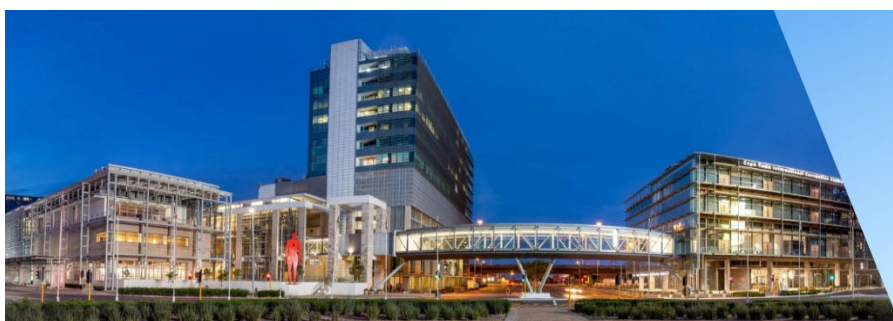**CROSSCONNECT**
CUSTOMS & EVENT LOGISTICS

2026 ISMRM & ISMRT
Annual Meeting & Exhibition
Cape Town, South Africa
09-14 May 2026
Official Freight Forwarder & Customs Broker

ISMRM & ISMRT
ANNUAL MEETING & EXHIBITION
Cape Town, South Africa
09-14 MAY 2026

Introduction

Dear Exhibitor,

Cross Connect Customs & Event Logistics has been appointed the official Customs & Freight Forwarding Agent for the **2026 ISMRM & ISMRT Annual Meeting & Exhibition in Cape Town, South Africa.** We would like to ensure that your materials arrive "on time" in the most cost-efficient manner. We suggest that you read these instructions in conjunction with the on-line exhibitor's manual provided by the Show Organizer.

Our helpful instructions will assist you in preparing for the correct, and timely, dispatch of your exhibits to **Cape Town, South Africa** for the **2026 ISMRM & ISMRT Annual Meeting & Exhibition.** ISMRM highly recommends that you use the services of Cross Connect for a complete logistics package. Our complete package will move your exhibit(s) door-to-door, from your country to your exhibition booth.

PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays in customs clearance and may lead to additional charges. For this reason, if you will be using a freight forwarder, other than Cross Connect, please be sure to pass these instructions on to them and alert us with their pre-alerts.

ISMRM and Cross Connect Customs & Event Logistics will not accept responsibility for late arrivals, or non-deliveries, to the venue if these guidelines and/or recommendations are not followed.

Sincerely,

Danny Mekhuri
Cross Connect Customs & Event Logistics
Cell# 416-704-1956
E-mail: dmekhuri@crossconnectcl.com
Team E-mail: info@crossconnectcl.com

DEADLINE FOR DOCUMENTATION

To make sure we get your freight to Cape Town, South Africa in a timely manner, please have our Order Form and Commercial Invoice sent to Cross Connect Customs & event Logistics no later than **March 7th, 2026**.

1. SHIP TO ADDRESSES, CONSIGNEE DETAILS, AND ARRIVAL DATES

a) Ocean / Air Consignment information

Ocean Freight - All Ocean shipments must be sent to CPT Port, South Africa no later than March 26th, 2026
Master Bill of Lading Consignee Details – (Must be "Freight Prepaid")
Exhibition Freighting G.S.M.
Unit 11A, Platinum Junction
School Street, Milnerton 7441
South Africa
ISMRM 2026
EXHIBITOR / STAND#

Notify Party:
Exhibition Freighting G.S.M.
Tel: +27 21 552 7248
Email: ef-gsm@ef-gsm.co.za

Air Freight – All Air freight shipments must be sent to CPT airport no later than April 26th, 2026
MAWB Consignee Details – (Must be "Freight Prepaid")
Exhibition Freighting G.S.M.
Unit 11A, Platinum Junction
School Street, Milnerton 7441
South Africa
ISMRM 2026
EXHIBITOR / STAND#

Notify Party:
Exhibition Freighting G.S.M.
Tel: +27 21 552 7248
Email: ef-gsm@ef-gsm.co.za

**It is important that both the paperwork and freight clearly show 2026 ISMRM & ISMRT, Exhibitor name & Booth #

2. PRE-ALERT / DOCUMENTATION REQUIREMENTS

Please complete the Cross Connect Order form and Customs Invoice in the back of the shipping manual. If not shipping with Cross Connect, please also advise the name of the courier/freight forwarder used, estimated date of arrival and any tracking numbers.

