

FREQUENTLY ASKED QUESTIONS:
International Exhibitors

Q. I'm an American citizen. Do I need a passport to go to Canada?

Yes. This is a new regulation. To apply for a U.S. passport, please visit http://travel.state.gov/passport/about/npic/npic_898.html

Q. I'm a legal resident of the United States., but I'm a citizen of another country. Do I need a visa to enter Canada?

It's very unlikely but, to confirm please visit <http://www.travisa.com/nonuscitizen.asp>

Q. I've never exhibited outside the United States. Isn't dealing with customs issues complicated?

No. AAN has chosen Freeman Customs Services as the official customs clearance services company. Their Toronto office will assist you with every step, taking care of all customs issues and many other details.

Q. I have specific questions on customs issues. Who can I talk to?

Please call Freeman Customs Services at 1-877-478-1113. They can answer all of your customs questions.

Q: What Canadian taxes, Federal and/or Provincial can I can expect?

While you are in Toronto there is a 5% GST (Goods and Services Tax) most companies will charge you and it's added onto your final invoice/receipt. The monies collected are remitted to the Canadian Federal Government along with the appropriate forms. As a non-resident, visitors from other countries, most of the GST collected can be refunded back to you as long as you keep the original receipts. Please visit <http://www.cra-arc.gc.ca/E/pub/gi/gi-028/README.html> to download the forms and the brochure explaining the program.

Please bear in mind that there is an 8% PST (Provincial Sales Tax) added onto most of your bills as well. Unfortunately, this particular tax is non-refundable.

Q.: I'm selling "stuff" in my booth, do I need permission/license to sell?

If you're expecting gross sales over \$30,000.00 CDN then a Business Number/GST Number is required. You can complete the form at <http://www.businessregistration.gc.ca/>. Once you have the business number please remember to take it with you. An officer from the GST agency may visit your booth at any time.

Q. How long before the show moves in should I arrange for freight to arrive in the show city?

Because of increased lead times due to heightened security measures by Canada Border Services Agency (Canada Customs), plan on having cargo arrive in the final city of destination a minimum of 3 business days prior to move-in. For ocean freight, ten business days prior to move-in is a good idea. An extended lead time will allow for the increased number of inspections and can prevent delays that are irreversible. It is important to note, when planning, the freight will not be cleared on Saturdays, Sundays or holidays.

Q. How do I make sure my shipment will clear customs?

When shipping materials from outside the US or Canada, we recommend that you call Freeman Customs Services, the official Customs Clearance Services provider for AAN. The complexities of export/import regulations make it highly advantageous to use Freeman's Services. Freeman will act as an agent to file the inbound and/or outbound customs paperwork associated with the importation of merchandise, arrange for the payment of duties, and will effect the release of goods from customs. In addition, the broker will create export documents for the return customs clearance. In some instances, they have coverage at all foreign point of entries and the Freeman can make arrangement for the entire customs clearance process (roundtrip).

Q. What is Power of Attorney and when is it required for customs clearance?

The Power of Attorney is completed and duly signed by the show manager/meeting planner on behalf of all of its exhibitors who will be importing goods for the event. It appoints Freeman as the Official Customs Broker for the event and its lawful agent. It gives Freeman the power to effect clearance, submit documents, and transact business as a customs agent. Freeman is required to have Power of Attorney in order to clear show manager/meeting planner's and their exhibitors' goods through Canada Customs and U.S. Customs.

Q. What is a Commercial Invoice (Customs Invoice)?

The commercial invoice is the basis for Customs' identification, classification, duty/tax assessment, and final approval of entry of the goods. Accurate descriptions help expedite the clearance process.

Q. After clearing customs, how does my freight get to the show?

You can arrange with Freeman, or your Freight Forwarder, and Transportation Company for the shipment to be delivered to the Freeman Advance Warehouse or directly to Show Site.

