

Form Checklist

- Customs & Transportation Services Order Form **(Mandatory)**
 - Please ensure that all fields, including credit card information are completed.
 - Note: IRS# (U.S. Tax ID, or E.I.N.) is required if goods will be returning to the USA.

- Canada Customs Invoice / Commercial Invoice **(Mandatory)**
 - Complete all required information per example provided.
 - All invoices **MUST** include detailed descriptions (easily identifiable by Canada Customs), countries of origin, and values for all items in the shipment.
 - For shipments that include electronics, please also provide the brand name and model # for each item in the description.

- Advanced Warehouse Order Form
 - Required for any shipments that will be arriving at the advanced warehouse prior to the event move-in.
 - Please ensure that all fields, including credit card information and carrier/shipment information are completed.

- Certificate of Registration (CF4455)
 - Required for all shipments from the USA.

- Statement Regarding the Importation of Radio Frequency Devices Capable of Causing Harmful Interference (FCC Form 740)
 - Required for electronic commodities; one form for each model #.

- Declaration for Imported Electronic Products Subject to Radiation Control Standards (FDA Form 2877)
 - Required for electronic commodities; one form for each model #.

****NOTE:** All forms must be completed and returned to TWI Group Inc. for review, prior to shipping.

Shipping Checklist

****PRIVATE VEHICLE & AIRLINE HAND BAGGAGE:**

If you intend to bring your goods across the border in a private (personal, company, or rental) vehicle, or carry them as baggage on an airline, there are documents that must accompany the individual carrying the materials. Please contact TWI Group Inc. at least 1 week in advance of your expected crossing.

- Complete required forms above & send them to TWI Group Inc. via e-mail or fax.
- Schedule your pick-up (if not arranging transportation through TWI Group Inc.).
 - We strongly suggest that exhibitors **DO NOT** ship by parcel courier, or by mail. Please contact TWI Group Inc. for advice on how best to handle these types of shipments.
 - Goods being shipped need to abide by the following timelines:
 - o **TRUCK / COMMON CARRIER:** schedule to arrive 1 week prior to show opening.
 - o **AIRFREIGHT:** schedule to arrive 3 days (minimum) prior to show opening.
 - o **VAN LINE:** shipments may be sent direct to show site and should be scheduled for delivery on the appropriate move-in day.
 - All shipments **MUST BE SENT PREPAID**. TWI Group Inc. will not accept any collect freight charges. Shipments sent collect will be refused.
- Label your freight.
 - All pieces must be labelled clearly; showing the address where the freight is going, piece # and total # of pieces (e.g. piece 1 of 3), emergency contact information, and **"NOTIFY TWI GROUP INC. FOR CUSTOMS CLEARANCE"**.
 - For freight on skids/pallets, if possible, we recommend that a label be placed on each individual carton, case, etc. and that any large pieces have labels placed on multiple sides.
 - Ensure that any previous shipping labels (used for past shipments) have been removed / destroyed.
- Ship your goods, ensuring that the appropriate documents have been provided.
 - o The Bill of Lading or Air Waybill, all Customs documents, and labels must be marked **"NOTIFY TWI GROUP INC. FOR CUSTOMS CLEARANCE"**.
 - o If shipping out of the USA, the body of the Bill of Lading or Air Waybill must also be marked **"CERTIFICATE OF REGISTRATION (CF4455) ATTACHED. GOODS MUST BE PRESENTED TO U.S. CUSTOMS PRIOR TO EXPORT FROM THE USA. STAMPED COPIES MUST BE PROVIDED TO TWI GROUP INC. (FAX: 905-812-0133), AND TURNED OVER ON DELIVERY."**
 - o 3 completed copies of the Canada Customs Invoice must be attached to the Bill of Lading or Air Waybill.
 - o If shipping out of the USA, 3 copies of the Certificate of Registration (CF4455) must be attached to the Bill of Lading or Air Waybill.
- On show site:
 - The show site has been declared a bonded area for the entire event. Under **NO** circumstances are any goods to be removed without prior consent of TWI Group Inc.
 - TWI Group Inc. can provide the following services:
 - o Return of goods to your stated destination
 - o Supply required shipping documents, export documents, and labels
 - o Arrange Customs clearance of any goods remaining in Canada; applicable duties and taxes must be paid prior to removal from the show site.
 - o Arrange transfer of goods to be displayed at another event in Canada
 - **NOTE:** TWI Group Inc. is not responsible for lost, stolen, or damaged freight. All goods should be insured for the entire duration of the event; prior to, during, and after.

