

## IMPORTANT SHIPPING AND CUSTOMS INFORMATION

When shipping your booth materials to the Show you have two options:

**1. Use Expo Express Global Events Logistics.** You may ship to the Advance Receiving Warehouse (recommended), or direct to Show site with the official shipping and customs contractor – Expo Express Global Event Logistics. For more information on the benefits of using Expo Express, please refer to the following Shipping & Customs Information.

**2. Use your own freight carrier.** If you are not utilizing the services of Expo Express you may ship directly to Show site. Shipments to Show site will only be accepted during your designated time slot. Please refer to the **Inbound Freight Target Schedule** found in **Exhibitor Move-In & Move-Out** for the time your carrier has been assigned for unloading. All shipments direct to Show site must be consigned and labeled as follows:

**Petrochem Canada West**  
Booth Number  
The Westin Calgary Airport  
671 Aero Drive NE  
Calgary, AB, Canada  
T2E 8Z9

## SHIPPING & CUSTOMS

Expo Express Global Events Logistics is the official freight forwarder, customs logistics provider and advance receiving warehouse contractor for **Petrochem Canada West**

Expo Express will make all of the necessary arrangements for transportation to Calgary, customs clearance, delivery to Show site and any subsequent onward shipments from the close of the Show to your final destination. All exhibitors, stand builders and suppliers for this event expecting shipments to arrive at the Show should carefully note the following instructions and information.

## SHIPPING INSTRUCTIONS

Expo Express Global Event Logistics is the official Show carrier and offers forwarding services for exhibitors participating at **Petrochem Canada West**

Expo Express or one of their agents can arrange to pick up from your door, deliver to Event site and return to your door. For a quotation, please see the Shipping & Customs Order Forms found under **Equipment and Services Order Forms**.

For those exhibitors who utilize Expo Express on direct inbound moves to the Event, Expo Express will provide up to 30 days free storage prior to move-in and guarantee no waiting time at show site for move in.

### **ADVANCE RECEIVING WAREHOUSE (Chargeable)**

If you are utilizing a carrier other than Expo Express Global Events Logistics, advance shipments to Expo Express's warehouse will be accepted and stored up to 30 days prior to the show move-in and delivered to the show site.

The following rates will apply:

\$40.00 / CWT – Minimum \$120.00

Those exhibitors using Expo Express as a carrier will receive free storage and will only be charged the transfer fee of \$22.00 / CWT – Minimum \$80.00 plus the per pallet fee

Rates are subject to 5% GST. Cube rule of 10 lbs per cubic foot or carrier's bill of lading weight to apply, whichever is greater. Crates, cartons, fiber cases and pallets only. Unpacked freight will not be accepted.

If you wish to utilize this service, please complete the Expo Express order form found in your exhibitor service kit and email it to our office [andrew@expoexpress.ca](mailto:andrew@expoexpress.ca)  
Make out the bill of lading and consign as follows:

Name of Exhibiting Company  
Petrochem Canada West  
Booth Number  
C/O Expo Express.  
C/O Display Co Canada Inc  
4221 23B Street NE  
Calgary, AB, Canada T2E 7V9

### **GOODS ARRIVING AT THE WAREHOUSE WITHOUT THE ORDER FORM BEING COMPLETED AND SUBMITTED MAY BE REFUSED OR CHARGED A 20 % SURCHARGE**

### **SHIPPING DIRECT TO SHOW SITE**

Direct delivery shipments to the show site will be accepted on the designated move in days only. Freight that arrives at Suncor Leisure Centre before the designated move in dates will be refused and sent back.

Make out your bill of lading and consign as follows:

Name of Exhibiting Company  
Petrochem Canada West  
Booth Number  
The Westin Calgary Airport  
671 Aero Drive NE  
Calgary, AB, Canada T2E 8Z9

All inbound shipments must be prepaid, labeled and accompanied with a bill of lading.

If shipping from outside of Canada, please notify Expo Express at 902-315-2750

## MARKING

All shipments direct to show site must be consigned and labeled as follows:

Name of Exhibiting Company  
Petrochem Canada West  
Booth Number  
The Westin Calgary Airport  
671 Aero Drive NE  
Calgary, AB, Canada T2E 8Z9

For International or trans-border shipments notify on arrival: Expo Express – Tele 902-315-2750  
[andrew@expoexpress.ca](mailto:andrew@expoexpress.ca)

All inbound shipments consigned to Petrochem Canada West must move with complete third party billing instructions or as a prepaid shipment, as neither the material handlers nor the exhibit facility will accept collect shipments.

To receive a quotation, please complete the Expo Express cost estimate sheet and email it to Expo Express at [andrew@expoexpress.ca](mailto:andrew@expoexpress.ca) or just fill in the quote request form on our website [www.expoexpress.ca](http://www.expoexpress.ca)

## TRANS-BORDER & INTERNATIONAL SHIPMENTS

Expo Express Global Event Logistics and its network of worldwide offices and agents can arrange for the shipment of your materials from any point worldwide to Calgary and return for this show.

For Exhibitors outside of North America, please contact our office and we will put you in touch with our chosen agent in your country.

## CUSTOMS CLEARANCE

Expo Express Global Events Logistics. is the official Customs logistics provider for Petrochem Canada West For Exhibit materials being shipped from outside of Canada, we will assist you with the customs clearance of all shipments and coordinating delivery to show site.

Expo Express. will be on site from the first day of move into the last day of move out and are available for consultation and assistance.

Expo Express. will contact all exhibitors who imported goods through their services during the show regarding the disposal of the imported goods at the end of the show.

## DOCUMENTATION

Please find the following documents in the Shipping & Customs Order Forms under **Equipment & Services Order Forms**.

