



2018 TAC Conference & Exhibition

Logistics Overview:

JORI International Ltd (JORI) is the official Customs broker for the 2018 TAC Conference & Exhibition. Should your company require JORI's services, we will provide the following:

1. Arrange the import and export customs clearance of all your trade show material to the 2018 TAC Conference & Exhibition
2. Arrange shipping to Handy Special Events advance warehouse for the 2018 TAC Conference & Exhibition from a location of your choice prior to the beginning of the show
3. Arrange for transportation from Handy Special Events advance warehouse for the 2018 TAC Conference & Exhibition to a location of your choice at the end of the show

We understand that tradeshow can be a stressful time. JORI will work directly with your company to ensure that everything is imported on time. JORI can also help to ensure that your goods are exported to your final destination.

Contact Information:

If you have any questions about the customs clearance process please see a list of contacts that you can connect with.

	Name	Phone Number	Email Address
Main Contact	Deirdre Lush	403 463 1915	deirdre@jori.ca
Customs Clearance Contact	Brenda Tompkins	403 571 3202	tradeshows@jori.ca
International Shipping Contact	Jackie Newsham	403 571 3217	freight@jori.ca
Company Information	JORI International Ltd.	403 571 3200	manifests@jori.ca

Shipping to and from the Conference & Exhibition

JORI can assist on shipping your goods to and from the 2018 TAC Conference & Exhibition. If you would like pricing or need help arranging this please contact Deirdre Lush. She may be reached at deirdre@jori.ca or at 403.463.1915.

Beginning of the Conference Import Customs Clearance:

To process your customs clearance JORI requires you to fill out the following documents. Blank copies of these can be found at the end of this information package.

1. Canada Customs Invoice
2. North American Free Trade Agreement Certificate
 - a. This is only required for U.S. and Mexican Exhibitors only, if applicable

These need to be emailed to manifests@jori.ca prior to shipping your goods.

Please note:

North American Free Trade Agreement Certificates (NAFTA) should be completed to cover all applicable goods, temporarily imported or otherwise. This does not exempt the goods from payment of the 5% G.S.T.



End of the Conference Export Customs Clearance

JORI will prepare all required documentation for the export of your goods from Canada. If your shipment is heading to the United States, please notify JORI if you require United States Customs clearance or if you already have a designated US broker.

Any goods not exported from Canada will be entered on a consumption entry and the exhibitor is responsible for all duties and taxes assessed by Canada Customs.

No goods that entered Canada under a temporary import are to be removed from the exhibition site without the permission of JORI. All goods removed without permission will be subject to full duties and taxes.

Special note to U.S. Exhibitors

If your shipment contains textile material, television, radios, computer, or communications equipment you may need to have additional forms completed to send your shipment back into the United States. They could be subject to FCC, FDA and Textile Goods regulations. If you feel any of your goods fall under any of these jurisdictions please contact Deirdre Lush and she can help you complete these forms.

It is the exhibitor's responsibility to ensure that the goods are packed properly and labeled. Goods not packed properly may be subject to additional charges.

Deadlines

In order to facilitate Customs clearance and delivery of your tradeshow goods we ask that you schedule your shipment to arrive in Saskatoon no later than the following dates:

Truck transportation to cross Canadian border not later than:	September 24th, 2018
Airfreight to arrive at Saskatoon airport no later than:	September 21st, 2018
Ocean freight to arrive at Saskatoon rail yard no later than:	September 19th, 2018

Payment Methods

JORI International will be paying the Canadian government your duties and taxes. Therefore, we require payment before we can Customs clear your shipment. You can pay your invoices online at <https://jori.ca/payments/>

Schedule of Customs Brokerage Fees

Value of Shipment		Temporary Import Fee
0.01 to	250.00	150.00
250.01	500.00	160.00
500.01	1,000.00	170.00
1,000.01	1,600.00	180.00
1,600.01	2,000.00	190.00
2,000.01	2,500.00	200.00
2,500.01	3,000.00	210.00
3,000.01	4,000.00	220.00
5,000.00	6,000.00	230.00
Every Additional 1,000		10.00 additional

Please note the following:

1. All fees are in Canadian Dollars
2. Maximum customs clearance invoice amount will be \$500.00
3. Any customs clearances where product will stay in Canada (consumption entry) will be billed at \$250.00
4. There is a disbursement fee of 5% on any duty or GST paid on your behalf.
5. Any afterhours customs clearances will be invoiced an additional \$150.00
6. If you choose to use an ATA carnet the fee will be \$250.00
7. 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.
8. Any and all shipping charges are not included in the above. Please contact deirdre@jori.ca for shipping prices
9. These rates do not include airport handling and terminal fees

