



### **Your business is our business**

At Livingston Event Logistics, we have the expertise to move complex shipments for exhibitors and vendors into Canada or the United States from North America, across the border and back again. As the customs clearance specialists for conventions, trade shows, and special events, we look after permits, advance electronic filing and security requirements on your behalf. Your goods will arrive where they need to be, when they need to be there – hassle-free.

Consider the benefits you will enjoy by depending on Livingston Event Logistics for your next exhibit, conference or show:

- All cross-border transportation arrangements taken care of.
- All customs and shipping documentation provided.
- Expert, efficient customs clearing.
- All shipments traced if necessary.
- Livingston Event Logistics customs specialists on site or on call 24/7 for your convenience.
- GST rebates automatically obtained.
- On-site customs clearance arranged for goods sold at the show.
- Materials stored in a bonded warehouse before and after the event.
- Assistance with documentation completion.
- Private vehicle met at the border to facilitate their customs entry into Canada.

We're the North American customs clearance experts for show planners and event organizers Period.

Livingston International  
69 Yonge St., Suite 400  
Toronto ON Canada M5E 1K3

416-863-9339  
Fax 416-863-5149  
1-800-665-4628  
[www.livingstonintl.com](http://www.livingstonintl.com)



## **CUSTOMS CLEARANCE**

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 (Formerly known as Mendelssohn Customs)** has been appointed as the official customs broker for the **ISMRM Sixteenth Scientific Meeting and Exhibition & SMRT Seventeenth Annual Meeting** held at the **Metro Toronto Convention Centre, May 3-9, 2008**. Livingston Event Logistics staff will be on-site from the first move-in day to the last move-out day and 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 return for ground/air freight.

Prior to shipping, the enclosed **Order Form** and **Canada Customs Invoice** should be completed and faxed to Livingston Event Logistics (Attn: Michele Odhoch, Fax: 416-585-8370). 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 AECI (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 CBP at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / 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!

***For further information, please contact your event co-ordinator:***

**Michele Odhoch, Event Co-ordinator**  
**Livingston Event Logistics (Formerly Mendelssohn Customs)**  
**69 Yonge Street, Suite 400**  
**Toronto, ON M5E 1K3 CANADA**  
**Bus: 416-585-8227 Toll: 800-665-4628**  
**Fax: 416-585-8370**  
**Email: [modhoch@mend.com](mailto:modhoch@mend.com)**  
**Website: [www.livingstonintl.com](http://www.livingstonintl.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:



CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

Page of/de

1 Vendor (Name and Address) /Vendeur (Nom et Adresse)		2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada		
		3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)		
4 Consignee (Name and Address) /Destinataire (Nom et Adresse)		5 Purchaser's Name and Address (if other than Consignee) Nom et Adresse de l'acheteur (s'il diffère du destinataire) <b>No sale involved</b>		
		6 Country of Transhipment / Pays de transbordement <b>N/A</b>		
		7 Country of Origin of Goods Pays d'origine des marchandises	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.	
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		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.) <b>No sale involved</b>		
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada		10 Currency of Settlement / Devises du paiement		
11 No. of Pkgs. Nbre. De Coils	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)	Replacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
XI.1 Total Number of Pieces / Nombre total de pièces				
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  Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/>		16 Total Weight / Poids total		17 Invoice Total Total de la facture
		Net N/A	Gross / Brut	
19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)  Name:  Tel:  Fax:		20 Originator (Name and Address) Expéditeur d'origine (Nom et adresse)  Name:  Tel:  Fax:		
21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu) <b>N/A</b>		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"/>		
23	24	25		

## **Shipping Information**

In order to facilitate the most efficient and cost effective service possible, **Livingston Event Logistics (Formerly known as Mendelssohn Customs)** has been appointed the official transportation carrier to handle exhibit shipments for the **ISMRM Sixteenth Scientific Meeting and Exhibition & SMRT Seventeenth Annual Meeting** held at the **Metro Toronto Convention Centre, May 3-9, 2008**. 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.

To obtain a transportation quote, simply complete the enclosed **Shipment Order Form** and fax to our Transportation Department at Fax: 416-863-5149. 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 co-ordinator that has issued the quote. At that point, the shipment is scheduled for pick-up.

### **ADVANCE WAREHOUSE & SHIPPING LABELS**

As the Metro Toronto Convention Centre will not accept shipments prior to **May 1, 2008**, all advance shipments (Domestic & International) are to be consigned to the Advance Warehouse as follows:

<b>Warehouse Shipping Address (accepted before April 28, 2008)</b>	<b>Show Site Shipping Address (accepted on May 1, 2008)</b>
Company Name / Booth Number <b>ISMRM 16th Scientific Meeting and Exhibition &amp; SMRT 17th Annual Meeting</b> c/o ABF / Livingston Event Logistics 15 Strathearn Avenue Brampton, ON L6T 4P1	Company Name / Booth Number <b>ISMRM 16th Scientific Meeting and Exhibition &amp; SMRT 17th Annual Meeting</b> c/o Metro Toronto Convention Centre 222 Bremner Blvd. Toronto, ON M5V 3L9

\*\*\* If you require advance receiving, complete the Advance Warehouse Form and fax to 416-863-5149 \*\*\*

### **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 the Official 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:**

**Michele Odhoch, Event Co-ordinator**  
**Livingston Event Logistics (Formerly known as Mendelssohn)**  
**69 Yonge Street, Suite 400**  
**Toronto, ON M5E 1K3 CANADA**  
**Bus: 416-585-8227 Toll: 800-665-4628**  
**Fax: 416-585-8370**  
**Email: [modhoch@mend.com](mailto:modhoch@mend.com)**  
**Website: [www.livingstonintl.com](http://www.livingstonintl.com)**

# Shipment Order Form

Customs and  
Transportation Services  
Tel: (416)863-9339  
Toll Free: (800)665-4628  
Fax: (416)863-5149



To obtain a quotation for Livingston Event Logistics Transportation Services, please complete this form and fax to (416)863-5149.

## Section 1 Pick-Up Information

Shipper:		
Address:		
City:	State:	Zip:
Contact:	Tel:	Fax:
Hours of Operation:	Dock: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lift Gate Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Inside Pick-Up: <input type="checkbox"/> Yes <input type="checkbox"/> 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:	

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 (416)863-5149.
- 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.



**All exhibitors intending to ship to the advance warehouse must complete this form.**

Event Name:

Facility Name:

Booth #:

Exhibitor:

Shipper:

Address:

Province/State:

Postal/Zip Code:

Contact:

Tel:

Fax:

Shipped via (Carrier Name):

Arrival Date:

Delivery Date:

# of Pieces	Box/Crate etc.	Dimensions			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:	

Total # of Pieces:

Total Weight:

**Credit card information must be complete.**

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name:

Title:

Card Account Number:

Expiry Date:

Cardholder's Signature:

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