Customs & Transportation Services Order Form

Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc., located at 7145 West Credit Avenue, Building 1, Unit 101A, Mississauga, ON L5N 6J7; business number 129144481RM0001, 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 TWI Group, Inc. Standard Trading Conditions, including but 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 TWI Exhibition Logistics, Inc., a division of TWI Group, Inc., 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

Show/Event Name: NAME OF THE SHOW/EVENT YOU ARE ATTENDING	Show/Event Dates: DATES THE SHOW/EVENT IS BEING HELD
Services Required (please check one):	
<input checked="" type="checkbox"/> Customs Clearance and Transportation	<input type="checkbox"/> Customs Clearance Only
	<input type="checkbox"/> Transportation Only

Shipper Info.
Company Name: ABC COMPANY
IRS #: 12-3456789
Address: 123 SOMEPLACE AVENUE
SUITE 3
City: NEW YORK State/Prov: NY Zip/Post: 10093
Contact Name: JOHN SMITH Tel: 555-555-0000
E-mail: JSMITH@ABCCOMPANY.COM Fax:555-555-0001

Delivery Info.
Company Name: ABC COMPANY Booth #: 1001
Facility Name: SHOW/EVENT VENUE NAME
Address: VENUE ADDRESS
City: TORONTO State/Prov: ON Zip/Post: MOX 0X0
On-site Contact: JANE DOE Cell: 555-555-0002
E-mail: JDOE@ABCCOMPANY.COM

Return Freight Info.
<input checked="" type="checkbox"/> Same as Shipper
Company Name: ABC COMPANY
IRS #: 12-3456789
Address: 123 SOMEPLACE AVENUE
SUITE 3
City: NEW YORK State/Prov: NY Zip/Post: 10093
Contact Name: JOHN SMITH Tel: 555-555-0000
E-Mail: JSMITH@ABCCOMPANY.COM Fax:555-555-0001

Billing Info.
<input checked="" type="checkbox"/> Same as Shipper
Company Name: ABC COMPANY
Importer # (if applicable): 123456789RM0001
Address: 123 SOMEPLACE AVENUE
SUITE 3
City: NEW YORK State/Prov: NY Zip/Post: 10093
Contact Name: JOHN SMITH Tel: 555-555-0000
E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.	
Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input checked="" type="checkbox"/> American Express	
Cardholder Name: JOHN SMITH Title: CEO	
Credit Card Number: 1234 5678 9123 4567 Expiry Date: 07/18	
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00).	
Cardholder Signature: <i>John Smith</i> Date: DD/MM/YYYY	

Carrier Name (if not using TWI): NAME OF TRANSPORTATION COMPANY	Carrier Contact Name: TRANSPORTATION COMPANY CONTACT PERSON
Carrier Contact Tel: TRANSPORTATION COMPANY TELEPHONE #	Carrier Contact E-mail: TRANSPORTATION COMPANY E-MAIL ADDRESS
Pick-up Date: DATE TRANSPORTATION COMPANY WILL PICK-UP FREIGHT	Hours of Operation: HOURS THAT YOUR COMPANY IS OPEN FOR PICK-UP
Delivery Date: DATE THAT THE FREIGHT NEEDS TO BE DELIVERED	Delivery Time/Window: MUST BE DELIVERED BETWEEN... (TIMES)

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	@ Dimensions (Inches) Each	Length	Width	Height	@ Weight (lbs) Each	Per Piece	Total
2	BOXES	@ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56	112
1	SKID	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	400
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3	Total						Total Weight:	512

Requested Service Level: <input type="checkbox"/> Air <input type="checkbox"/> 2 nd 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/Delivery <input type="checkbox"/> Weekend Pick Up/Delivery

Cargo Insurance / Declared Value
 This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with TWI Group, Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact TWI Group, Inc. for more information on Cargo Insurance.

