



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

ISMRM & ISMRT
Annual Meeting & Exhibition
Honolulu, Hawaii, USA
10 – 15 May 2025

Official Freight Forwarder & Customs Broker



Introduction

Dear Exhibitor,

Cross Connect Customs & Event Logistics has been appointed the official Customs & Freight Forwarding Agent for the **ISMRM & ISMRT Annual Meeting & Exhibition 2025 in Honolulu, Hawaii**. 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 **Honolulu, Hawaii** for the **ISMRM & ISMRT Annual Meeting & Exhibition 2025**. 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 Honolulu, Hawaii in a timely manner, please have our Order Form and Commercial Invoice sent to Cross Connect Customs & event Logistics no later than **March 7th, 2025**.

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

a) Advanced Warehouse Shipments

Ocean Freight - All shipments must be sent to the following address between **March 10th - April 8th, 2025**

Air Freight – Any freight received at the advanced warehouse from **April 8th – April 24th, 2025**, will go as Air Freight

ISMRRM & ISMRT 2025 c/o Airways Freight / Cross Connect

Exhibitor Name: _____ / Booth #: _____

The Delivery People

13025 Cerise Avenue

Hawthorne, CA – 90250

USA

**It is important that both the paperwork and freight clearly show ISMRRM & ISMRT 2025, Exhibitor name & Booth #

b) Shipments Direct to the Venue

** Shipments sent directly to the venue must only arrive during the official move-in times starting May 8th, 2025, and the driver should be aware of the Exhibitor name and Booth #. Venue delivery address is:

ISMRRM & ISMRT 2025 c/o Cross Connect / ICS

Exhibitor Name / Booth #

Hawaii Convention Center

1801 Kalakaua Avenue

Honolulu, HI – 96815

USA

c) Air & Ocean Consignment information

PLEASE REACH OUT TO A CROSS CONNECT REPRESENTATIVE WHO HELP WITH YOUR CONSIGNMENT INFORMATION FOR ALL AIRFREIGHT BILLS AND OCEAN B/L

1. 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 the USA.

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 GBPE, 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:

ISMRRM & ISMRT 2025

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 foodstuffs, beverages, cotton products, pharmaceutical products, cosmetics, certain electronic, military items, animal & plant products (CITES) will.

be subject to import licence or other certification requirements. Please contact us 2 months before the show if sending any of the above items. Radio and Telecommunication equipment must have a copy of the brochure on on-line website approval from us prior to shipping.

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

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 will only be valid upon entry into mainland USA. ATA Carnet will no be valid upon arrival into Honolulu, Hawaii.

3. Conversion of Temporary Import to Permanent Import

Under temporary import, all exhibits sold, disposed or not re-exported at the end of the exhibition is required to convert import status to permanent import.

4. Permanent Importation

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

2. COURIER COMPANIES

We cannot emphasise strongly enough that exhibitors from outside the USA 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 15% outlay fee. All courier shipment should be sent direct to the below advanced warehouse address in Honolulu, Hawaii

ISMRRM & ISMRT 2025 Annual Meeting
c/o ICS
Exhibitor Name / Booth #
1004 Makepono St. Bldg A
Honolulu, HI – 96819
USA

We suggest that goods are sent to the ICS advance warehouse in Honolulu, HI and NEVER direct to SHOW SITE, unless you have a member of staff on-site to receive them on the date of delivery.

All courier shipments must be **received at the ICS advanced warehouse latest May 6th, 2025**. Shipments arriving after this date will be subject to additional charges.

It is vital that the waybill mentions ISMRRM & ISMRT 2025, your Exhibitor name and booth number. It is also imperative that you send us a pre-advance of your shipment with a copy of the courier's waybill and Customs invoice if originated from outside of the USA. Failure to pre-advance us means we are unaware your shipment exists and subsequently cannot be held responsible if it is not delivered to your booth.

4. PACKING MATERIALS / MARKINGS

All wooden packing materials entering USA ports will need to conform to the international phyto-sanitary standard, 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: -

ISMRRM & ISMRT 2025

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

All goods must be removed from the halls by **23:00 hrs on Thursday May 15th, 2025**. 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 concerned.

9. 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.

10. 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!