For shipments sent by air or sea from outside of the USA, please let us have a copy of the airway bill/ Ocean Bill of Lading along with a copy of the ATA Carnet documents and commercial invoice packing list (CIPL) prior to arrival into South Africa.

The commercial invoice/packing list should be written in English, with a full detailed description of the contents, serial no.'s, Customs HS/tariff codes, and quantity, weight and value of each item listed. Invoices should be in GBP£, USD$ or EUR€, clearly showing which items are for temporary import and which are for permanent import.

The individual packages within the shipment should also be marked for temporary or permanent import. accordingly with all details matching that mentioned on the commercial invoice.
The commercial invoice should be addressed as follows:

2026 ISMRM & ISMRT
c/o Cross Connect
Name of Exhibitor:_____
Hall #:_____
Booth #_____
Case Number:_____
Dimensions:_____
Gross Weight:_____

Please send us draft copies of your commercial invoice/packing list prior to shipping for checking and preapproval.
A specimen invoice/packing list can be supplied on request.

All document checks and pre-alerts should be emailed to: dmekhuri@crossconnectcl.com

Please note, certain commodities such as Fresh Foods, Meat & Poultry, Medicines, Alcohol, Dairy Products require import permits which may or may not be allowed entry into South Africa. We strongly advise on not sending these items in your shipment.

Electrical Goods – Can only be imported on a Temporary basis. These items will ne to be re-exported after the show. Please do not send any Electrical give away items. South African Government has a strict policy due to these items causing fires.

Honey – The importation on "Honey" is prohibited. Immediate seizure of your shipment if Honey is found.

Failure to pre-advice us of your shipment means we are unaware it exists and cannot be held responsible for non/late delivery.

3. Temporary Importation of Exhibition Goods

1. **Temporary Importation Bond**

   All exhibition goods except giveaways, brochures, samples and souvenirs will be imported under a Temporary Import Bond into the exhibition. A TIB fee will be levied as per our handling tariff.

   Goods for exhibitions may be imported 4 weeks prior to the exhibition and to be re-exported within 3 weeks after the closure of the exhibition.

   Approval for extension of temporary import must be made in writing (with reason stated) and will be granted on a case-by-case basis.

2. **ATA Carnet**

   ATA Carnet are valid and highly recommended.

3. **Permanent Importation**

   Giveaways, brochures, samples and souvenirs cannot be customs cleared on Temporary Import Bond. Duty & Taxes will apply for all permanent items + 20% outlay fee.

4. COURIER COMPANIES

We cannot emphasise strongly enough that exhibitors should not send their goods via Courier companies (FedEx, UPS, DHL, etc.). Courier shipments must be sent prepaid, including local duties & taxes. Any duties & taxes that are outlaid on your behalf will be billed onto you.
plus, a 25% outlay fee.

5. PACKING MATERIALS / MARKINGS

All wooden packing materials entering South African ports will need to conform to the international phyto-sanitarystandard, ISPM-15. This means only wood, which is free of bark, correctly treated and showing the IPPC stamp will be accepted.

All packages should be clearly marked as follows: -

2026 ISMRM & ISMRT
c/o Cross Connect
Name of Exhibitor:_____
Hall #:_____
Booth #_____
Case Number:_____
Dimensions:_____
Gross Weight:_____

Labels will be available on-site for any return shipments.

6. MOVE-OUT / BREAKDOWN

Tear down begins @ **16:30 hrs on Thursday May 14th, 2026,** all goods must be removed from the halls by **12:00 hrs on Friday May 15th, 2026**. Any items remaining after this time will be removed from site and taken back to our warehouse facility. Any charges will be charged to the exhibitor.

7. INSURANCE

We are not responsible for any loss, pilferage or damage whilst goods are left unattended at your booth. The handling of goods is carried out at the exhibitor/contractor's risk. We, strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage.

8. PAYMENT

Unless agreed in advance payment for all services must be made prior to, or during the show. We accept two methods of payment, which are:

1. Bank Transfer - Bank details can be sent on request.

2. Credit Card - We can accept payment by credit card. Please inform us of card details in advance.
Credit card transactions are subject to a 2.4% fee.