Terms & Conditions
 This order is placed with the specific understanding that we hereby release TWI Group, Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) TWI Group, Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) TWI Group, Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) TWI Group, Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) TWI Group, Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature
I have read and agree to the terms of this contract.
Signature: <i>John Smith</i>
Name: JOHN SMITH
Title: CEO
Date: OCT. 12, 2015

Accepted by TWI Group, Inc.
Signature: _____
Name: _____
Title: _____
Date: _____

Customs & Transportation Services Order Form

Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc., located at 7145 West Credit Avenue, Building 1, Unit 101A, Mississauga, ON L5N 6J7; business number 129144481RM0001, 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 TWI Group, Inc. Standard Trading Conditions, including but 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 TWI Exhibition Logistics, Inc., a division of TWI Group, Inc., 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

Show/Event Name:	Show/Event Dates:
Services Required (please check one):	
<input type="checkbox"/> Customs Clearance and Transportation	<input type="checkbox"/> Customs Clearance Only
	<input type="checkbox"/> Transportation Only

Shipper Info.	Company Name:
	IRS #:
	Address:
	City: State/Prov: Zip/Post:
	Contact Name: Tel:
E-mail: Fax:	

Delivery Info.	Company Name:	Booth #:
	Facility Name:	
	Address:	
	City: State/Prov: Zip/Post:	
	On-site Contact: Cell:	
E-mail:		

Return Freight Info.	<input type="checkbox"/> Same as Shipper
	Company Name:
	IRS #:
	Address:
	City: State/Prov: Zip/Post:
Contact Name: Tel:	
E-Mail: Fax:	

Billing Info.	<input type="checkbox"/> Same as Shipper
	Company Name:
	Importer # (if applicable):
	Address:
	City: State/Prov: Zip/Post:
Contact Name: Tel:	
E-mail: Fax:	

Terms of Payment and Security Deposit – MUST BE COMPLETED		
Payment Info.	Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
	Cardholder Name: Title:	
	Credit Card Number: Expiry Date:	
	I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00).	
	Cardholder Signature: Date:	

Shipment Info.	Carrier Name (if not using TWI):	Carrier Contact Name:
	Carrier Contact Tel:	Carrier Contact E-mail:
	Pick-up Date:	Hours of Operation:
	Delivery Date:	Delivery Time/Window:

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	@ Weight (lbs) Each	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		
	Total				Total Weight:		

Requested Service Level: Air 2nd Day Truck Other: _____
 Additional Services Required: Lift Gate Inside Pick Up/Delivery Weekend Pick Up/Delivery

Cargo Insurance / Declared Value
 This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with TWI Group, Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact TWI Group, Inc. for more information on Cargo Insurance.

Terms & Conditions
 This order is placed with the specific understanding that we hereby release TWI Group, Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) TWI Group, Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) TWI Group, Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) TWI Group, Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) TWI Group, Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature	
I have read and agree to the terms of this contract.	
Signature:	
Name:	
Title:	
Date:	

Accepted by TWI Group, Inc.	
Signature:	
Name:	
Title:	
Date:	



COMMERCIAL INVOICE / PACKING LIST

Sender: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000	Consignee: ABC COMPANY, BOOTH #1001 NAME OF THE SHOW/EVENT VENUE NAME VENUE ADDRESS ONSITE CONTACT NAME & CELL PHONE #	License: LICENSE #, IF APPLICABLE Carnet: CARNET #, IF APPLICABLE IRS #: 12-3456789 Pieces: 3 Weight: 512 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs Currency: USD Ship Date: 10/15/2015	REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
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# of Pieces	Item No.	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in kg	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A	B	C	Unit Value	Total Value
1 OF 3	1	1	DISPLAY BOOTH - BACKWALLS, PANELS, LIGHTS, GRAPICS, CARPET & UNDERPAD	USA	120	48	48	48	1.81	9403.20.00.70	X			10,000.00	10,000.00
	2	2	55" LED TV'S - LG MODEL# 55EG9100	CHINA	20					8528.72.33.00	X			700.00	1,400.00
	2	2	METAL TV STANDS	JAPAN	22					9403.20.00.70	X			200.00	400.00
2 OF 3	1	1000	ADVERTISING LITERATURE	USA	45	23	23	48	0.42	4911.10.00.39			X	0.05	50.00
	2	400	BALL POINT PENS	CHINA	5					9608.10.00.00			X	0.15	60.00
3 OF 3	1	200	CATALOGS	USA	20	23	23	48	0.42	4911.10.00.31			X	1.00	200.00
	2	2	POSTERS	USA	1					4911.91.00.20		X		15.00	30.00

**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:	12,140.00
INSURANCE:	80.00
FREIGHT CHARGE:	700.00
**TOTAL CIF VALUE:	12,920.00

**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 TWI and their agent, 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 conditions of carriage. The values listed on this document represent fair-market value.