**NORTH AMERICAN FREE TRADE AGREEMENT
CERTIFICATE OF ORIGIN**

19 CFR 181.11, 181.22

1. EXPORTER NAME, ADDRESS AND EMAIL	2. BLANKET PERIOD
	FROM (mm/dd/yyyy)
	TO (mm/dd/yyyy)
TAX IDENTIFICATION NUMBER:	
3. PRODUCER NAME, ADDRESS AND EMAIL	4. IMPORTER NAME, ADDRESS AND EMAIL
TAX IDENTIFICATION NUMBER:	TAX IDENTIFICATION NUMBER:

5. DESCRIPTION OF GOOD(S)	6. HS TARIFF CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. COUNTRY OF ORIGIN

I CERTIFY THAT:

- THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT;
- I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE;
- THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 411 OR ANNEX 401, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES; AND
- THIS CERTIFICATE CONSISTS OF PAGES, INCLUDING ALL ATTACHMENTS.

11.	11a. AUTHORIZED SIGNATURE	11b. COMPANY
	11c. NAME	11d. TITLE
	11e. DATE (mm/dd/yyyy)	11f. TELEPHONE NUMBERS (Voice) (Facsimile)

NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN INSTRUCTIONS

For purposes of obtaining preferential tariff treatment, this document must be completed legibly and in full by the exporter and be in the possession of the importer at the time the declaration is made. This document may also be completed voluntarily by the producer for use by the exporter. Please print or type:

- FIELD 1: State the full legal name, address (including country), email and legal tax identification number of the exporter. Legal taxation number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and in the United States, employer's identification number or Social Security Number.
- FIELD 2: Complete field if the Certificate covers multiple shipments of identical goods as described in Field #5 that are imported into a NAFTA country for a specified period of up to one year (the blanket period). "FROM" is the date upon which Certificate becomes applicable to the good covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential treatment is claimed based on this Certificate must occur between these dates.
- FIELD 3: State the full legal name, address (including country), email and legal tax identification number, as defined in Field #1, of the producer. If more than one producer's good is included on the Certificate, attach a list of additional producers, including the legal name, address (including country) and legal tax identification number, cross-referenced to the good described in Field #5. If you wish this information to be confidential, it is acceptable to state "Available to CBP upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".
- FIELD 4: State the full legal name, address (including country), email and legal tax identification number, as defined in Field #1, of the importer. If the importer is not known, state "UNKNOWN"; if multiple importers, state "VARIOUS".
- FIELD 5: Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (H.S.) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.
- FIELD 6: For each good described in Field #5, identify the H.S. tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the H.S. tariff classification of the country into whose territory the good is imported.
- FIELD 7: For each good described in Field #5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6 (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). **NOTE: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.**

Preference Criteria

- A The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries as referenced in Article 415. **Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced".** If the good is an agricultural good, see also criterion F and Annex 703.2. (*Reference: Article 401(a) and 415*)
- B The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement, or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (*Reference: Article 401(b)*)
- C The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. (*Reference: Article 401(c)*).
- D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:
1. The good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to H.S. General Rule of Interpretation 2(a), or
 2. The good incorporated one or more non-originating materials, provided for as parts under the H.S., which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.
- NOTE: This criterion does not apply to Chapters 61 through 63 of H.S. (Reference: Article 401(d))**
- E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the most-favored-nation tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (*Reference: Annex 308.1*)
- F The good is an originating agricultural good under preference criterion A, B, or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. **NOTE 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. NOTE 2: A tariff rate quota is not a quantitative restriction.**
- FIELD 8: For each good described in Field #5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.
- FIELD 9: For each good described in field #5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated over a period of time, further identify the beginning and ending dates (MM/DD/YYYY) of that period. (*Reference: Article 402.1, 402.5*).
- FIELD 10: Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of CBP duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each party's schedule of tariff elimination.
- For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than seven percent; otherwise indicate "JNT" for joint production. (*Reference: Annex 302.2*)
- FIELD 11: This field must be completed, signed, and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed, and dated by the producer. The date must be the date the Certificate was completed and signed.



#10, 1323 - 44 Avenue NE
 Calgary, AB Canada T2E 6L5
 Ph: 403-571-3200 Fax: 403-571-3212

CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED **B** when completed
PROTÉGÉ **B** une fois rempli

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		
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)		
		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)		
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		6. Country of transshipment - Pays de transbordement		
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
11. Number of packages Nombre de colis		9. Conditions of sale 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.)		
		10. Currency of settlement - Devises du paiement		
12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)		13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente	
		14. Unit price Prix unitaire		15. Total
		16. Total weight - Poids total Net		17. Invoice total Total de la facture Gross - Brut
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>				
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____ (iii) Export packing Le coût de l'emballage d'exportation _____	24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____	25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>		

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.