THANK YOU!

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 8001 Weston Road, Unit 2, Woodbridge, ON L4L 9C8; business number 709076475RM0002, a Customs Broker licensed under the Customs Act, to act as my true and lawful agent and attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. Assist to set up Client's CARM business account, and/or manage and administer Client's CARM account;
2. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released;
3. The transportation, warehousing, and distribution of such goods; and
4. Undertake, facilitate, assist with and/or perform such other business, tasks, duties, powers and authorities for which Client provides written instructions to Cross Connect at any time and from time to time.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS
Tel: 416-639-2176
E-mail: info@crossconnectcl.com

☒   Continuous Authority granted

THIS FORM MUST BE COMPLETED & SIGNED BY THE CLIENT* (OWNER/IMPORTER).
For events (i.e. trade shows, conventions, etc.) where there is "no sale involved", the Transactional Owner of the Goods must complete this form

Services Required (please check all that apply):

☒ Customs Clearance	☒ Transportation	☒ Advance Warehouse

Event & Exhibitor

Shipment Delivering to (please check one):	☐ Direct to Event/Show Site	☒ Advance Warehouse	
Exhibitor Name: ABC COMPANY		Booth #: 1001	
Event Name: NAME OF THE EVENT/SHOW		Event Dates: 25-Oct-24 to 29-Oct-24	
Facility/Venue Name: THE EVENT FACILITY		U.S. IRS # (if applicable):	
Facility/Venue Address: 600 CONVENTION CENTRE DRIVE			
City: TORONTO	State/Province: ON	Zip/Postal Code: M0X 0X0	
Country: CANADA	On-site Contact: JOHN SMITH	Cell #: 555-555-0000	
E-mail: JSMITH@DOMAIN.COM			

Client* (Owner/Importer)

Legal Business / Entity Name (as registered): ABC COMPANY, INC.		
Does this company have a Canadian Office? ☐ Yes ☒ No		
Legal Address (as registered): 123 SOMEPLACE AVENUE, SUITE 3		
City: NEW YORK	State/Province: NY	Zip/Postal Code: 10093
Country: USA	Importer/GST# (if applicable): N/A	U.S. IRS# (if applicable): 12-3456789
Officer Name (Owner, Partner, Director or Signing Officer): JOHN SMITH		Title: CEO
E-mail: JSMITH@DOMAIN.COM		Tel: 555-555-0000
Contact Name (if different from above):		Tel:
E-Mail:		

Shipper

☒ Same as Client		
Company Name: ABC COMPANY, INC.		U.S. IRS #: 12-3456789
Address: 123 SOMEPLACE AVENUE, SUITE 3		
City: NEW YORK	State/Province: NY	Zip/Postal Code: 10093
Country: USA	Contact Name: JOHN SMITH	Tel: 555-555-0000
E-mail: JSMITH@DOMAIN.COM		

Return Freight

☐ No Return Shipment	☐ Same as Shipper	☒ Same as Client	
Company Name: ABC COMPANY, INC.		IRS/Importer #: 12-3456789	
Address: 123 SOMEPLACE AVENUE, SUITE 3			
City: NEW YORK	State/Province: NY	Zip/Postal Code: 10093	
Country: USA	Contact Name: JOHN SMITH	Tel: 555-555-0000	
E-mail: JSMITH@DOMAIN.COM			

PLEASE SEE ADDITIONAL PAGES FOR BILLING, PAYMENT, TRANSPORTATION & ADVANCE WAREHOUSING

Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent pursuant to this General Agency Agreement/Power of Attorney ("GAA"). Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" ("CTC") as published online at https://crossconnectcl.com/wp-content/uploads/2024/10/POST-CARM-CUSTOMS-STC.pdf . Cross Connect performs its transportation services in the role of agent pursuant to its "Transportation Trading Conditions" ("TTC"), as published online at https://crossconnectcl.com/wp-content/uploads/2024/10/STC-TRANSPORTATION-POST-CARM.pdf. The parties hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits.