Signature: John Smith Date: 10/12/2015



COMMERCIAL INVOICE / PACKING LIST

Sender:	Consignee:	License:		REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
		Carnet:		
		IRS #:		
		Pieces:		
		Weight:	<input type="checkbox"/> kg <input type="checkbox"/> lbs	
		Currency:		
		Ship Date:		

# of Pieces	Item No.	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in kg	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A	B	C	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 TWI and their agent, 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 conditions of carriage. The values listed on this document represent fair-market value.

Signature: _____ Date: _____

Advance Warehouse Order Form



Show/Event Name: NAME OF THE SHOW/EVENT YOU ARE ATTENDING **Show/Event Dates:** DATES THE SHOW/EVENT IS BEING HELD

Billing Info.

Company Name: ABC COMPANY
 Address: 123 SOMEPLACE AVENUE
 SUITE 3
 City: NEW YORK State/Prov: NY Zip/Post: 10093
 Contact Name: JOHN SMITH Tel: 555-555-0000
 E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Delivery Info.

Company Name: ABC COMPANY Booth #: 1001
 Facility Name: SHOW/EVENT VENUE NAME
 Address: VENUE ADDRESS
 City: TORONTO State/Prov: ON Zip/Post: M0X 0X0
 On-site Contact: JANE DOE Cell: 555-555-0002
 E-mail: JDOE@ABCCOMPANY.COM

Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.

Charge to: Visa MasterCard American Express
 Cardholder Name: JOHN SMITH Title: CEO
 Credit Card Number: 1234 5678 9123 4567 Expiry Date: 07/18
 I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00).
 Cardholder Signature: *John Smith* Date: DD/MM/YY

Carrier Name: TRANSPORTATION COMPANY **Carrier Contact Name:** SUSAN JOHNSON
Carrier Contact Tel: 555-555-1000 **Carrier Contact E-mail:** SJOHNSON@TRANSPORTATIONCOMPANY.COM
Pick-up Date: 10/15/2015 **Hours of Operation:** 8 AM - 5 PM
Delivery Date: 10/23/2015 **Delivery Time/Window:** 11 AM - 3 PM

Shipment Info.

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	@ Dimensions (Inches) Each	Length	Width	Height	@ Weight (lbs) Each	Per Piece	Total
2	BOXES	@ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56	112
1	SKID	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	400
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3	Total						Total Weight:	512

Cargo Insurance / Declared Value
 This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with TWI Group, Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact TWI Group, Inc. for more information on Cargo Insurance.

Advance Warehouse Info.

ADVANCE SHIPMENTS TO WAREHOUSE: \$39.00 PER 100 LBS (PLEASE NOTE: 300 LBS MINIMUM)

ADVANCE WAREHOUSE SERVICES DO NOT INCLUDE MATERIAL HANDLING SERVICES AND CHARGES.
 ADVANCE WAREHOUSE SERVICES INCLUDE DELIVERY TO SHOW SITE ONLY.
 YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT THE CONCLUSION.

The warehouse will start receiving freight 30 days prior to the event from 9am to 3pm, Monday to Friday.

Terms & Conditions
 This order is placed with the specific understanding that we hereby release TWI Group, Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) TWI Group, Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) TWI Group, Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) TWI Group, Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) TWI Group, Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

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

Print Name: JOHN SMITH Signature: *John Smith* Date: OCT. 12, 2015

Advance Warehouse Order Form



Show/Event Name:	Show/Event Dates:
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Billing Info.	Company Name:		
	Address:		
	City:	State/Prov:	Zip/Post:
	Contact Name:	Tel:	
	E-mail:	Fax:	

Delivery Info.	Company Name:		Booth #:
	Facility Name:		
	Address:		
	City:	State/Prov:	Zip/Post:
	On-site Contact:	Cell:	
E-mail:			

Terms of Payment and Security Deposit – MUST BE COMPLETED

Payment Info.	Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
	Cardholder Name: Title:	
	Credit Card Number: Expiry Date:	
	I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00).	
	Cardholder Signature: Date:	

Shipment Info.	Carrier Name:	Carrier Contact Name:
	Carrier Contact Tel:	Carrier Contact E-mail:
	Pick-up Date:	Hours of Operation:
	Delivery Date:	Delivery Time/Window:

# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	@ Weight (lbs) Each	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		
Total						Total Weight:	

Cargo Insurance / Declared Value
 This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with TWI Group, Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact TWI Group, Inc. for more information on Cargo Insurance.