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

Customs & Transportation Services Order Form



CROSSCONNECT

CUSTOMS & EVENT LOGISTICS

Tel: 416-639-2176

E-mail: info@crossconnectcl.com

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.

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): <input type="checkbox"/> Direct to Event/Show Site <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> No Return Shipment <input type="checkbox"/> Same as Shipper <input checked="" type="checkbox"/> 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

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.

Signature: *John Smith* Date: 30-Sep-24

Printed Name: JOHN SMITH

Title: CEO

Cross Connect Internal Use Only

Notes:

Signature: Date:

Printed Name:

Title:



Billing & Payment Information

CROSSCONNECT

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	<input type="checkbox"/> Same as Shipper (page 1)	<input checked="" type="checkbox"/> 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			

MUST BE COMPLETED			
Payment Information	Charge to: <input checked="" type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> 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: <i>John Smith</i>	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



CROSSCONNECT
CUSTOMS & EVENT LOGISTICS

!!! ATTENTION !!!

The Customs & Transportation Services Order Form is a legally required document. It must be completed and signed by the importer/owner before Customs Brokerage or Transportation Services are provided. When completing the form, please pay close attention to the following:

- **Wet (ink on paper) signatures are required.** Digital or Font-based signatures are not allowed.
- Company names must be the full/complete LEGAL business name, as registered with the Government in the country of operation.
- IRS#/U.S. Tax ID/EIN must be provided for all U.S. companies. Please attach a copy of the company W-9.
- GST/HST# must be provided for all Canadian companies.

E-MAIL: INFO@CROSSCONNECTCL.COM
TEL: 416-639-2176
WEBSITE: WWW.CROSSCONNECTCL.COM

Customs & Transportation Services Order Form



CROSSCONNECT

CUSTOMS & EVENT LOGISTICS

Tel: 416-639-2176

E-mail: info@crossconnectcl.com

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.

Continuous Authority granted

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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): <input type="checkbox"/> Direct to Event/Show Site <input type="checkbox"/> 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):
	Does this company have a Canadian Office? <input type="checkbox"/> Yes <input type="checkbox"/> 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:

Shipper	<input type="checkbox"/> Same as Client
	Company Name: U.S. IRS #:
	Address:
	City: State/Province: Zip/Postal Code:
	Country: Contact Name: Tel:
	E-mail:

Return Freight	<input type="checkbox"/> No Return Shipment <input type="checkbox"/> Same as Shipper <input type="checkbox"/> 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	
<i>NOTE: Wet ink signature required – Digital signature NOT allowed</i>	
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:
Printed Name:	
Title:	

Cross Connect Internal Use Only	
Notes:	
Signature:	Date:
Printed Name:	
Title:	

Billing & Payment Information

Event & Exhibitor	Exhibitor Name:	Booth #:	
	Event Name:	Event Dates: to	
	Facility/Venue Name:		
	Facility Venue Address:		
	City:	State/Province:	Zip/Postal Code:
	Country:	On-site Contact:	Cell #:
	E-mail:		

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:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> 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



NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment.
 HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

Shipper:	Consignee (Ship To):	Importer/Owner of Goods: <input type="checkbox"/> Same as Shipper	Shipped Via: _____ Shipped To: <input type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site IRS #: _____ Pieces: _____ Weight: _____ <input type="checkbox"/> kg <input type="checkbox"/> lbs Currency: _____ Ship Date: _____	*REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
			Does this company have a Canadian Office? _____	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	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"

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

**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

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.

TEMPORARY IMPORT VALUE:
 PERMANENT IMPORT VALUE:

Signature: _____

Date: _____



NOTE: Only pdf/tif attachments and not the email itself are received. Ensure that all PARS information and any special instructions are included within pdf/tif attachment.
 HOURS: Mon-Fri 9 am - 5 pm *E-mails are monitored outside of regular business hours, but response may be delayed. Please ensure that ETA's are accurate.

***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: <input checked="" type="checkbox"/> 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: <input checked="" type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site IRS #: 12-3456789 Pieces: 3 Weight: 1,800 <input type="checkbox"/> kg <input checked="" type="checkbox"/> 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
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# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in lbs (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	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.**

***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.**

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

**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"

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

**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

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.

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

Signature: John Smith Date: 06/10/2021