

Full Logistics



We take care of the logistics details, so you can focus on the success of your event.

Your business is our business

Mendelssohn Event Logistics offers a complete logistics package, from pick-up of your materials through shipping to your event destination. We look after transportation, customs clearance and broker security procedures, all from a single point of contact.

We have you covered

With agents at every major customs port of entry along the U.S.-Canada border and other strategic locations, we have the people, technology and leading industry expertise that will help spell success for your event.

Consider the benefits you will enjoy by relying on Mendelssohn for your next conference, trade show or special event.

We get it done

- Worldwide land, air and sea freight forwarding services.
- Highly competitive rates.
- All customs and shipping documentation provided.
- Expert, efficient customs clearance.
- 30 days warehouse storage in advance of the event.
- 24/7 on-site supervision by highly qualified staff.
- Full tracking, tracing, and rating capabilities.
- Cargo insurance optional.
- One point of contact to meet your customs and transportation needs.

Full Logistics

Customs clearance

Transportation services

Special event solutions

MENDELSSOHN CUSTOMS AND TRANSPORTATION SERVICES

MENDELSSOHN EVENT LOGISTICS has been appointed as official customs broker and transportation provider for **Expozoo**. For all customs needs, we recommend that you deal directly with Mendelsohn. They will assist exhibitors in the completion of customs/transportation documents. For your convenience, their forms are in the exhibitor manual or you may download all forms from their website: www.mend.com.

FOR CUSTOMS AND TRANSPORTATION INQUIRIES PLEASE CONTACT

Mr. Glen Anderson

ganderson@mend.com

Tel: 514-987-2700 ext. 22

Fax: 514-849-3446

Cell: 514-240-7499 (24hrs)

Mr. John Santini

jsantini@mend.com

Tel: 514-987-2700 ext. 24

Fax: 514-849-3446

Cell: 514-466-0680 (24hrs)

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 Mendelsohn six weeks in advance so that the proper documentation (PAPS) can be prepared for the appropriate border crossing.

The Customs Order Form (COF), Canada Customs Invoice (CCI) and Shipment Order Form (SOF) must be faxed to the Mendelsohn Event Logistics office prior to shipping to this exhibition fax: 514-849-3446.

COF: Customs Order Form: **mandatory** for customs clearance. Without this document Mendelsohn does not have authorization to clear shipments. This form also provides Mendelsohn with all the information for the return shipment. This should be faxed into Mendelsohn Event Logistics once completed.

CCI: Canada Customs Invoice: is the **mandatory** document for anyone shipping exhibit/registration material. Three (3) copies should accompany the shipment please either provide to the driver picking up your material or tape them onto the shipment. This document must be faxed into Mendelsohn once completed. Please write **Notify Mendelsohn Event Logistics** for customs clearance in box 4 of this document.

SOF: Shipment Order Form: upon receipt of this document Mendelsohn will provide you with a one-way or round-trip quotation. If you agree with the charges, simply sign and send back to their office and they will proceed with the booking of your freight. An instruction sheet and Bill of Lading will be provided to you. Please ensure your material is labeled with your company name, booth number and the name of the show.

For direct to SHOW SITE SHIPMENTS uncrated material / van line & air freight

FOR: **Expozoo**

Exhibitor's Name:

Booth number:

Loading Dock
L'Hôtel des Seigneurs
1200 Johnson West
St-Hyacinthe, Quebec, Canada
J2S 7K7
Notify Mendelsohn Event Logistics for
customs clearance

OR

Address for shipments to ADVANCE WAREHOUSE for non official carriers

FOR: **Expozoo**

Exhibitor's Name:

Booth number:

C/O: Lamcar Logistics
4405 Bois-Franc, Doors 7-8-9
St-Laurent, Quebec, Canada
H4S 1A8
Notify Mendelsohn Event Logistics for
customs clearance

Order Form

Customs and
Transportation Services

MENDELSSOHN EVENT LOGISTICS

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 Mendelssohn 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:

E-Mail:

Cell Phone Number:

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).

****NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.**

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

MENDELSSOHN EVENT LOGISTICS

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 Mendelssohn 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: Mendelssohn Event Logistics

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

Rep At The Event: Joe Smith E-Mail: jsmith@domain.com Cell Phone Number: 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).

**NOTE: A 2% administrative fee (minimum \$25.00) will be charged for all credit card declines.

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) No sale involved</p> <p>6 Country of Transshipment / Pays de transbordement 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 style="text-align: center;">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.) 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 Collis	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"/> N/A Gross / Brut</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 4/3/2007</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>8 Transportation: Give Mode and Place of Direct Shipment to Canada / Transport: Préciser mode et lieu d'expédition directe vers le Canada Mendelssohn Event Logistics, Chicago, IL</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>10 Currency of Settlement / Devises du paiement USD</p>	
11	12	13	14
No. of Pkgs. Nmbre. De Coills	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)	Replacement Value / Valeur de Remplacement
			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	3	\$1000.00 \$1000.00
2 pcs	Crates - Computer Monitors	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</p> <p>N/A 300 lbs</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: right;">Name: Tel: Fax:</p>		<p>20 Originator (Name and Address) / Expéditeur d'origine (Nom 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>	
<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: (514)987-2700
Toll Free: (800)665-4628
Fax: (514)849-3446

MENDELSSOHN EVENT LOGISTICS

To obtain a quotation for Mendelsohn Event Logistics Transportation Services, please complete this form and fax to (514)849-3446.

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, Mendelsohn 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 (514)987-3446.
- All quotations provided by Mendelsohn 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: (514)987-2700
Toll Free: (800)665-4628
Fax: (514)849-3446

MENDELSSOHN EVENT LOGISTICS

To obtain a quotation for Mendelssohn Event Logistics Transportation Services, please complete this form and fax to (514)849-3446.

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, Mendelssohn 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 (514)849-3446.
- All quotations provided by Mendelssohn 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.