Notwithstanding any (a) other provision of this GAA, (b) provision of the CTC or TTC, or (c) delegation of authority in CARM, including to manage Client's CARM business account, in any circumstances howsoever and whenever arising, and regardless of whether The Company uses its own business number or Client's business number for importation/exportation, and regardless of who any Government Authority identifies as the importer, owner, or importer of record for any shipment, and regardless of any liability assessed by any Government Authority: Client expressly acknowledges and agrees that: (a) The Company shall not be liable for any error in judgment or for anything which it may do or refrain from doing or for any resulting direct, indirect, consequential, punitive or exemplary damage or loss caused by any act or omission, or the negligence of The Company or by an act of God or other act or cause beyond the reasonable control of The Company, even if The Company has been advised of the possibility of such damage or loss; and (b) The Company shall not be liable for any failure to provide the services which is a result of the operation of the applicable laws of Canada or any other country or a change in the policies of Canada Customs.

In the event of a breach or other failure by The Company to perform its obligations for which The Company is held liable, including, but not limited to, acts or omissions of The Company employees, agents and representatives providing services, the Client's sole remedy hereunder, whether in contract, tort or otherwise, shall, in any and all events, be limited to termination hereof and damages not to exceed CAD 1000 (One Thousand Canadian Dollars).

In no event shall The Company's obligation or liability hereunder extend to direct, indirect, punitive, special, incidental and consequential damages or losses the Client may suffer or incur in connection herewith, such as, but not limited to, loss of revenue or profits, damages or losses as a result of the Client's inability to fulfill obligations to third parties, injury to good will, claims of customers and the like, even if The Company has been advised or is otherwise aware of the possibility thereof, nor shall it extend to damages or losses the Client may suffer or incur as a result of claims, suits or other proceeding made or instituted against the Client by third parties.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws

Client (Importer/Owner) Signature	**Cross Connect Internal Use Only**
NOTE: Wet ink signature required – Digital signature NOT allowed I have read and agree to the terms of this contract and grant Cross Connect the authority to act on my behalf. I hereby certify that I have authority to transact business on behalf of The Client.	Notes:
Signature: *John Smith* Date: 30-Sep-24	Signature: Date:
Printed Name: JOHN SMITH	Printed Name:
Title: CEO	Title:

Transportation Quote Request

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Shipper Information

Company: ABC COMPANY, INC.
Address: 123 SOMEPLACE AVENUE, SUITE 3
City: NEW YORK
State/Prov: NY   Zip/Postal Code: 10093
Country: USA

Contact: JOHN SMITH   Tel: 555-555-0000
E-mail: JSMITH@DOMAIN.COM

Date Shipment Available for Pick-up: 04-Oct-2024
Operating Days (e.g. Monday - Friday): Monday - Friday
Operating Hours (e.g. 8 am - 4 pm): 9 am - 5 pm
Loading Dock Onsite? ☒ Yes   ☐ No

Delivery Information

Exhibitor Name: ABC COMPANY
Booth #: 1001
Event Name: NAME OF THE EVENT/SHOW
Venue Name: THE EVENT FACILITY
Venue Address: 600 CONVENTION CENTRE DRIVE
City: TORONTO
State/Prov: ON   Zip/Postal Code: M0X 0X0
Country: CANADA

Contact: JOHN SMITH   Cell #: 555-555-0000
E-Mail: JSMITH@DOMAIN.COM

Must Deliver By (dd-mmm-yy h:mm tt): **28-Oct-2024 @ 10:00 am**

Service Requirements

Requested Service: ☐ Air   ☒ Truck   ☐ Other: _____

Additional Requirements: ☐ Lift Gate   ☐ Inside Pick-up   ☐ Inside Delivery   ☐ Weekend Pick-up   ☐ Weekend Delivery

☒ Please include Cargo Insurance on the estimate/quote.

Total Shipment Value*: 10,000.00   Currency: USD   *Detailed Commercial Invoice/Packing List, with values, must be provided.

Cargo Insurance/Declared Value
This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

Shipment/Freight Information

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)		Length	Width	Height		Per Piece	Total
2	SKIDS	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	800
1	CRATE	@ Dimensions (Inches) Each	41	52	50	@ Weight (lbs) Each	1,000	1,000
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
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		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3	**Total Pieces**					**Total Weight:**		1,800

Notes

Notes/Additional Information:
PLEASE INCLUDE BLANKETS & STRAPS

Advance Warehouse Information: To be completed if Cross Connect is NOT booking your transportation

Shipment Info.

