

A guide to exhibiting in Canada

Let Freeman Help!

Freeman¹



The
Aesthetic
Meeting 2024

May 2-5, 2024

Exhibits: May 3-5

—
Vancouver Convention Center
Vancouver, BC Canada



Exhibition products and services



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Freeman offered services

The Aesthetic Meeting 2024

- Transportation (Ground / Air) & Customs Clearance Services
- Material Handling (Advance Warehouse and Show Site Receiving)
- Exhibit Packages, Custom Booth Rentals
- Graphic, Signage and Sponsorships
- Furnishings and Flooring
- Installation and Dismantle

Vancouver Convention Centre offered services

<https://www.vancouverconventioncentre.com/services/exhibitor-services>

- Electrical
- Janitorial and vacuuming
- Plumbing / Compressed Air
- Internet & Telecommunications
- Food and Beverage
- Sign / Banner Hanging (via Riggitt Services Inc.)

Vancouver Convention Centre notes:

- Voyage Control
- High-visibility vests

Freeman Transportation & Customs Clearance Services

Shipping to Canada with Freeman

The world's longest international border 8900 km / 5500 miles!

Shipping your booth materials and samples into Canada can be as simple as shipping through the US.

Our team of experts in transportation and Customs Clearance Services are here to help! Contact us:
1-877-478-1113
exhibittrans.canada@freeman.com

The Shipping Basics – Have your information readily available

- Your piece count with weights and dimensions for each package
- Pick-up address (and loading dock availabilities) and where do you want it to deliver (advance warehouse or show site)
- When will your shipment be ready – considerer geographical locations when estimating shipping deadlines – Since the event is in Vancouver, an East Coast pick-up will require more time than a West Coast pick-up.

The Clearance Basics – Know your goods

A detailed manifest of what is being shipped will need to be prepared by the shipper (Exhibitor / 3rd Party).

This manifest must include description of items, quantities, Country of origin / manufacturing, value \$ and if items are returning to the US after the event (i.e. what are giveaways and what are part of display items).

The manifest is utilized to Complete the Canada Customs / Commercial Invoice.

- Complete all fields on the Canada Customs / Commercial Invoice (CCI), with your company name, contact information, booth number and IRS / Federal Tax ID #, the description of your goods as stated on your manifest
- Email completed Commercial Invoice (ensure payment is on file with Freeman)

Sample Manifest and CCI

Item / Description	Quantity	Value	Unit of	Country of Origin	To sell Y	Return to US Y/N
Display Booth walls	7	\$ 9,000.00	Each	USA	N	Y
Graphics	15	\$ 1,018.12	Each	USA	N	Y
Literature	1	\$ 125.00	Box	USA	N	N
Give away pens	100	\$ 2.00	Each	China	N	N

