



## Welcome to the 22<sup>nd</sup> Annual World ICSEI Congress!

The following pages contain important information pertaining to:

- **Freight Forwarding and Shipping**
- **Customs Brokerage**
- **Advanced Warehousing**
- **Material Handling**

For your upcoming event in Vancouver, *Events on the Move* has been selected the official supplier for shipping, customs brokerage, advance warehousing and material handling. We are a freight forwarder and customs broker based out of Vancouver and specialize in the meetings and events industry. We are a great resource to help plan for your shipping into the event. Please contact our operations team for any shipping or customs inquiries. Just send in your service order form and we will take care of the rest.

### Shipping Procedures

Once Events on the Move picks up your shipment from your office or warehouse anywhere around the world, you won't need to worry about the logistics of getting your product into the show and delivered right to your booth. Your shipment will be waiting at your booth when you arrive to set it up.

### Customs Brokerage

Events on the Move will handle all aspects of Canada Customs brokerage on your behalf. Working with Events on the Move makes your international shipping seamless and stress free. It's really very easy, just pack up your shipment and we will take care of the rest. We complete all the paperwork, bill of lading and all your Customs documentation for you.

### Material Handling

Events on the Move will provide material handling services and deliver your goods to your booth, as well as storage of any empties during the event.

### Timeline – Advanced Warehousing

Shipping early saves money. If you are able to send your shipment two or three weeks in advance, you can take advantage of the advanced warehouse when using our shipping services and save a LOT of money on transportation charges.

### Return Shipping

Don't worry about planning the return shipping. Events on the Move will have service staff on-site to complete your bill of lading and supply your shipping labels.

### Requesting Services

Fax in the "Service Order Form" and Events on the Move will take care of the rest.

### Contact information

Events on the Move Customs and Shipping  
605-1125 Howe Street  
Vancouver, BC  
V6Z 2K8  
t. 604-647-0130 f. 604-647-0136 toll free 1-877-355-1116

We look forward to working with you soon.





## Your Shipping Services

Total Number of Pieces to be picked up	Approximate weight	Date ready for pick up (Earlier the better)

Indicate the dimensions of your shipment and brief description of goods. This will determine the most appropriate method for shipping your product.

Number and description of containers	Weight	Length	Width	Height
e.g. 4 red plastic cases	45 pounds approx info is okay	18 inches	18 inches	42 inches



## Where are we picking this up from?

Company Name	Contact Name		
Address			Tel Number
City	State/Province	Postal Code / Zip Code	

Any comments on Pick up Location? (ie. Lift gate, residential...)
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**After the Show:**  Return my shipment to the pick up address **OR:**  Return my shipment to the address below

Company Name	Contact Name		
Address			Tel Number
City	State/Province	Postal Code / Zip Code	

Is there a date that you require your materials back before? If not, leave this blank and your materials will be sent economy service:

\_\_\_\_\_  
 Day                      Month                      Year                      Time



### Your Customs Brokerage Services

**Customs Brokerage: Check this box if your shipment originates from outside Canada**

Any materials coming into Canada require customs clearance. All non-Canadian exhibitors must complete the attached **Commercial Invoice** for clearance.



### Your Peace of Mind - Cargo Insurance

**YES – Please Insure My Shipment**       **NO – Cargo Insurance is NOT Required**

You must check one of these boxes and initial here! \_\_\_\_\_

*If you are requesting Cargo Insurance, please complete the following application:*

Indicate Currency for Limits and Premium: Canadian Dollars  US Dollars

Indicate Trip coverage required (select only **ONE** of the following options):

Trip	Deductible	Coverage Limit	Rate *	Premium		
<input type="checkbox"/> Inbound: One Way **Maximum Limit \$50,000	\$500.00	\$	.0050	\$		
<input type="checkbox"/> Outbound: One Way **Maximum Limit \$50,000	\$500.00	\$	.0050	\$		
CLAIMS: Report all claims to Eagle Underwriting (Pacific) Inc. Phone: (604) 683-0506 Fax: (604) 683-0588  Subject to the terms and conditions of Open Cargo Policy #50V0030			Premium Total: (Minimum Premium \$ 50)		\$	
			Administration Fee:		\$	50
			Total Payable:		\$	

\* Rate e.g. \$ 25,350 X .0050 = \$ 126.75 round-up to \$ 127

\*\*Maximum Limit \$ 50,000. Coverage is available for limits in excess of \$ 50,000 upon application and authorization of the Underwriters. Contact your Events on the Move representative if excess limits are required.