- 1) Blank Customs Invoice
- 2) CUSMA Form
- 3) Expo Express Order Form
- 4) Cost Estimate Sheet

We require that you complete the Customs Invoice, CUSMA Certificate (U.S. & Mexican exhibitors only) and the Expo Express order form. Please email copies of these documents along with your waybill to our office prior to shipment at [andrew@expoexpress.ca](mailto:andrew@expoexpress.ca)

Give-away articles and advertising materials are subject to full duties and taxes upon importation into Canada as they are not allowed to enter under the provisions of the temporary importation regulations.

### Special note to U.S. & Mexican Exhibitors

*Canada-United States-Mexico Agreement (CUSMA) Form should be completed to cover all giveaway or re-sale items manufactured in either the United States or Mexico. This will allow for duty free entry on most of these items. This does not exempt the goods from payment of the 5% G.S.T.*

## DEADLINE DATES

- 1) Domestic pick up dates within Canada
  - Toronto March 22, 2024
  - Edmonton March 28, 2024
  - Vancouver & Calgary March 27, 2024
- 2) Advance Warehouse
  - First Receiving date February 28,, 2024
  - Last Receiving date March 18, 2024 (NOON)

In order to facilitate Customs clearance, we ask that you schedule your goods to arrive in Edmonton no later than the following dates:

Truck Freight to cross the Border no later than:	March 27, 2024
Airfreight arrival Calgary Airport:	March 27, 2024
Ocean freight to CFS Calgary	March 21, 2024

## OUTBOUND SHIPPING AT CLOSE OF SHOW

Expo Express Global Event Logistics will prepare all required documentation for the export of your goods from Canada. Expo Express must be notified if you require U.S. Customs clearance by a specific broker. Any goods that remain in Canada that were entered under the temporary importation regulations will be entered on a consumption entry and the exhibitor is responsible for all duties and taxes assessed by Canada Customs.

Under no circumstances are any goods that were entered into Canada under the provisions of the temporary importation regulations to be removed from the exhibition site without the permission of our company. Any and all goods removed without permission will be subject to full duties and taxes.

### Special note to U.S. Exhibitors

*The FCC and FDA regulates the importation or re-importation of items which emit radio frequencies (televisions, radios, computers, communications equipment). An FCC & FDA form must be completed in order for these items to be re-imported into the United States. Our representatives will determine whether you require these forms prior to the exportation of your goods from show site and will assist you in the completion of same.*

*Any items made of textiles will require a Textile Declaration to allow the goods to be re-imported into the United States. Our representatives will determine whether you require this form and will assist you in the completion of same.*

Expo Express. will provide the exhibitors utilizing us with outbound shipping labels. It is the exhibitor's responsibility to ensure that the goods are packed and labeled. Previous shipping labels must be removed. Expo Express accepts no responsibility for misdirected shipments due to old shipping labels.

Exhibitors using Expo Express. for the return shipment of their materials must pack and label all goods. Please leave the goods in your booth space and our staff will ensure that they are removed from show site by the appropriate carrier.

**Exhibitor using Expo Express Global Event Logistics for outbound freight shipments are guaranteed no waiting time charges at show site. This does not include if you are using us for customs and your own carrier**

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**Expo Express Global Events Logistics.**

**SCHEDULE OF BROKERAGE FEES  
FOR : Petrochem Canada West**

<b>VALUE OF SHIPMENT CANADIAN DOLLARS</b>	<b>TEMPORARY IMPORT</b>
Minimum TO 1,500.00	225.00
1,501.00 2,000.00	235.00
2,001.00 3,000.00	245.00
3,001.00 4,000.00	255.00
4,001.00 5,000.00	265.00
5,001.00 6,000.00	275.00
6,001.00 7,000.00	285.00
7,001.00 8,000.00	295.00
8,001.00 25,000.00	300.00
Thereafter per additional 1,000.00 or portion thereof	12.00

Maximum Billing Amount \$500.00

CONSUMPTION ENTRY FOR GIVE AWAY MATERIALS \$250.00

Disbursement fee of 6% on any duty or GST paid on your behalf

The brokerage fees for Temporary Import includes the bond fee for the use of Expo Express's bond to cover Security deposit with Canada Customs

Afterhours fees for border clearance \$150.00 per entry for trucks crossing after 4:00 pm weekdays and Saturday and Sunday.

**ATA CARNET CLEARANCE FEE - \$250.00 FLAT FEE**

CHARGES FROM ARRIVAL Calgary PORT TO DELIVERED WAREHOUSE: INCLUDING: TERMINAL FEES, NAV CAN FEES, CARTAGE TO WAREHOUSE,  
(applicable to air & ocean freight shipments only)

AIRFREIGHT: \$1.50/ Kilo - Minimum \$450.00  
OCEANFREIGHT - LCL - \$225.00/ CBM - Minimum \$450.00  
- 20 FT Container - \$900.00  
- 40 FT Container - \$1150.00

All above charges are in Canadian Dollars.

## **Expo Express Global Events Logistics**

### **EXPORTS**

CHARGES FROM PICKED UP SHOW SITE TO DELIVERED OUTBOUND CARRIER INCLUDING: PICK UP FROM SHOW SITE, DELIVERY TO OUR TERMINAL, CANCELLATION OF CANADIAN CUSTOMS BONDS, DELIVERY TO CARRIER  
(applicable to air & ocean freight shipments only)

AIRFREIGHT            \$1.30 / Kilo – Minimum \$390.00  
OCEANFREIGHT        \$130.00 / CBM – Minimum \$225.00  
20' Containers       - \$800.00  
40' Containers       - \$950.00

All above charges are in Canadian Dollars