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CANADA CUSTOMS INVOICE



Page 1 of 1

1. Vendor (Name and Address) / Vendeur (Nom et Adresse) ACME Company 1234 Coyote Lane Desert City, Sahara, USA 54321 Attn: Willy Coyote @ 416-555-1212		2. Date of Direct Shipment to Canada Date d'expédition directe vers le Canada January 1, 2001 > "Shipping Date"		
4. Consignee (Name and Address) / Destinataire (Nom et Adresse) ACME Company c/o Freeman at Vancouver CC 1055 Canada Place, Waterfront Rd Truck Route Vancouver, BC, Canada V6C 0C3 Show: Vegetables Fair Booth#: _____		3. Other References (include the no. of commande de l'acheteur) Autres références (inclure le no. de commande de l'acheteur) **Your IRS or Fed Tax ID** 7. 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: Préciser mode et Lieu d'expédition directe vers le Canada Via Ground, Desert City, Sahara		6. Country of Transhipment / Pays de transbordement 7. Country of Origin of Goods Pays d'origine des marchandises USA 8. If shipment includes goods of different origins enter origins against items in 12. Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12.		
VII. Is this a related company transaction? Est-ce que les compagnies sont liées entre-elles? Yes <input checked="" type="checkbox"/> OUI NO <input type="checkbox"/> NON		9. Conditions of Sale and Terms of Payment (i.e., Sale, Consignment Shipment, etc.) Conditions de vente et modalités de paiement (p. Ex. Vente, consignation, location de marchandises, etc.)		
11. No. of Pkgs. / Nbre. De colis		12. Specification of Commodities (including Packages) Marks and Numbers, General Description and Characteristics, Grade Quality. Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, Classe, qualité)		
13. Quantity (State Unit) / Quantité (Préciser l'unité)		14. Unit Price / Prix Unitaire		
15. Unit Price / Prix Unitaire		16. Total Value / Valeur de Remplacement		
1	Case - Display Booth (knockdown) with Graphics.	1	\$6,000.00	\$6,000.00
1	Box of Company Brochures "Title: Vegetable & Things"	1	\$120.00	\$120.00
1	Box of give-away Pens	150	\$0.25	\$37.50
Canadian Customs Clearance by Freeman 1-877-478-1113				
XI.1. Total Number of Pieces / Nombre total de pièces 3		17. Invoice Total / Total de la facture \$6,157.50		
18. If any fields of 1 to 17 are included on an attached commercial invoice, check this box. Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale		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) Expediteur d'origine (Nom et adresse) Same as Consignee		21. Departmental Ruling (if applicable) Decision ministérielle (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, cocher cette case <input checked="" type="checkbox"/>		23. If included in field 17 indicate amount Si compris dans le total à la zone 17, préciser (i) Transportation charges, expenses and insurance From the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu d'expédition directe vers le Canada \$ _____ (ii) Costs for construction, erection, and assembly incurred after importation into Canada Les coûts de construction, de montage 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, préciser (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au lieu 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) Cocher (s'il y a lieu) (i) If any payments or subsequent proceeds are paid or payable by the purchaser Des retenues ou produits ultérieurs ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods and services for use in the production of these goods L'acheteur a fourni des biens ou des services pour la production de ces marchandises <input type="checkbox"/>		

Shipping and Clearances... continued

- **Warehouse and Show Site Dates**

Determine if you prefer to ship to the advance warehouse between **April 1st and 25th, 2024** to avoid any early or late fees or directly to show site starting on **May 1, 2024**. Note that shipments will not be accepted on-site prior to this date.

- **Using Freeman vs. your own carrier and broker (and bring your documents)**

Shipping your small packages with a courier such as FedEx, UPS? It could be more cost effective to do so. Always have your tracking numbers with you. They may also offer some clearance services. Contact them for further details and understand that these courier services do not offer on-site support and services. Bring all tracking information with you onsite!

- **Isn't dealing with customs clearance complicated?**

No! Freeman has been appointed as the official Customs Clearance Services provider; we are here to help! Just like when you travel, you need your passport and proper documents are required for your materials to enter a foreign Country.

- **Freeman Service Fees**

Freeman will facilitate the brokerage of your materials entering and leaving Canada with the Canadian Border Services Agency (CBSA) as well as with US Customs and Border Protection (or other Customs Officials). This service is based on the value of your goods, country of origin, quantities, and if the items are returning after the exhibition.

- Contact us for your specific estimate, to answer your questions to assist and help :

1-877-478-1113 exhibittrans.canada@freeman.com

- **Do not ship!**

Any organics, food, plants, cannabis products, alcohol, firearms, tobacco, personal items (your luggage), hazardous materials.

Shipping and Clearances... continued

- **Timelines**

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

Plan on having your carrier (if other than Freeman) 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. An extended lead time will allow for the increased number of random 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.

- **Noteworthy**

All shipments originating outside Canada will require Canada Customs Clearance and U.S. Customs / Homeland Security (when applicable) on the return.

Small Packages and boxes, (including portable display Cases) Canada is an international destination and, as such, duties, taxes and customs clearance fees applies. If you are shipping small packages, inclusive of portable display booths, via Air or Ground with the following small packages companies, FedEx, UPS, Airborne, DHL, Purolator or any other small package/boxes carriers please ensure that all ancillary charges (duties, taxes & Customs clearance fees) are PREPAID. This includes 3rd Party Shippers (ie: Fulfillment Centres, printing shops, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

In some instances, carriers do not declare ancillary collect charges upon delivery to our warehouse and Freeman is billed 30-90 days after the event has closed. In these situations, any charges (duties, taxes & Customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

Useful Tips

Useful tips

Currency and Taxes

All Freeman services for events held in Canada are invoiced in Canadian Dollars. Your credit card company will convert back to USD (or other currency if outside of the US) according to the day's exchange rate, and their own bank and transaction fees. This is not controlled by Freeman.