Administration Use	Open Cargo Policy Number 50V0030	Certificate Number:
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**Material Handling Services and on-site Receiving – check appropriate boxes below:**

**Material Handling – Required** (please note that if Material Handling is the only service required by Events on the Move, payment **MUST** be by credit card)

Material handling - sign for your goods upon arrival to the facility, unload them from the carrier, deliver to your booth, store empty containers during show, load goods onto outbound carrier at show close.

Yes! I will be using Events on the Move for my shipping. (see discount pricing)  
**If not, specify carrier, tracking number & total # of pieces to be shipped** \_\_\_\_\_

Choose the appropriate rate schedule. Fill in the weight in pounds.

Shipping Method	Shipment weight	Multiply by cents/lb	Charge
<b>DISCOUNT!!</b>			
Shipping with Events on the Move transportation	lbs	x 0.45	\$
Shipping with alternate carrier	lbs	x 0.65	
Total (minimum charge = 200 lbs)			\$
Total Due			\$

Carriers must arrive with an official weight ticket. EM reserves the right to re-weigh or estimate shipments arriving without a ticket  
 Local cartage rates will be applied to advanced warehouse shipments

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT**

It is agreed by you that the goods as described are SUBJECT TO THE TERMS AND CONDITIONS AT THE END OF THIS TRANSPORTATION DOCUMENT. The exporter, importer, sender, receiver, owner, consignee, transferor and transferee (all of whom are collectively referred to as “Exhibitor”) agrees TO WAIVE ANY AND ALL CLAIMS that they may have in the future against Events on the Move Enterprises Inc. (“EM”), and their carriers, truckers, forwarders, customhouse brokers, agents, warehousemen, stevedores, representatives, employees or others as may be required to transport, store, handle and deliver the Exhibitor’s materials, (all of whom are hereinafter collectively referred to as the “RELEASEES”) and TO RELEASE THE RELEASEES from any and all liability for any loss, damage, destruction, delay, disappearance, theft and expense DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE ON THE PART OF THE RELEASEES may suffer as a result of the failure of the RELEASEES to safeguard or protect the Exhibitor’s materials from loss, damage, destruction, delay, disappearance, theft and expense of delay including loss of profit, business interruption, or any collateral costs which may result. THE EXHIITOR’S ATTENTION IS DRAWN TO THE NOTICE CONCERNING EVENTS ON THE MOVE ENTERPRISES INC’S LIMITATION OF LIABILITY.

**Exhibitors from outside Canada to complete this form**

Shipping from: (address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMERCIAL INVOICE FOR CUSTOMS PURPOSES**  
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This must be completed and printed onto your **company letterhead**. You can use the exact wording below by using 'cut and paste' or photocopying this onto your letterhead.

Company Federal Tax ID Number  
(US exhibitors only)

Description of Item	Country of origin	Number of items	Value	Currency

I declare that the above mentioned items are for trade show purposes only and are not intended for resale.

\_\_\_\_\_  
Name Company Position (Title)

\_\_\_\_\_  
Company Name Telephone

\_\_\_\_\_  
Signature X Date

**TERMS AND CONDITIONS OF SERVICE**  
**(Please Read Carefully)**

All shipments to or from the Exhibitor will be handled by EM and the RELEASEES on the following terms and conditions. No agent or employee of either party may alter or waive any of the following terms and conditions.

**CHOOSING ROUTES AND AGENTS**

EM and the RELEASEES shall have complete freedom in choosing the means, route and procedure to be followed in the handling, transportation and delivery of the goods. Advice by EM and the RELEASEES to an Exhibitor that a particular person or firm has been selected to render services as to the materials shall not be construed to mean that EM or the RELEASEES warrants or represents that such person or firm will render such services.

**SERVICES RENDERED BY RELEASEES**

EM is authorized to select RELEASEES as may be required to transport, store, deal with and deliver the goods, all of whom shall be considered agents of the Exhibitor. The goods may be entrusted to such parties subject to all conditions of this transportation document, and to all rules, regulations, requirements and conditions (including limitations of liability for loss, damage, expense or delay), whether printed, written or stamped, appearing in bills of lading, receipts or tariffs issued by such RELEASEES and others. EM undertakes only to use reasonable care in the selection of RELEASEES and others to whom it may entrust the goods for transportation, cartage, handling, delivery and/or storage or otherwise.

**INDEMNIFICATION FOR SERVICES RENDERED BY RELEASEES**

The Exhibitor agrees to indemnify and hold harmless the RELEASEES against any claim or legal action taken against the RELEASEES, including but not limited to for fines, penalties, liquidated damages and/or other money due arising from a shipment of materials of the Exhibitor assessed by any carrier, country, governmental agency or other person against the shipment because of the failure, or alleged failure, of the Exhibitor to comply with any laws, rulings, requirements of any country or governmental agency including but not limited to, increased duty, liquidated damage, penalty, fine or expense, together with reasonable expenses, including attorneys fees in connection with defending the claim or action and obtaining reimbursement from the Exhibitor, resulting from any act, inaccuracy or omission or any failure to make timely presentation even if not due to any negligence or fault of the Exhibitor. The confiscation or detention of any Exhibitor's materials by any country or governmental authority shall not affect or diminish the liability of Exhibitor to EM and the RELEASEES to pay all charges or other money due promptly on demand.