ADVANCE SHIPMENTS TO WAREHOUSE: \$39.00 PER 100 LBS (PLEASE NOTE: 300 LBS MINIMUM)

ADVANCE WAREHOUSE SERVICES DO NOT INCLUDE MATERIAL HANDLING SERVICES AND CHARGES.
 ADVANCE WAREHOUSE SERVICES INCLUDE DELIVERY TO SHOW SITE ONLY.
 YOUR CARRIER MUST PICK UP YOUR MATERIALS DIRECTLY FROM SHOW SITE AT THE CONCLUSION.

The warehouse will start receiving freight 30 days prior to the event from 9am to 3pm, Monday to Friday.

Terms & Conditions
 This order is placed with the specific understanding that we hereby release TWI Group, Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) TWI Group, Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) TWI Group, Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) TWI Group, Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) TWI Group, Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

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

Print Name: _____ Signature: _____ Date: _____

**U.S. DEPARTMENT OF HOMELAND SECURITY
Bureau of Customs and Border Protection
CERTIFICATE OF REGISTRATION**

19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37

*(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)*

NO.

VIA (Carrier)	B/L or INSURED NO.	DATE
NAME OF TRANSPORTATION COMPANY	BILL OF LADING / AIR WAYBILL #	10/15/2015
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable) ABC COMPANY c/o TWI Canada 7145 West Credit Avenue Building 1, Unit 101A Mississauga ON L5N 6J7	ARTICLES EXPORTED FOR:	
	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> PROCESSING* <input type="checkbox"/> REPAIR* <input checked="" type="checkbox"/> OTHER, (specify) <input type="checkbox"/> USE ABROAD <u>DISPLAY / TOOLS OF TRADE</u> <input type="checkbox"/> REPLACEMENT <p align="center"><i>* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.</i></p>	

LIST ARTICLES EXPORTED		
Number Packages	Kind of Packages	Description
1	SKID	1 DISPLAY BOOTH - BACKWALLS, PANELS, LIGHTS, GRAPHICS, CARPET & UNDERPAD (USA)
1	BOX	2 55" LED TV'S - LG MODEL# 55E9100 (CHINA)
1	BOX	2 METAL TV STANDS (JAPAN)
		1000 ADVERTISING LITERATURE (USA)
		400 BALL POINT PENS (CHINA)
		200 CATALOGS (USA)
		2 POSTERS (USA)
**FORMAL U.S. ENTRY WILL BE PREPARED. PLEASE VALIDATE TO SHOW PROOF OF EXPORT, ALLOWING THE USE OF HS# 9801.00.85.00 ON THE RETURN ENTRY.		

SIGNATURE OF OWNER OR AGENT (Print or Type and Sign) JOHN SMITH <i>John Smith</i>	DATE 10/12/2015
--	--------------------

The Above-Described Articles Were:		
EXAMINED	DATE	DATE
DATE	PORT	SIGNATURE
SIGNATURE OF CBP OFFICER		SIGNATURE

BE SURE TO MARK THE FOLLOWING IN THE BODY OF YOUR BILL OF LADING OR AIR WAYBILL:

"CERTIFICATE OF REGISTRATION (CF4455) ATTACHED. GOODS MUST BE PRESENTED TO U.S. CUSTOMS PRIOR TO EXPORT FROM THE USA. STAMPED COPIES MUST BE PROVIDED TO TWI GROUP INC. (FAX: 905-812-0133), AND TURNED OVER ON DELIVERY."

CERTIFICATE OF REGISTRATION
Duty-free entry is claimed for the described articles as having been exported without benefit of drawback.

ATTENTION CBP: FORMAL ENTRY HAS BEEN PREPARED -- PLEASE BE SURE TO SCAN THE ACE E-MANIFEST.

(THIS DOCUMENT WAS VALIDATED TO MEET DUTY-FREE RE-ENTRY REQUIREMENTS UNDER HS# 9801.00.85.00, ONLY.)

SIGNATURE OF IMPORTER (Print or Type and Sign) JOHN SMITH <i>John Smith</i>	DATE 10/12/2015
--	--------------------

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: This request is in accordance with the Paperwork Reduction Act. The information to be provided is submitted by importers/exporters. Completion of this form is mandatory and to your benefit. The estimated average burden associated with this collection of information is 3 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimates and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0010), Washington, DC 20503.

