

6900 Airport Road, Suite 123  
Mississauga, ON  
L4V 1E8  
Tel: 416-704-1956  
E-mail: [info@crossconnectcl.com](mailto:info@crossconnectcl.com)



ISMRRM & ISMRT  
Annual Meeting & Exhibition  
04 - 09 May 2024 / Singapore

**Official Freight Forwarder & Customs Broker**



**Introduction**

Dear Exhibitor,

Cross Connect Customs & Event Logistics has been appointed the official Customs & Freight Forwarding Agent for the **ISMRRM & ISMRT Annual Meeting & Exhibition 2024 in Singapore**. 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 **Singapore** for the **ISMRRM & ISMRT Annual Meeting & Exhibition 2024 in Singapore**. ISMRRM 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.

ISMRRM 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](mailto:dmekhuri@crossconnectcl.com)  
Team E-mail: [info@crossconnectcl.com](mailto:info@crossconnectcl.com)  
[www.crossconnectcl.com](http://www.crossconnectcl.com)

6900 Airport Road, Suite 123  
Mississauga, ON  
L4V 1E8  
Tel: 416-704-1956  
E-mail: [info@crossconnectcl.com](mailto:info@crossconnectcl.com)



## **DEADLINE FOR DOCUMENTATION**

To make sure we get your freight to Singapore in a timely manner, please have our Order Form and Commercial Invoice sent to Cross Connect Customs & event Logistics no later than **April 1<sup>st</sup>, 2024**.

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

#### **a) Advanced Warehouse Shipments**

All shipments must be sent to the following address between April 10<sup>th</sup> through to May 1<sup>st</sup>, 2024

APT Show freight (S) Pte Ltd / Cross Connect

LCS Logistics Pte Ltd

120 Pioneer Road

Singapore 639597

For: ISMRM & ISMRT 2024

Attn: Sukiman Scotch (Mr)

Tel:+65 6499 8980

Exhibitor Name & Booth #

**\*\*It is important that both the paperwork and freight clearly show ISMRM & ISMRT 2024, Exhibitor name & Booth #**

**\*\*\*Kindly contact Mr. Sukiman Scotch at least 2 days in advance before delivery is made to LCS Logistics Pte Ltd. (Any shipments being delivered to LCS Logistics Pte Ltd without prior contact with Mr. Sukiman Scotch may be rejected.)**

#### **b) Shipments Direct to the Venue**

**\*\* Shipments sent directly to the venue must only arrive during the official move-in times starting May 3<sup>rd</sup>, 2024, and the driver should be aware of the Exhibitor name and Booth #. Venue delivery address is:**

ISMRM & ISMRT 2024 c/o APT Showfreight / Cross Connect

Exhibitor Name / Booth #

Suntec Singapore Convention & Exhibition Centre

1 Raffles Blvd

Singapore

039593

6900 Airport Road, Suite 123  
Mississauga, ON  
L4V 1E8  
Tel: 416-704-1956  
E-mail: [info@crossconnectcl.com](mailto:info@crossconnectcl.com)



### c) Airfreight shipments

Airfreight shipments must be sent freight pre-paid to **Singapore Changi Airport (SIN)** only, **arriving no later than April 23<sup>rd</sup>, 2024**, and on its own master airway bill, consigned to:

#### Consignee:

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#08-05, Singapore 658079  
For: **ISMRRM & ISMRT 2024**  
Attn: Sukiman Scotch (Mr)  
Tel: +65 6499 8980

#### Notify Party:

ASPAC Aircargo Services Pte Ltd  
Attn: Import Dept.  
Tel: +65 65425266

Any shipments arriving after the above dates will be subject to additional charges.

### d) Sea Freight shipments

Sea Freight shipments should be sent freight pre-paid to **Singapore Port** only, **arriving no later than April 12<sup>th</sup>, 2024**, consigned as follows:

#### Consignee:

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#08-05, Singapore 658079  
For: **ISMRRM & ISMRT 2024**  
Attn: Sukiman Scotch (Mr)  
Tel: +65 6499 8980

#### Notify Party:

Same as above.

Sea freight shipments should no later than April 12<sup>th</sup>, 2024

Please arrange express Bill of Lading.

Any shipments arriving after the above dates will be subject to additional charges.

## 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, road or sea from outside of Singapore, please let us have a copy of the airway bill/ Ocean Bill of Lading or Road Bill of Lading along with a copy of the ATA Carnet documents and commercial invoice packing list (CIPL) prior to arrival into Singapore.