**SHIPMENTS SUBJECT TO REWEIGH/REMEASUREMENT**

Exhibitor shall provide weight and measurements for its shipments to EM or the RELEASEES as the case may be. Shipments are subject to reweighing and remeasurement by EM or the RELEASEES at their discretion. If dimensional weights apply under tariff rules, dimensions shall be shown as follows, Length x Width x Depth = Cubic Inches (or applicable unit measurement.) If the weight or measurements of the Exhibitor's materials as delivered are different from Exhibitors representations, or if pick-up or delivery time or location is changed by Exhibitor, EM and its RELEASEES reserve the right to refuse pick up or delivery or vary rates, charges and fees of shipment.

**EXHIBITOR'S DUTY TO FURNISH AND WARRANT THE ACCURACY OF CUSTOMS INFORMATION**

On an import or an export, at a reasonable time prior to the shipment or arrival of any Exhibitor materials to Customs, the Exhibitor shall furnish to EM in the proper language, form, and number, all invoices and documentation that may be useful and/or required by the laws and regulations of the countries of destination and entry. The Exhibitor shall be bound by and warrant the accuracy of all invoices, documents and information furnished to EM by the Exhibitor or its agents for export, import or other purposes. It is the Exhibitor's responsibility to know and comply with all classification, valuation, marketing and other Customs requirements, laws, regulations and rulings, enforced by any country or governmental agencies having jurisdiction over a shipment. Where a bond is required by a country or governmental agency to be given for the production of any document or the performance of any act, the Exhibitor shall be deemed bound by the terms of the bond notwithstanding the fact that the bond has been executed by EM and/or the RELEASEES as principal, it being understood that EM and the RELEASEES entered into such undertaking at the request and on behalf of the Exhibitor, and the Exhibitor shall indemnify and hold EM and the RELEASEES harmless for the consequences of any breach of the terms of the bond.

**SERVICES RENDERED BY EM**

When EM carries, stores or otherwise physically handles the Exhibitor's materials, including in the performance of any local pick up or delivery service, and loss, damage, destruction, disappearance, and/or theft occurs during such activity, EM assumes no liability, unless at the time of the loss, damage, destruction, disappearance and or theft of the Exhibitor's materials, EM had actual custody or control of the Exhibitor's materials and the damages alleged to have been suffered are proven to be caused by the gross negligence or wilful misconduct of EM, its officers or employees, in which event the limitation of liability set forth in paragraph 7 shall apply. It is specifically declared that EM shall not be responsible for loss damage, destruction, disappearance, and/or theft of the Exhibitor's materials after the materials have been delivered to the Exhibitor's booth, nor shall EM be responsible for loss, damage, destruction disappearance and/or theft before the materials are picked up from the Exhibitor's booth for reloading after the show. The condition, count and content of the materials found at the time of local pick up or delivery or in the booth at the time of the actual removal as determined by EM or the RELEASEES shall be final and binding and the right is reserved by EM and the RELEASEES to alter the Exhibitor's transportation documents to reflect the actual condition, count and contents of the Exhibitor's materials.

**LIMITATION OF LIABILITY FOR SERVICES RENDERED BY EM**

EM and the RELEASEES do not know of the quality, condition, contents and value of the goods stored except as declared and described on the face of this transportation document by the Exhibitor. EM does **NOT** insure goods described on this transportation document. Without limiting the generality of the foregoing it is specifically declared that: all goods are handled at the Exhibitor's risk of loss, damage or delay in delivery caused by or through the inaccuracies, obligations or absence of marks numbers, address or description, act of God, acts of terrorism, irresistible force, enemies of the Queen, civil or military authorities, insurrection, riot, strikes, picketing or any other labour trouble, water, stream, fire, frost vermin, heating or corruption, deterioration, drainage, dampness, rust, decay, collapse of the building, inevitable accident, depreciation or perishing by elapse of time, changes in temperature, contact with odours from other goods, inherent defects, lack of any special care or precaution, injury to articles insufficiently protected or arising from the nature of the goods, loss in weight, insufficient cooperation, boxing, crating or packing ordinary wear and tear in handling, leakage, concealed damage or any cause beyond the control of EM or failure to detect any of the foregoing. All storage, handling fees and other applicable charges and costs must be paid by the Exhibitor on goods stored and lost or damaged as a result of the above causes. In connection with all shipments, the Exhibitor agrees that the legal liability of EM, shall be strictly limited to the lessor of **\$50.00 CDN per item lost, stolen, damaged or destroyed** or **\$500.00 CDN per shipment** whichever is less, unless the Exhibitor specifically requests a higher limit in writing and declares an excess in value, in which case EM may at its option, accept liability and assess an additional charge to costs of storage, handling charge or other applicable rate. EM shall not, in any event or under any circumstances, be liable for any claim of any type whatsoever with respect to the Exhibitor's materials unless the claim is presented in writing within a reasonable time, not exceeding **30 days** after the Exhibitor learns of, or, in the exercise of reasonable care, should have learned of the loss, damage or destruction of the Exhibitor's materials. It is specifically declared and the Exhibitor agrees that EM shall not