While in Canada, your purchases and rental items will be subject to the Federal and Provincial Taxes, even if you are not a resident. These vary from location to location and will be added to your invoices. For British Columbia, the tax rates are as follows:

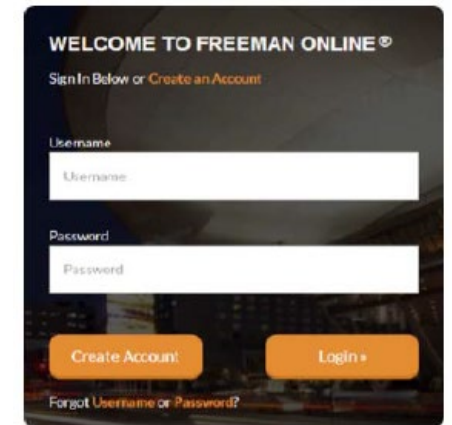
5% GST (Goods and Services Tax - GST) and
7% PST (Provincial Sales Tax - PST).

For a total of 12%

Want to save money on Freeman Services?

Be on the lookout for discount deadline date for discounted rates. For your best rates on Freeman Services go to [The Aesthetic Meeting 2024](#) at least 4 weeks prior to the first day of exhibitor move-in. Online rates are 40% reduced up to **4 weeks prior to the first day of exhibitor move-in.** **Order by April 4 to benefit from the best rates!**

Freeman Online® is an innovative online ordering platform that also provides important show information, dates, products, show services, copies of invoices and viewing of previous Freeman Orders.



Useful tips

Tax Rebate Program

As non-Canadian exhibitor in a Foreign Convention, you may be eligible for some tax rebates. This means you may get some money back. Keep all related invoices and visit for all the details, requirements and to see if you are eligible:

[Foreign Convention and Tour Incentive Program - Non-Resident Exhibitors](#)

Savings!

Between the currency difference (approx. \$1 CAD = \$0.75 USD) and the potential refund on some taxes, you can benefit of substantial savings!

A reminder, the Freeman invoice will be in CAD. The amount on the Freeman invoice will be different on your credit card (if non-Canadian Credit Card)

Visit [Currency Conversion](#) to get an approximate conversion. Note this excludes and bank and credit card transaction and service fees.

Useful tips

Vancouver Convention Centre

Is a right to work facility. Full time employees of the exhibiting companies may set their own exhibits without assistance from Union personnel. We recommend to utilize Freeman's installation / dismantle personnel should you require any assistance to set-up and dismantle your booth.

In addition, High-visibility vests have to be worn by all exhibitors, contractors and booth builders at all times during move-in and move-out periods. To save time and money, please bring your own PPE or you can purchase one with the Vancouver Convention Centre

Vancouver Convention Centre

Move-in / Move-out Access

Voyage Control is used at the Vancouver Convention Centre as cutting-edge "Air Traffic Control" for inbound and outbound logistics management. A powerful and easy-to-use software platform enables ground transport hubs to proactively manage, optimize, track, and communicate with their traffic congestion, improving driver experience, and benefitting the environment.

Voyage Control is a cloud-based software platform that facilitates delivery scheduling, resource allocation, and overall logistics management. All exhibitors will be required to register on the Vancouver Convention Centre's website to obtain your move-in date and time. Please visit [Vancouver Convention Centre - Voyage Control](#)

Questions?

Contact-us!

Transportation and Customs clearance experts:

1-877-478-1113

exhibittrans.canada@freeman.com

Our Exhibitor Support Team of dedicated professionals:

<https://www.freemanco.com/store/faqs#contactUs>

Phone/Text: **(888)508-5054**

Chat: [Click Here](#)

Thank you!

See you then!