up to **30 days** free storage prior to move-in to the show.
- Shipments must be properly packaged and/or crated with correct address labels.
- Shipments must be forwarded to PFC with **ALL** charges prepaid, (collect shipments will be refused).
- The exhibitor is responsible for ensuring there is adequate insurance on the materials from the time they leave their premises, until they are returned at the end of the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, dimensions and description of goods. A copy should be faxed immediately to PF Collins at



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fax number 709-726-7590.

- Shipments must be consigned to the PFC warehouse address as follows:

Name of Exhibiting Company, Booth No.

NAME OF EXHIBITION

c/o P F Collins Exhibition Services

275 East White Hills Road

St. John's NL A1A 5X7

- The exhibitor is responsible for delivery of shipments to our warehouse at the above address (unless utilizing PF Collins freight forwarding services).
- Outgoing shipments will be sent to destinations as per your instructions (see enclosed order form). Exhibits left with no return instructions will be returned collect freight to exhibitors address.
- Exhibitors must provide return address labels and Bill of Lading prior to exhibit move-out.

III. Arranging Customs Clearance

Goods entering Canada from a foreign country, even for temporary use, require Customs clearance. We can provide this service for you. The following are some simple rules that you should be aware of:

(i) Goods for Temporary Entry

- Canada Customs allow display goods to be imported on temporary admission permits when for display at designated conventions or public exhibitions. The maximum length of stay for these goods is six months.
- Customs require a security deposit (by cash or bond) payable to their department. However, PF Collins can offer our clients the use of our company bond.
- Goods imported for display must be exported or reshipped in bond under Customs supervision at the end of the convention or exhibition and the Temporary Admission Permit and the bond must be cancelled. Please advise PF Collins so this matter can be arranged at the end of the show.

(ii) Goods to Remain in Canada

- Please note that the above rules apply to items that you bring in and plan to take out of Canada. Items that remain in the country (such as pens, key chains, brochures, or other items which are given away or sold at trade shows) must be duty and tax paid. Please advise PF Collins of items requiring duty/tax payment.
- Because Customs bonds are payable on the value of your goods, we must receive a list of the goods shipped and the value of each article.

For shipments requiring customs clearance, please include the following statement on your shipping label:



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For customs clearance by: PF Collins Customs Broker, Fax 709-726-7590

Rate Schedule

Handling Rates

Our services provided for your goods include:

- Reception
- Storage
- Delivery to exhibit site, including weekends
- Pick-up at conclusion of exhibit
- Return to our warehouse
- Re-shipping as per your instructions

The charge for our service is based on shipment weight (GST or HST will be added where applicable)

WEIGHT	RATE
Up to 100 lbs.	\$115.50 Min.
101 to 300 lbs.	165.00
301 to 500 lbs.	247.50
501 to 1000 lbs.	330.00
1001 lbs and over	38.50 per 100 lbs.

NOT INCLUDED in the above rates are the following:

- Charges for carrier terminal or demurrage fees.
- Charges for use of crane or forklift at Exhibit site if applicable.
- Empty crates that must be removed from show site and returned - \$30.00 per crate.

Payment must be received at commencement of exhibition. However, if you wish, you may use your credit card as a means of payment (VISA, MASTERCARD and AMERICAN EXPRESS only).

Customs Clearance Rates

(in addition to handling rates indicated above.)

Preparation and submission of Customs Documents (GST or HST will be added where applicable)

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|-------|--|----------------|
| (i) | Temporary Admission Permit | \$130.00 |
| | Security Bond Fee: Calculated as 3% of the Bond amount required of the goods on Temporary Imports in Canada (Min. \$20.00) | |
| (ii) | Customs Entry for duty and/or tax (if required) | \$ 75.00 + tax |
| | ** Please note: Payment of duty and tax to Canada Customs will be invoiced as applicable. | |
| (iii) | Special Attention | \$ 35.00 |



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The above rates do not include:

- (1) Canada Customs overtime
- (2) Staff overtime