## TERMS AND CONDITIONS OF SERVICE Con't

be liable to any extent whatsoever for any actual, potential or assumed loss of business, loss of profit, loss of revenues or for any collateral costs which may result from any loss, damage, destruction, disappearance, theft and or delay in delivery to an Exhibitor's materials which may make it impossible or impractical to exhibit.

### GENERAL LIEN ON ANY EXHIBITOR'S PROPERTY

EM shall have a general lien on any and all property, materials, and documents relating thereto, of the Exhibitor, in its possession, custody or control or en route, for all claims, for charges, expenses or advances incurred by EM in connection with any shipment of the Exhibitor and if such claim remains unsatisfied for thirty days (30) after demand for its payment is made, EM may sell at public auction or private sale, upon ten days written notice, sent by certified or registered mail with return receipt requested from Exhibitor, all the goods, wares and/or merchandise, or so much thereof as may be necessary to satisfy such lien, and apply the net proceeds of such sale to the payment of the amount due to EM. Any surplus from such sale shall be transmitted to the Exhibitor, and the Exhibitor shall be liable for any deficiency in that sale.

### CONSTRUCTION OF TERMS AND VENUE

This agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the law of the Province of British Columbia and no other jurisdiction. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

### WARSAW CONVENTION

International air carriage is subject to the rules relating to liability established by the Convention for the Unification of Certain Rules relating to International carriage by Air signed at Warsaw October 12, 1929.

### LANGUAGE

The parties confirm their express desire that this Agreement be drafted in the English language. Les parties par les présentes confirment leur volonté expresse que la présente convention soit rédigée en langue anglaise.

## **Cargo Insurance Coverage Information – Subject to the terms and conditions of Open Cargo Policy #50V0030**

### **Transportation Floater Form – All Risks**

**Subject to:** Replacement Cost, 100% Co-insurance, Locked Vehicle Warranty, Canadian Funds; Used or Damaged Goods subject to: Domestic Transportation Floater – “Named Perils” and settlement is subject to Actual Cash Value

**Geographical Limits:** Ports and/or places in Canada, USA, Europe and Asia. Excluding: Afghanistan, Angola, Cuba, Ethiopia, former Yugoslavia, former Soviet Union, Iran, Iraq, Lebanon, Nicaragua, Nigeria, Somalia, Uganda and any other country where their local legislation decrees insurance must be effected locally, unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**Excluding:** Jewellery, precious metals, bank notes, securities, works of art, valuable papers, dangerous goods, antiques, glass, fresh and frozen foods, confectionery, asbestos tiles, furs, live animals, bulk commodities, perishable goods, microprocessor chips, cellular phones, computer parts and other similar items unless otherwise shown on the declaration page of this policy or specially declared and accepted by the Insurers Underwriter prior to shipment.

**IMPORTANT NOTICE:** As part of our underwriting procedure, a routine inquiry may be made to obtain applicable information concerning various risk characteristics. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. It is agreed that the information contained herein shall be the basis of the contract. The above information is intended to be descriptive only all terms and conditions are subject to the actual policy wording (available on request).

**CLAIMS AGAINST CARRIERS:** It is strongly recommended that, when you receive cargo from the carrier in a damaged condition, NOTICE OF CLAIM be filed with the carrier in writing at the time of accepting the goods, or if the damage is not apparent, then within three days. This notice of claim may be (a) in the form of endorsement on the delivery receipts of (b) by letter. The notice in writing need not be given if joint survey is held AT TIME OF DELIVERY (i/e/ surveyor for carrier and consignee being present.) When the actual loss or damage is later determined from an examination of the Filing claims against the carrier:

- 1) DOES NOT affect the claim on your policy;
- 2) WILL protect any rights you have under the Bill of Lading
- 3) CAN reduce your premium, since good recoveries make for better claims experience