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:

### **ISMRRM & ISMRT 2024**

**c/o APT Showfreight (S) Pte Ltd**

**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.**

**\*\* Invoices valued at over \$10,000 should be sent via ATA Carnet\*\***

All document checks and pre-alerts should be emailed to: [dmekhuri@crossconnectcl.com](mailto: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. Banker's Guarantee under the Temporary Import Scheme (TIS)

All exhibition goods except giveaways, brochures, samples and souvenirs will be imported under a Temporary Import Scheme into the exhibition will be temporarily custom cleared under our "Temporary Import Bond (TIB" placed by us with Singapore Customs. A TIB fee will be levied as per our handling tariff.

Goods for exhibitions may be imported 3 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

Singapore is a signatory of the ATA Carnet system and exhibitors can arrange your own Temporary Import Bond (TIB) by using the ATA Carnet prior consigning to us for clearance on arrival.

### 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 Schem. Generally, there is no duty applicable for such items except a GST (Goods & Services Tax) of 12% of the declared value or as appraised by customs.

A 15% outlay fee of the GST amount will apply as per our handling tariff.

## 2. COURIER COMPANIES

We cannot emphasise strongly enough that exhibitors from outside the Singapore should not send their goods via courier companies (Fedex, UPS, DHL, etc.). The only commodity that should be sent via this method is printed matter, with a low value (USD\$25.00 or less) declared on the waybill. 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.

Couriers may seem the cheapest option, but this is a false economy as often they cannot Customs clear the goods into Singapore (in particular goods for temporary import) and we have to intervene.

We suggest that goods are sent to our advance warehouse and NEVER direct to SHOW SITE, unless you have a member of staff on-site to receive them on the date of delivery. The address can be found in Paragraph 1a.

All courier shipments must be **received at our warehouse Customs cleared latest May 1<sup>st</sup>, 2024**. Shipments arriving after this date will be subject to additional charges.

It is vital that the waybill mentions ISMRM & ISMRT 2024, Singapore, your company name and booth number. It is also imperative that you send us a pre-advice of your shipment with a copy of the courier's waybill and Customs invoice if originated from outside of Singapore. Failure to pre-advice 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 Singapore 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 2024**

**c/o APT Showfreight (S) Pte Ltd**

**Name of Exhibitor:** \_\_\_\_\_

**Hall #:** \_\_\_\_\_

**Booth #** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Dimensions:** \_\_\_\_\_

**Gross Weight:** \_\_\_\_\_

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

#### **5. EMPTY CASE STORAGE**

It is forbidden to store your empty packages behind your booth. We can arrange to take away your empty materials, store them and return them at the close of the event.

We will issue you with labels to place onto your boxes, once they are empty. You should clearly write your Company name and booth # on the labels to ensure no problems in returning your boxes to you. The empty cases will be returned to you as quickly as possible at the close of the show.

#### **6. MOVE-OUT / BREAKDOWN**

All goods must be removed from the halls by **23:00 hrs on Thursday May 9<sup>th</sup>, 2024**. 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. The exhibitor may also incur penalty charges from the venue.

#### **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!**



# Customs & Transportation Services Order Form



Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful 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:

- 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; and
- The transportation, warehousing, and distribution of such goods.

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

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

## Services Required (please check all that apply):

Transportation  Customs Clearance  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 SHOW / EVENT YOU ARE ATTENDING Event Dates: 05-Jul-21 to 07-Jul-21
	Facility/Venue Name: NAME OF CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD
	Facility/Venue Address: ADDRESS OF THE CONVENTION CENTRE / HOTEL / VENUE WHERE THE EVENT IS BEING HELD
	City: TORONTO State/Province: ON Zip/Postal Code: MOX X0X
	On-site Contact: JOHN SMITH Cell #: 555-555-0000
	E-mail: JSMITH@DOMAIN.COM Importer # (if applicable): 123456789RM0001

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

Return Freight	<input checked="" type="checkbox"/> Same as Shipper <input type="checkbox"/> No Return Shipment
	Company Name: ABC COMPANY IRS / Importer #: 12-3456789
	Address: 123 SOMEPLACE AVENUE, SUITE 3
	City: NEW YORK State/Province: NY Zip/Postal Code: 10093
	Contact Name: JOHN SMITH Tel: 555-555-0000

Billing	<input checked="" type="checkbox"/> Same as Shipper
	Company Name: ABC COMPANY GST/HST# (if applicable): 123456789RM0001
	Address: 123 SOMEPLACE AVENUE, SUITE 3
	City: NEW YORK State/Province: NY Zip/Postal Code: 10093
	Contact Name: JANE DOE, ACCOUNTS PAYABLE Tel: 555-555-0001