Shipped Via (Carrier/Courier Name): _____
Carrier/Courier Service Type: ☐ Air/Express   ☐ Ground
Total # of Pieces: _____   Total Weight (lbs): _____
Tracking #'s:

- You are responsible for tracking your shipment to ensure timely arrival.
- Goods sent via Post or shipped C.O.D. will NOT be accepted for delivery.
- If you are shipping from outside of Canada, to avoid Customs Clearance delays, please ensure that you check the "Customs Clearance" box on the first page of this form and notify your Carrier/Courier that Cross Connect is your Customs Broker. Customs documents are required (please see your Exhibitor Manual).

Advance Warehouse Services include delivery to show site, but DO NOT include material handling services and charges. Your carrier must pick up your materials, directly from show site, at the end of the event.

The warehouse will start receiving freight 30 days prior to the event from 9 am to 3 pm, Monday to Friday.

Advance Warehouse Services are charged per delivery received. If you are shipping via courier, it is recommended that you ship on a single Waybill to avoid additional advance warehouse charges.

Billing & Payment Information

CROSS CONNECT
CUSTOMS & EVENT LOGISTICS
Tel: 416-639-2176
E-mail: info@crossconnectcl.com

Event & Exhibitor

Exhibitor Name: ABC COMPANY	Booth #: 1001
Event Name: NAME OF THE EVENT/SHOW	Event Dates: 25-Oct-24 to 29-Oct-24
Facility/Venue Name: THE EVENT FACILITY	
Facility Venue Address: 600 CONVENTION CENTRE DRIVE	

City: TORONTO   State/Province: ON   Zip/Postal Code: M0X 0X0
Country: CANADA   On-site Contact: JOHN SMITH   Cell #: 555-555-0000
E-mail: JSMITH@DOMAIN.COM

Billing Information

☐ Same as Shipper (page 1)   ☒ Same as Client (page 1)

Company Name: ABC COMPANY, INC.
Address: 123 SOMEPLACE AVENUE, SUITE 3
City: NEW YORK   State/Province: NY   Zip/Postal Code: 10093
Country: USA
Contact Name: JOHN SMITH   Tel: 555-555-0000
E-mail: JSMITH@DOMAIN.COM
Second Contact Name (if applicable): SUSAN JONES   Tel: 555-555-1111
E-mail: SJONES@DOMAIN.COM

Payment Information

MUST BE COMPLETED

Charge to: ☒ Visa   ☐ MasterCard   ☐ American Express
Cardholder Name: JOHN SMITH   CVV Number: 123
Credit Card Number: 1234 5678 9123 4567   Expiry Date: 11/2026   (mm/yyyy)

I authorize use of this card for payment or pre-payment of services relative to this form. I understand that pre-payments on estimated amounts are subject to adjustment, and that this card will be charged for adjustments and/or future invoices generated for services not outlined on, or in addition to, any estimates provided.

I acknowledge that **declined credit cards are subject to a 30% surcharge** (minimum $50.00 USD).

Cardholder Signature: *John Smith*   Date: 30-Sep-2024

Remittance Information

Remit To: Cross Connect Customs and Event Logistics Inc.
8001 Weston Road, Unit 2
Woodbridge, ON
L4L 9C8

HST/GST#: 709076475RT0001
Tel: (416) 639-2176
Attention: Accounting Department
E-mail: payments@crossconnectcl.com

Customs & Transportation Services Order Form

Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 8001 Weston Road, Unit 2, Woodbridge, ON L4L 9C8; business number 709076475RM0002, a Customs Broker licensed under the Customs Act, to act as my true and lawful agent and attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Trading Conditions applicable to Customs Services of Cross Connect Customs and Event Logistics Inc., attached hereto. Such business may include, but is not limited to:

1. Assist to set up Client's CARM business account, and/or manage and administer Client's CARM account;
2. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released;
3. The transportation, warehousing, and distribution of such goods; and
4. Undertake, facilitate, assist with and/or perform such other business, tasks, duties, powers and authorities for which Client provides written instructions to Cross Connect at any time and from time to time.

