



# EXHIBITOR ORDER FORMS

**PPIC SHOW 2022**

**Crown Plaza Niagara Falls - Fallsview Hotel -**

**Niagara Room, Brock Room, Foyer**

**June 12 - 16, 2022**



**PLEASE FAX, MAIL OR EMAIL YOUR FORMS TO**  
**6405 Inducon Drive West, Sanborn NY 14132 | T: 716-216-6714 | F: 877-342-6339**  
**| [Tradeshows@borderworx.com](mailto:Tradeshows@borderworx.com)**

## **Welcome to BorderWorx!**

We are pleased to be appointed Official Service Contractor for **PPIC SHOW 2022**. Our goal is to make your exhibiting experience easy, pleasant and an unparalleled success. Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. The following products and services are available for your event:

- **Full Transportation from your location, to and from the show site**
- **Display Tables & Drapery (Included in Registration)**
- **Chairs & Stools (Included in Registration)**
- **Installation & Dismantling labour**
- **Material Handling Services**
- **Advance Show Receiving**

Please see the following order forms for more details please see the following order forms for me details.

## **BORDERWORX EXHIBITOR SERVICES CENTRE**

If you require assistance with your exhibiting needs or any of our products and services, please email our Exhibitor Services Centre at [ExhibitorServices@BorderWorx](mailto:ExhibitorServices@BorderWorx).

**U.S. Exhibitors will find working with BorderWorx a truly refreshing way to get your trade show materials across the border. With BorderWorx staff handling all the documents and you not having to pay any Duty or Tax for anything you plan to return to the USA; you won't even notice the border!**

**Just enjoy the Canadian exchange rate and enjoy your Canadian experience.**

**Thank you for your business! We hope you have a successful show.**

# Payment Policy Information Sheet

## **DISCOUNT PRICE FOR COMBINED SERVICES**

To take advantage of 5% discount on your material handling by booking your freight to the advance warehouse or direct to show.

Orders without payment cannot be processed until payment is received and will be charged the after-deadline date prices.

## **METHOD OF PAYMENT**

**All orders must be paid in full prior to delivery.**

You must complete a **CREDIT CARD AUTHORIZATION FORM** if you are paying by cheque, or ordering any of the following services:

- Material Handling
- Advance Show Receiving
- Installation & Dismantle Labour Services
- Transportation Services
- Customs Brokerage Services
- Plan to have your representative order services on-site

Payment can be made by Visa, MasterCard, Cheque or Bank Transfers.

We do not accept cheques on-site.

## **THIRD PARTY BILLING**

If you would like to arrange for an exhibit house or other agent to manage and order services on your behalf, they may make payment arrangements with us. The exhibiting company is ultimately responsible for all charges incurred on their behalf if payment is not made by the third party.

## **CANCELLATION POLICY**

A 50% refund will be allowed on all written cancellations received 7 days prior to show set-up. All claims and discrepancies must be settled prior to show closing. No adjustments or refunds will be given for items canceled after the stated cancellation period.

# Online Ordering Information Sheet



BorderWorx is pleased to make our online form service available for the upcoming:

**PPIC SHOW 2022**  
**CROWN PLAZA NIAGARA FALLS - NIAGARA ROOM**  
**JUNE 12-16,2022**

To complete your forms online, view the show schedule or print order forms, go to **[www.BorderWorx.com/TradeShows](http://www.BorderWorx.com/TradeShows)**.

# Credit Card Authorization

SHOW	PPIC SHOW 2022	DEADLINE DATE	May 30, 2022
LOCATION	CROWN PLAZA NIAGARA FALLS - NIAGARA ROOM	SHOW DATES	June 12-16, 2022

## COMPANY INFORMATION

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL / ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

## IMPORTANT

This form must be filled out if:

1. You are paying by cheque
2. Your representative will be placing any orders onsite
3. You are ordering Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services

## CREDIT CARD INFORMATION

I understand that BorderWorx will use this authorization to charge any outstanding fees upon show closing to the credit card listed below. These include funds related to any unpaid or outstanding balance due to BorderWorx, an NSF cheque, show site orders placed by your representative, material handling and advance shipment overages, installation and dismantle labour charge adjustments and transportation and customs brokerage service adjustments.

☐ VISA ☐ MASTERCARD

CVV

CARD NUMBER

EXPIRY DATE

CARDHOLDER

SIGNATURE  DATE

BILLING ADDRESS   
(If different from above)

EMAIL  TEL  FAX

**Cheques will not be accepted without this authorization.**  
If this form is not completed, onsite orders must be paid in full prior to delivery.

# Advance Show Receiving Information Sheet

## IMPORTANT – PLEASE READ CAREFULLY

### BENEFITS OF ADVANCE SHIPPING:

- Storage of materials for up to 30 days prior to show
- Priority delivery of shipment to your booth prior to start of exhibitor move-in
- Saves you valuable time and additional costs during set-up

### SERVICE INCLUDES:

- Receive shipment at the warehouse up to 30 days in advance of show (any items stored beyond 30 days will incur add'l charges)
- Provide inventory count and record any visual damage
- Deliver materials to show site from Canadian port of entry. (Linehaul to Canada included in Customs Brokerage)
- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice
- Does not include Linehaul to/from USA and Customs Brokerage. See additional forms for instructions and fees.

### ESTIMATING CHARGES:

- Charges are based on weight of shipment and are charged per hundred weight (CWT) and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Show Receiving Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, BorderWorx will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive in the warehouse.
- A surcharge may apply if shipments are received with incomplete information.