### MUST BE COMPLETED

Payment	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: 11/24	
	I authorize use of this card for payment of services relative to this form. I acknowledge that declined credit cards are subject to a 30% surcharge (minimum \$50.00 USD).	
	Cardholder Signature: <i>John Smith</i> Date: 10-Jun-21	

Shipment / Freight	# 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
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		
3		@ Dimensions (Inches) Each				@ Weight (lbs) Each		1,800

Shipment / Freight	Requested Service Level: <input type="checkbox"/> Air <input type="checkbox"/> 2 <sup>nd</sup> Day <input checked="" type="checkbox"/> Truck <input type="checkbox"/> Other: _____
	Additional Services Required: <input checked="" type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick-up <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Weekend Pick-up <input type="checkbox"/> Weekend Delivery
	Total Shipment Value: \$ 10,000.00 Carrier Name & Contact Info: IF USING CARRIER OTHER THAN CROSS CONNECT, PROVIDE INFO.

Available for Pick-up Date: 15-Jun-21	Shipper Hours of Operation: 8:00 am to 4:00 pm	Must Deliver By: 30-Jun-21 @ 4:00 pm
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**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.

## Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at [https://crossconnectcl.com/wp-content/uploads/2021/06/Customs\\_STC.pdf](https://crossconnectcl.com/wp-content/uploads/2021/06/Customs_STC.pdf). Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at [https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation\\_STC.pdf](https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf). The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

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 Signature

I have read and agree to the terms of this contract.

Signature: *John Smith* Date: 10-Jun-21  
 Printed Name: JOHN SMITH Title: CEO

## Cross Connect Internal Use Only

Accepted by:  
 Date:  
 Signature:



# Customs & Transportation Services Order Form



Please accept this as authority for Cross Connect Customs and Event Logistics Inc. ("Cross Connect"), located at 5225 Orbitor Drive, Unit 12, Mississauga, ON L4W 4Y8; business number 709076475RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful 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. 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; and
2. The transportation, warehousing, and distribution of such goods.

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

**CROSSCONNECT**

CUSTOMS & EVENT LOGISTICS

Tel: 416-639-2176

E-mail: info@crossconnectcl.com

## Services Required (please check all that apply):

Transportation  Customs Clearance  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:

Facility/Venue Address:

City: State/Province: Zip/Postal Code:

On-site Contact: Cell #:

E-mail: Importer # (if applicable):

**Shipper**

Company Name: IRS #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

**Return Freight**

Same as Shipper  No Return Shipment

Company Name: IRS / Importer #:

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

**Billing**

Same as Shipper

Company Name (Legal): GST/HST# (if applicable):

Address: State/Province: Zip/Postal Code:

City: State/Province: Zip/Postal Code:

Contact Name: Tel:

E-mail:

## MUST BE COMPLETED

**Payment**

Charge to:  Visa  MasterCard  American Express

Cardholder Name: CVV Number:

Credit Card Number: Expiry Date:

I authorize use of this card for payment of services relative to this form. I acknowledge that declined credit cards are subject to a 30% surcharge (minimum \$50.00 USD).

Cardholder Signature: Date:

# 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	

**Shipment / Freight**

Requested Service Level:  Air  2<sup>nd</sup> Day  Truck  Other: \_\_\_\_\_

Additional Services Required:  Lift Gate  Inside Pick-up  Inside Delivery  Weekend Pick-up  Weekend Delivery

Total Shipment Value: Carrier Name & Contact Info:

Available for Pick-up Date: Shipper Hours of Operation: to Must Deliver By:

### 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.

## Terms & Conditions

This order is placed with the specific understanding that we are engaging Cross Connect as our agent. Cross Connect performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at [https://crossconnectcl.com/wp-content/uploads/2021/06/Customs\\_STC.pdf](https://crossconnectcl.com/wp-content/uploads/2021/06/Customs_STC.pdf). Cross Connect performs its transportation services in the role of agent pursuant to its "Standard Trading Conditions", as published online at [https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation\\_STC.pdf](https://crossconnectcl.com/wp-content/uploads/2021/06/Transportation_STC.pdf). The foregoing terms, respectively, limit the liability of Cross Connect and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under Cross Connect's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions", the liability of Cross Connect - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall Cross Connect be liable for any indirect or consequential damages including but not limited to any loss of profit.

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 Signature (wet ink signature required - digital signature NOT allowed)

I have read and agree to the terms of this contract.

Signature: Date:

Printed Name: Title:

## Cross Connect Internal Use Only

Accepted by:

Date:

Signature:



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 &amp; 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](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 &amp; 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](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