**U.S. DEPARTMENT OF HOMELAND SECURITY
Bureau of Customs and Border Protection
CERTIFICATE OF REGISTRATION**

19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37

*(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)*

NO.

VIA (Carrier)	B/L or INSURED NO.	DATE
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NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)	ARTICLES EXPORTED FOR:	
	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> REPAIR* <input type="checkbox"/> USE ABROAD <input type="checkbox"/> REPLACEMENT	<input type="checkbox"/> PROCESSING* <input type="checkbox"/> OTHER, (specify) _____ _____ _____

*** NOTE:** The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description

 SIGNATURE OF OWNER OR AGENT (Print or Type <u>and</u> Sign)	DATE
---	------

The Above-Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

 SIGNATURE OF IMPORTER (Print or Type <u>and</u> Sign)	DATE
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NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: This request is in accordance with the Paperwork Reduction Act. The information to be provided is submitted by importers/exporters. Completion of this form is mandatory and to your benefit. The estimated average burden associated with this collection of information is 3 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimates and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0010), Washington, DC 20503.

STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES CAPABLE OF CAUSING HARMFUL INTERFERENCE

(Read instructions before completing form. Please type or print clearly in ink.)

Part I - All Blocks MUST Be Completed				
Date of Entry	Entry Number	Port of Entry ¹	Harmonized Tariff Number ²	Quantity of Item (not number of containers) ³
				2 (QTY OF ITEMS OF THE SAME MODEL#)

Device Model/Type Name or #	Trade Name	FCC ID	Description of Equipment
55EG9100 (MODEL #)	LG (BRAND)	BEJLGSBW41 (USE FCC ID # SHOWN ON BACK OF DEVICE, OR IF ONLY FCC SYMBOL IS SHOWN THEN LEAVE BLANK)	55" LED TELEVISION (DESCRIPTION)

Manufacturer's Name and Address	Consignee's Name and Address	Importer's Name and Address
**LG Electronics (Hangzhou) Co., Ltd 9, No. 23 Street, HEDA, Hangzhou 310018, China (*ADDRESS IN THE COUNTRY WHERE THE EQUIPMENT WAS MADE -- IF THE ADDRESS DOES NOT MATCH THE COUNTRY OF ORIGIN, THE FORM IS INVALID AND WILL BE REJECTED)	ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 (ADDRESS WHERE THE SHIPMENT WILL BE RETURNING TO, IN THE USA)	ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 (ADDRESS WHERE THE SHIPMENT WILL BE RETURNING TO, IN THE USA)

Printed or Typed Name of Importer or Consignee	Signature of Importer or Consignee	Date (Month/Day/Year)
JOHN SMITH	<i>John Smith</i>	10/12/2015

Warning: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. § 1001.

Part II - With Regard to the Importation of the Described Radio Frequency Device(s), I DECLARE THAT:	
<input checked="" type="checkbox"/>	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
<input type="checkbox"/>	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
<input type="checkbox"/>	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed. (See Instructions)
<input type="checkbox"/>	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed. (See Instructions)
<input type="checkbox"/>	5. The described equipment is being imported for sale or otherwise marketed.
<input type="checkbox"/>	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
<input type="checkbox"/>	6. The described equipment is being imported for use exclusively by the U.S. Government.
<input type="checkbox"/>	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being imported for an individual's personal use and are not intended for sale.
<input type="checkbox"/>	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

1. Port of Entry Use Schedule D – Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics – a four digit code i.e., New York City, NY 1001.
2. Harmonized Tariff Number – Harmonized Tariff Schedule of the United States.
3. This quantity must be total number of items, not number of containers.

STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES CAPABLE OF CAUSING HARMFUL INTERFERENCE

(Read instructions before completing form. Please type or print clearly in ink.)

Part I - All Blocks MUST Be Completed				
Date of Entry	Entry Number	Port of Entry ¹	Harmonized Tariff Number ²	Quantity of Item (not number of containers) ³

Device Model/Type Name or #	Trade Name	FCC ID	Description of Equipment

Manufacturer's Name and Address	Consignee's Name and Address	Importer's Name and Address

Printed or Typed Name of Importer or Consignee	Signature of Importer or Consignee	Date (Month/Day/Year)

Warning: Any person who knowingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than 5 years, or both, pursuant to 18 U.S.C. § 1001.