Q. Can my goods be delivered to show site directly or to Freeman's Advance Bonded Warehouse without customs clearance?

Yes, but, arrangements must be made with your selected carrier before the pick-up is made and prior to shipping to Canada. AAN is "recognized as a bona-fide event" by Canada Border Services Agency (Canada Customs) with special privileges accorded to the event. AAN has an "official Customs Broker" assigned to transact and act as an agent for show manager/event planner and exhibitors/importers. The official customs clearance services provider is, FREEMAN. A quick call to Freeman can answer all of your questions.

Q. What if my goods are delayed due to customs' random inspections at the border or at "foreign point of entries" and will not be delivered by the show move-in date?

It is highly suggested that you bring a provisional shipment (partial) with you in your luggage to ensure that you have something to exhibit at the show. Due to the complexities of import/export regulations and the inexact nature of "random inspections" we highly suggest calling Freeman for assistance.

Q. Who/What is an Importer of Record?

The Importer of Record is an individual or company that takes responsibility for importations into the Canada and US. This person or entity is primarily liable for the payment of any duties and/or taxes on the merchandise imported. The Freeman Companies is NOT the Importer of Record.

Q. Does the Importer of Record have to be a Canadian Company?

No. The Importer of Record does NOT have to be a Canadian company. Freeman can declare your company as a "non-resident" importer and submit all necessary customs paperwork. Customs will assign a Foreign Business Number unique to your company. If your company already has a business number on file with Canada Customs, then this number MUST be provided to your customs broker. Since The Freeman Companies is NOT the Importer of Record, Freeman's business number is not used.

Q. Will the arrangements I make with Freeman Customs Services and/or Freight Forwarder get my freight to my booth?

No. Services provided by Freeman Customs Services and/or Freight Forwarder can ensure that your shipment will be delivered either to the Freeman Advance Warehouse or to the Show Facility. The service to deliver materials to your booth space is called Material Handling and is provided by Freeman Decorating. This round-trip service includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. Please refer to the Material Handling Services and Rates Form in the Show Exhibitor manual. This should not be confused with the cost to transport your exhibit material to and from the convention.

Q. What are Freeman's Payment Terms? Can I pay by wire transfer? How do I get an invoice?

For international Exhibitors, TFC (The Freeman Companies) requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All payments can be in Canadian or US funds but, all Canadian checks must be drawn on a Canadian bank and all US checks must be drawn on US banks. Payment may be done via Bank Transfer as noted on the Method of Payment form in the service kit. Please note that customers are responsible for any bank processing fees. (There are normally fees assessed by both the issuing and receiving banks.) If a preliminary invoice is required before the show, please contact the Exhibitor Services Department to mail, fax or e-mail a PSEUDO Invoice. This invoice will only reflect charges incurred up to the time of the request. Invoices will be available at show site after the show is open. Final invoice notification will be e-mailed to exhibitors with-in 10 days of show closing.

Q. What is an E29B, (Temporary Importation Bond)?

It is one of the many important processes in clearing imported goods into Canada. E29B is also known as Temporary Importation Bond (TIB). E29B is a paper entry submitted to CBSA (Canada Border Services Agency). The entry covers goods that are not staying in Canada and/or not given away at show site. Goods that are classified under E29B are display booth, equipment, samples, etc. that are returning or being exported out of Canada after the event regardless of the country of destination.

Q. What is a B-3 entry?

B-3 is another type of a paper entry submitted to CBSA. This entry covers goods that are staying in Canada. It is the opposite entry of an E29B. For example, if shipment consists of a booth and brochures and pens for an event, the booth is

classified as an E29B entry (see "E29B" above) and the brochures and pens are classified as a B-3 entry. The brochures and pens are given away and Canada Customs assumes they are staying in Canada.

Q. What is a Consumption Entry?

Consumption Entry is the same as B-3 entry. The goods are being "consumed" in Canada (staying in Canada). A formal entry is required and the official name of the entry is called a B-3.