In signing this form, I grant Cross Connect, full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

CROSS CONNECT
CUSTOMS & EVENT LOGISTICS
Tel: 416-639-2176
E-mail: info@crossconnectcl.com

☐   Continuous Authority granted

THIS FORM MUST BE COMPLETED & SIGNED BY THE CLIENT* (OWNER/IMPORTER).
For events (i.e. trade shows, conventions, etc.) where there is "no sale involved", the Transactional Owner of the Goods must complete this form

Services Required (please check all that apply):

☐ Customs Clearance   ☐ Transportation   ☐ Advance Warehouse

Event & Exhibitor

Shipment Delivering to (please check one):	☐ Direct to Event/Show Site	☐ Advance Warehouse
Exhibitor Name:		Booth #:
Event Name:		Event Dates: to
Facility/Venue Name:		U.S. IRS # (if applicable):
Facility/Venue Address:		
City:	State/Province:	Zip/Postal Code:
Country:	On-site Contact:	Cell #:
E-mail:		

Client* (Owner/Importer)

Legal Business / Entity Name (as registered/shown on your income tax return):

Does this company have a Canadian Office? ☐ Yes ☐ No   Company headquarters located in Canada? ☐ Yes ☐ No

Legal Address (as registered):		
City:	State/Province:	Zip/Postal Code:
Country:	Importer/GST# (if applicable):	U.S. IRS# (if applicable):
Officer Name (Owner, Partner, Director or Signing Officer):		Title:
E-mail:		Tel:
Contact Name (if different from above):		Tel:
E-Mail:		

Shipper

☐ Same as Client		
Company Name:		U.S. IRS #:
Address:		
City:	State/Province:	Zip/Postal Code:
Country:	Contact Name:	Tel:
E-mail:		

Return Freight

☐ No Return Shipment	☐ Same as Shipper	☐ Same as Client
Company Name:		IRS/Importer #:
Address:		
City:	State/Province:	Zip/Postal Code:
Country:	Contact Name:	Tel:
E-mail:		

PLEASE SEE ADDITIONAL PAGES FOR BILLING, PAYMENT, TRANSPORTATION & ADVANCE WAREHOUSING

Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent pursuant to this General Agency Agreement/Power of Attorney ("GAA"). Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" ("CTC") as published online at https://crossconnectcl.com/wp-content/uploads/2024/10/POST-CARM-CUSTOMS-STC.pdf . Cross Connect performs its transportation services in the role of agent pursuant to its "Transportation Trading Conditions" ("TTC"), as published online at https://crossconnectcl.com/wp-content/uploads/2024/10/STC-TRANSPORTATION-POST-CARM.pdf. The parties hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom. The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits.

Notwithstanding any (a) other provision of this GAA, (b) provision of the CTC or TTC, or (c) delegation of authority in CARM, including to manage Client's CARM business account, in any circumstances howsoever and whenever arising, and regardless of whether The Company uses its own business number or Client's business number for importation/exportation, and regardless of who any Government Authority identifies as the importer, owner, or importer of record for any shipment, and regardless of any liability assessed by any Government Authority: Client expressly acknowledges and agrees that: (a) The Company shall not be liable for any error in judgment or for anything which it may do or refrain from doing or for any resulting direct, indirect, consequential, punitive or exemplary damage or loss caused by any act or omission, or the negligence of The Company or by an act of God or other act or cause beyond the reasonable control of The Company, even if The Company has been advised of the possibility of such damage or loss; and (b) The Company shall not be liable for any failure to provide the services which is a result of the operation of the applicable laws of Canada or any other country or a change in the policies of Canada Customs.

In the event of a breach or other failure by The Company to perform its obligations for which The Company is held liable, including, but not limited to, acts or omissions of The Company employees, agents and representatives providing services, the Client's sole remedy hereunder, whether in contract, tort or otherwise, shall, in any and all events, be limited to termination hereof and damages not to exceed CAD 1000 (One Thousand Canadian Dollars).

In no event shall The Company's obligation or liability hereunder extend to direct, indirect, punitive, special, incidental and consequential damages or losses the Client may suffer or incur in connection herewith, such as, but not limited to, loss of revenue or profits, damages or losses as a result of the Client's inability to fulfill obligations to third parties, injury to good will, claims of customers and the like, even if The Company has been advised or is otherwise aware of the possibility thereof, nor shall it extend to damages or losses the Client may suffer or incur as a result of claims, suits or other proceeding made or instituted against the Client by third parties.