Part II - With Regard to the Importation of the Described Radio Frequency Device(s), I DECLARE THAT: (Place an "X" in only one box)	
<input type="checkbox"/>	1. The FCC has issued a grant of equipment authorization for the FCC ID listed above.
<input type="checkbox"/>	2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC technical requirements.
<input type="checkbox"/>	3. The described equipment is being imported in limited quantities for testing and evaluation for compliance with technical requirements or marketing suitability. The equipment will not be offered for sale or otherwise marketed. (See Instructions)
<input type="checkbox"/>	4. The described equipment is being imported in limited quantities for demonstration at industry trade shows and will not be offered for sale or otherwise marketed. (See Instructions)
<input type="checkbox"/>	5. The described equipment is being imported solely for export. It will not be offered for sale or otherwise marketed in the U.S.
<input type="checkbox"/>	5(a). The described equipment is a non-U.S. standard cellular phone that can only function outside of the U.S. (See Instructions)
<input type="checkbox"/>	6. The described equipment is being imported for use exclusively by the U.S. Government.
<input type="checkbox"/>	7. Three or fewer radio receivers, computers, or other unintentional radiators as defined in Part 15 of the FCC Rules, are being imported for an individual's personal use and are not intended for sale.
<input type="checkbox"/>	8. The described equipment is being imported for repair and will not be offered for sale or otherwise marketed.

1. Port of Entry Use Schedule D – Classification of U.S. Customs Districts and Ports for U.S. Foreign Trade Statistics – a four digit code i.e., New York City, NY 1001.
2. Harmonized Tariff Number – Harmonized Tariff Schedule of the United States.
3. This quantity must be total number of items, not number of containers.

**DECLARATION FOR IMPORTED
ELECTRONIC PRODUCTS SUBJECT TO
RADIATION CONTROL STANDARDS**

INSTRUCTIONS

1. If submitting entries electronically through ACS/ABI, hold FDA-2877 in entry file. Do not submit to FDA unless requested.
2. If submitting paper entry documents, submit the following to FDA:
 - a. 2 copies of Customs Entry Form (e.g. CF 3461, CF 3461 Alt, CF 7501, etc.)
 - b. 1 copy of FDA 2877
 - c. Commercial Invoice(s) in English.

U.S. CUSTOMS PORT OF ENTRY		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN **LG Electronics (Hangzhou) Co., Ltd 9, No. 23 Street, HEDA, Hangzhou 310018, China (*ADDRESS IN THE COUNTRY WHERE THE EQUIPMENT WAS MADE -- IF THE ADDRESS DOES NOT MATCH THE COUNTRY OF ORIGIN, THE FORM IS INVALID AND WILL BE REJECTED)		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE (if not importer) ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 (ADDRESS WHERE THE SHIPMENT WILL BE RETURNING TO, IN THE USA)	
PRODUCT DESCRIPTION 55" LED TELEVISION (DESCRIPTION)	QUANTITY (Items/Containers) 2 (QTY OF ITEMS OF THE SAME MODEL#)	MODEL NUMBER(S) & BRAND NAME(S) LG (BRAND) 55EG9100 (MODEL #)	

DECLARATION: I / WE DECLARE THAT THE PRODUCTS IDENTIFIED ABOVE: (Mark X applicable statements, fill in blanks, & sign)

