



## **EXHIBITING AT GENERAL CONFERENCE:**

### **CUSTOMS and SHIPPING:**

- We have designated EVENTS ON THE MOVE as the official supplier for shipping and customs brokerage, material handling and advance warehousing.
- Events on the Move can pick up your shipment from your office/warehouse, will assist in the completion of all customs paperwork for your shipment and it will be delivered to your both the morning of set-up.
- Events on the Move, on MCC's behalf, have provided a letter to the Canada Border Services Agency (CBSA) to have the show officially recognized. A copy of the formal documentation will be provided to you to include with your items into Canada.
- Due to limited space at the Victoria Conference Centre, exhibitor shipments in advance are not accepted; shipments should be scheduled to be delivered the day of move in (Monday, July 4).
- Prices are dependent on location of pickup, plus weights and measures.

### **WAREHOUSE RECEIVING AND STORAGE:**

- Events on the Move can begin receiving your items 30 days prior to Conference.
- If you ship to Events on the Move, all of your items will be placed at your booth just prior to Expo move-in and set up.
- Using Events on the Move for Transportation: \$0.78/lb (min 200 lbs) + 5% GST
- Using Alternate Carrier for Transportation: \$1.23/lb (min 200 lbs) + 5% GST

### **MATERIAL HANDLING:**

- Show Site Receiving: \$0.78/lb (min 200 lbs) + 5% GST

### **SHIPPING WITH YOUR OWN CARRIER (FedEX, etc.)**

- Please check with your local carrier on their processes. It is important to notify Events on the Move of your tracking number(s) so they may follow your shipment if you are using them for Advance Warehousing or Show Site Delivery. Also, make sure you authorize your courier or a customs broker to "customs clear" your courier shipment into Canada!

### **BRINGING YOUR ITEMS WITH YOU ON YOUR TRAVELS:**

- You will still need to speak with Events on the Move for instructions and possibly may need to complete all the customs forms – those will be provided to you. You will also receive a "Canada Customs Recognition Letter" that you should carry with your tickets and passports.

## **SELLING ITEMS IN CANADA:**

- Each vendor will complete a Canada Customs Invoice (**CCI**) prior to shipping their material (provided by Events on the Move). This CCI will contain descriptions of what you will be shipping along with the price per item of the goods. A CCI is like a Packing List but with dollar values! Keep an inventory of what you sell during the meeting and at the end of the event let your customs broker know what items you sold and at what price. They will then calculate the 5% GST and duties if applicable and remit this to the Canada Border Services Agency on your behalf. If you go through Events on the Move, they will provide you with a form for payment and handle this process for you.
- There is no minimum or maximum of sales that you have to pay taxes on

**EXCHANGING MONEY:** You can exchange money at your own local bank in the USA or other country before your trip OR if you need options in Victoria, there are several banks within a couple blocks of the Fairmont Hotel on Douglas Street.

HSBC Bank

TD Canada Trust

Island Savings

Coast Capital Savings

CIBC

- --Currency Exchange: Calforex Currency Exchange, 606 Humboldt St

If you have any questions **before** shipping or traveling with your materials please call Events on the Move:

**Sheri L. Catchpole**, Managing Director and Logistics Specialist

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