The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws

Client (Importer/Owner) Signature	**Cross Connect Internal Use Only**
NOTE: Wet ink signature required – Digital signature NOT allowed	Notes:
I have read and agree to the terms of this contract and grant Cross Connect the authority to act on my behalf. I hereby certify that I have authority to transact business on behalf of The Client.	
Signature: Date:	Signature: Date:
Printed Name:	Printed Name:
Title:	Title:

Transportation Quote Request

CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Shipper Information

Company:	
Address:	
City:	
State/Prov:	Zip/Postal Code:
Country:	
Contact:	Tel:
E-mail:	
Date Shipment Available for Pick-up:	
Operating Days *(e.g. Monday - Friday)*:	
Operating Hours *(e.g. 8 am - 4 pm)*:	
Loading Dock Onsite? ☐ Yes ☐ No	

Delivery Information

Exhibitor Name:	
Booth #:	
Event Name:	
Venue Name:	
Venue Address:	
City:	
State/Prov:	Zip/Postal Code:
Country:	
Contact:	Cell #:
E-Mail:	
Must Deliver By (dd-mmm-yyy h:mm tt):	

Service Requirements

Requested Service: ☐ Air ☐ Truck ☐ Other: _____

Additional Requirements: ☐ Lift Gate ☐ Inside Pick-up ☐ Inside Delivery ☐ Weekend Pick-up ☐ Weekend Delivery

☐ Please include Cargo Insurance on the estimate/quote.

Total Shipment Value*: _____ Currency: _____ *Detailed Commercial Invoice/Packing List, with values, <u>must</u> be provided.

Cargo Insurance/Declared Value
This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by Cross Connect. Rather than attempt to recover under liability terms, Cross Connect offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact Cross Connect for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from Cross Connect.

Shipment/Freight Information

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)		Length	Width	Height		Per Piece	Total
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
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		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
	Total Pieces					**Total Weight:**		

Notes

Notes/Additional Information:

Advance Warehouse Information: To be completed if Cross Connect is NOT booking your transportation

Shipment Info.

Shipped Via (Carrier/Courier Name):
Carrier/Courier Service Type: ☐ Air/Express ☐ Ground
Total # of Pieces: Total Weight (lbs):
Tracking #'s:

- You are responsible for tracking your shipment to ensure timely arrival.
- Goods sent via Post or shipped C.O.D. will <u>NOT</u> be accepted for delivery.
- If you are shipping from outside of Canada, to avoid Customs Clearance delays, please ensure that you check the "Customs Clearance" box on the first page of this form and notify your Carrier/Courier that Cross Connect is your Customs Broker. <u>Customs documents are required</u> (please see your Exhibitor Manual).

Advance Warehouse Services include delivery to show site, but <u>DO NOT</u> include material handling services and charges. Your carrier must pick up your materials, directly from show site, at the end of the event.

The warehouse will start receiving freight 30 days prior to the event from 9 am to 3 pm, Monday to Friday.

Advance Warehouse Services are charged per delivery received. If you are shipping via courier, it is recommended that you ship on a single Waybill to avoid additional advance warehouse charges.

Billing & Payment Information

<table>
<tr><td rowspan="8" style="writing-mode: vertical;">Event & Exhibitor</td><td>Exhibitor Name:</td><td colspan="2"></td><td>Booth #:</td><td></td></tr>
<tr><td>Event Name:</td><td colspan="2"></td><td>Event Dates:</td><td>to</td></tr>
<tr><td>Facility/Venue Name:</td><td colspan="4"></td></tr>
<tr><td>Facility Venue Address:</td><td colspan="4"></td></tr>
<tr><td>City:</td><td>State/Province:</td><td></td><td>Zip/Postal Code:</td><td></td></tr>
<tr><td>Country:</td><td>On-site Contact:</td><td></td><td>Cell #:</td><td></td></tr>
<tr><td>E-mail:</td><td colspan="4"></td></tr>
</table>

Billing Information	Company Name:	
	Address:	
	City:	State/Province:	Zip/Postal Code:
	Country:	
	Contact Name:	Tel:
	E-mail:	
	Second Contact Name (if applicable):	Tel:
	E-mail:	

Payment Information	**MUST BE COMPLETED** ***Delinquent accounts will be charged for all collection, legal and administration fees***
	Charge to: ☐ Visa ☐ MasterCard ☐ American Express
	Cardholder Name: CVV Number:
	Credit Card Number: Expiry Date: (mm/yyyy)
	I authorize use of this card for payment or pre-payment of services relative to this form. I understand that pre-payments on estimated amounts are subject to adjustment, and that this card will be charged for adjustments and/or future invoices generated for services not outlined on, or in addition to, any estimates provided. I acknowledge that **declined credit cards are subject to a 30% surcharge** (minimum $50.00 USD).
	Cardholder Signature: Date:

Remittance Information	Remit To:
	HST/GST#:
	Tel:
	Attention:
	E-mail:

COMMERCIAL INVOICE / PACKING LIST

CROSS CONNECT
CUSTOMS & EVENT LOGISTICS

Shipper:	Consignee (Ship To):	Importer/Owner of Goods: ☐ Same as Shipper		

Shipped Via:		*REMARKS ("X" each item)
Shipped To:	☐ Adv. Whse ☐ Show Site	
IRS #:		*A – TEMPORARY IMPORT
Pieces:		*A – TEMPORARY IMPORT
Weight:	☐ kg ☐ lbs	*B – PERMANENT IMPORT
Currency:		*C – GIVEN AWAY / SOLD
Ship Date:		

Does this company have a Canadian Office?

# of Pieces	Type of Pieces	Qty	Description of Contents Please include Brand Name & Model # for all electronic equipment.	Origin	Weight in ____ (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions" , as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf . The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

Signature: _____   Date: _____

TEMPORARY IMPORT VALUE:

PERMANENT IMPORT VALUE:

COMMERCIAL INVOICE / PACKING LIST

CROSS CONNECT
CUSTOMS & EVENT LOGISTICS

*IMPORTANT:
MUST be completed in full.

Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000	Consignee (Ship To): ABC COMPANY, BOOTH # 1001 C/O NAME OF SHOW/EVENT VENUE NAME VENUE ADDRESS ONSITE CONTACT NAME & CELL PHONE #	Importer/Owner of Goods: ☒ Same as Shipper ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000 Does this company have a Canadian Office? No

Shipped Via:	TRANSPORTATION COMPANY NAME
Shipped To:	☒ Adv. Whse ☐ Show Site
IRS #:	12-3456789
Pieces:	3
Weight:	1,800 ☐ kg ☒ lbs
Currency:	USD
Ship Date:	06/15/2021
	(mm/dd/yyyy)

*REMARKS
("X" each item)
*A – TEMPORARY IMPORT
*B – PERMANENT IMPORT
*C – GIVEN AWAY / SOLD

# of Pieces	Type of Pieces	Qty	Description of Contents Please include Brand Name & Model # for all electronic equipment.	Origin	Weight in **lbs** (lbs/kg)	Dimensions (Inches) L	W	H	CBM	HTS	Remarks* A TEMP	B PERM	C PROMO	Value Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	400	48	48	48	1.81	9403.20	X			5,250.00	5,250.00
1	CRATE	2	50" LED TV'S - LG MODEL# 55EG9100	CHINA	50	41	52	50	1.75	8528.72	X			700.00	1,400.00
		2	WEIGHTED METAL TV STANDS	JAPAN	950					9403.20	X			500.00	1,000.00
1	SKID	5000	ADVERTISING LITERATURE	USA	200	48	48	48	1.81	4911.10			X	0.15	750.00
		1000	BALL POINT PENS	CHINA	48					9608.10			X	0.35	350.00
		400	CATALOGS	USA	150					4911.10			X	3.00	1,200.00
		2	POSTERS	USA	2					4911.91		X		25.00	50.00

*Electronic equipment MUST include Brand Name & Model #.

*Each commodity MUST be listed on its own line; DO NOT group items.

*Specific descriptions required; Vague descriptions such as "Give Aways", "Display Materials", or "Trade Show Samples" will NOT be accepted.

*Indicate the Country of Manufacture (where the goods are made); NOT the country of purchase.

*Values need to reflect the cost of goods (price paid), or the selling price of the goods (price payable); whichever is greater.

*$0 values will NOT be accepted.

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

**FOB VALUE:	10,000.00
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	10,000.00

The shipper hereby authorizes Cross Connect Customs and Event Logistics, inc. ("Cross Connect"), and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the Cross Connect's "Standard Trading Conditions" , as published online at https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf . The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

Signature: *John Smith*   Date: 06/10/2021

12/22

TEMPORARY IMPORT VALUE: 7,650.00
PERMANENT IMPORT VALUE: 2,350.00