- A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY:**
- 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____
 - 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance.
Specify reason for exclusion _____
 - 3. Are personal household goods of an individual entering the U.S. or being returned to a U.S. resident. (Limit: 3 of each product type).
 - 4. Are property of a party residing outside the U.S. and will be returned to the owner after repair or servicing.
 - 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts).
 - 6. Are prototypes intended for on going product development by the importing firm, are labeled "FOR TEST/EVALUATION ONLY," and will be exported, destroyed, or held for future testing (i.e., not distributed). (Quantities Limited - see reverse.)
 - 7. Are being reprocessed in accordance with P.L. 104-134 or other FDA guidance, are labeled "FOR EXPORT ONLY," and will not be sold, distributed, or transferred without FDA approval.
- B. COMPLY WITH THE PERFORMANCE STANDARDS WHICH ARE APPLICABLE AT DATE OF MANUFACTURE AND THAT A CERTIFICATION LABEL OR TAG TO THIS EFFECT IS AFFIXED TO EACH PRODUCT. COMPLIANCE DOCUMENTED IN:**
- 1. Last annual report or Product/Initial report
ACCESSION NUMBER of Report _____ Name of MANUFACTURER OF RECORD (Filed report with FDA/CDRH) _____
 - 2. Unknown manufacturer or report number; State reason: PURCHASED FROM RETAILER IN USA, USED AT CDN EVENT, RETURNING TO USA.
- C. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE BEING HELD UNDER A TEMPORARY IMPORT BOND; WILL NOT BE INTRODUCED INTO COMMERCE; WILL BE USED UNDER A RADIATION PROTECTION PLAN; AND WILL BE DESTROYED OR EXPORTED UNDER U.S. CUSTOMS SUPERVISION WHEN THE FOLLOWING MISSION IS COMPLETE:**
- 1. Research, Investigations/Studies, or Training (attach Form FDA 766)
 - 2. Trade Show/Demonstration; List dates & use restrictions _____
- D. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE HELD AND WILL REMAIN UNDER BOND; AND WILL NOT BE INTRODUCED INTO COMMERCE UNTIL NOTIFICATION IS RECEIVED FROM FDA THAT PRODUCTS HAVE BEEN BROUGHT INTO COMPLIANCE IN ACCORDANCE WITH AN FDA APPROVED PETITION. (See Form FDA 766.)**
- 1. Approved Petition is attached. 2. Petition Request is attached. 3. Request will be submitted within 60 days.

WARNING: Any person who knowingly makes a false declaration may be fined not more than \$10,000 or imprisoned not more than 5 years or both, pursuant to Title 18 U.S.C. 1001. Any person importing a non-compliant electronic product may also be subject to civil penalties of \$1000 per violation, up to a maximum \$300,000 for related violations pursuant to Title 21 U.S.C. 360pp.

SIGNATURE OF IMPORTER OF RECORD

John Smith

NAME AND TITLE OF RESPONSIBLE PERSON

JOHN SMITH

Public reporting burden for this collection of information is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Food and Drug Administration
CDRH (HFZ-342)
2094 Gaither Road
Rockville, MD 20850

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**DECLARATION FOR IMPORTED
ELECTRONIC PRODUCTS SUBJECT TO
RADIATION CONTROL STANDARDS**

INSTRUCTIONS

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U.S. CUSTOMS PORT OF ENTRY		ENTRY NUMBER	DATE OF ENTRY
NAME & ADDRESS OF MANUFACTURING SITE; COUNTRY OF ORIGIN		NAME & ADDRESS OF IMPORTER & ULTIMATE CONSIGNEE (if not importer)	
PRODUCT DESCRIPTION	QUANTITY (Items/Containers)	MODEL NUMBER(S) & BRAND NAME(S)	

DECLARATION: I / WE DECLARE THAT THE PRODUCTS IDENTIFIED ABOVE: (Mark X applicable statements, fill in blanks, & sign)

A. ARE NOT SUBJECT TO RADIATION PERFORMANCE STANDARDS BECAUSE THEY:

- 1. Were manufactured prior to the effective date of any applicable standard; Date of Manufacture _____.
- 2. Are excluded by the applicability clause or definition in the standard or by FDA written guidance.
Specify reason for exclusion _____.
- 3. Are personal household goods of an individual entering the U.S. or being returned to a U.S. resident. (Limit: 3 of each product type).
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- 5. Are components or subassemblies to be used in manufacturing or as replacement parts (NOT APPLICABLE to diagnostic x-ray parts).
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- 1. Last annual report or Product/Initial report
ACCESSION NUMBER of Report _____ Name of MANUFACTURER OF RECORD (Filed report with FDA/CDRH) _____
- 2. Unknown manufacturer or report number; State reason: _____

C. DO NOT COMPLY WITH PERFORMANCE STANDARDS; ARE BEING HELD UNDER A TEMPORARY IMPORT BOND; WILL NOT BE INTRODUCED INTO COMMERCE; WILL BE USED UNDER A RADIATION PROTECTION PLAN; AND WILL BE DESTROYED OR EXPORTED UNDER U.S. CUSTOMS SUPERVISION WHEN THE FOLLOWING MISSION IS COMPLETE:

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SIGNATURE OF IMPORTER OF RECORD

NAME AND TITLE OF RESPONSIBLE PERSON

Public reporting burden for this collection of information is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

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