### NOTE:

- All shipments must be properly labeled including booth number. Labels must be on each item shipped.
- To avoid additional charges, ensure all shipments are in crates or on skids.
- Collect shipments will not be accepted by the warehouse except where BorderWorx Trade Show Services arranged the freight from pickup location.
- Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 5:00 p.m.

### SHIPMENT DEFINITIONS

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRAVED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

### SHIPMENT WEIGHTS

If no weight ticket is provided, BorderWorx' weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by BorderWorx using cubic weight (dimensional weight) or actual shipment weight (pounds) for billing purposes.

### INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of BorderWorx.

### LIABILITY

BorderWorx will not be held responsible for concealed damage upon delivery to advance warehouse, or damage or loss of merchandise after delivery to booth, before or during installation time, or at conclusion of show prior to delivery to common carrier. BorderWorx will not be responsible for damages while handling loose or inadequately packed exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. BorderWorx reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count, and contents at the time of removal. BorderWorx will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond BorderWorx' control. BorderWorx' liability is limited to \$0.30 per pound per article, to a maximum of \$30.00 per article and \$150 per shipment. Values exceeding this limitation should be insured by the shipper.

**ALL ORDERS MUST BE ACCOMPANIED WITH AN ADVANCE RECEIVING ORDER FORM AND PAYMENT.**

# Advance Show Receiving Order Form

Shipments are accepted from	May 30, 2022
No shipments will be accepted as advance warehouse status on or after	June 06, 2022

SHOW	PPIC SHOW 2022			FORM DEADLINE DATE	May 25, 2022
LOCATION	CROWN PLAZA NIAGARA FALLS - NIAGARA ROOM			SHOW DATES	June 12-16, 2022
COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

**\*\*CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE\*\***

RATES									
Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 5:00 p.m.			SHIPMENTS RECEIVED ON OR BEFORE DEADLINE DATE				SHIPMENTS RECEIVED AFTER DEADLINE DATE		
TIME  Note: Rates are based on show move-in/move-out times. If your move-in or move-out time fall during overtime hours, overtime rate will apply.			PRICE PER CWT						
			CRATED	UNCRATED	SPECIAL HANDLING		CRATED	UNCRATED	SPECIAL HANDLING
REGULAR TIME	Mon - Fri	8:00 am – 5:00 pm	\$72.00	\$84.00	\$99.00		\$84.50	\$102.50	\$112.50
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 5:00 pm All day All day	\$84.00	\$102.00	\$119.00		\$92.50	\$114.50	\$132.50
MINIMUM CHARGE		The minimum charge applies to each shipment and is not cumulative on multiple shipments.							\$ 240.00
ON-SITE ORDERS		A 25% surcharge will be applied to on-site orders.							
OFF-TARGET SHIPMENTS		A 30% surcharge will be applied to off-target shipments.							

## CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum, whichever is greater)

DESCRIPTION (see advance show receiving information sheet for definitions of shipments)	WEIGHT (LBS)	CWT	RATE (see applicable rates above)	ESTIMATED TOTAL (Final total will be adjusted according to shipment weight)
CRATED/SKIDDED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	
UNCRATED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	
SPECIAL HANDLING SHIPMENTS	_____ ÷ 100 = _____	x	\$ _____ = _____	

Note: Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, BorderWorx will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to weight tickets. A \$50 surcharge will apply if shipment has to be weighed. Off target shipments will be charged an additional 30% to the applicable CWT rate.

## PAYMENT

Note: You must complete a credit card authorization form if you are paying by cheque

☐ VISA ☐ MASTERCARD

CVV

SUB TOTAL	
TOTAL USD	

CARD NUMBER

EXPIRY DATE

I have read and understand the Terms & Conditions of my agreement with BorderWorx

CARD HOLDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### TERMS & CONDITIONS

This order is placed with the specific understanding that we hereby release BorderWorx Logistics, LLC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.

- Refunds will not be given on orders canceled on-site.
- A 50% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- No cheques will be accepted on-site.

6405 Inducon Drive W, Sanborn NY 14132

T: 716-216-6714 | F: 877-342-6339 | E: exhibitorservices@borderworx.com



**SHIPPING LABELS - TO USA ADVANCE WAREHOUSE**

**A**

**USA ADVANCE  
WAREHOUSE  
EXHIBITION FREIGHT**

**FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVANCED SHIPMENT**

**TO**

EXHIBITING COMPANY

BOOTH NUMBER

**PPIC SHOW 2022**

SHOW

c/o **BORDERWORX LOGISTICS, LLC**

**6405 INDUCON DRIVE WEST SANBORN, NY 14132**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS  
Warehouse receiving hours are Monday – Friday, 8:00 am – 5:00 pm

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

**CALL FOR DELIVERY APPOINTMENT  
716-216-6714 EXT 500**

**SHIPPING LABELS - DIRECT TO SHOW SITE**

**D**

**DIRECT TO  
SHOW SITE  
EXHIBITION FREIGHT**

**FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DIRECT SHIPMENT**

**TO**

EXHIBITING COMPANY

BOOTH NUMBER

**PPIC SHOW 2022**

SHOW

**CROWN PLAZA NIAGARA FALLS - FALLSVIEW**

**5685 Falls Avenue, Niagara Falls, ON CANADA L2E 6W7**

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

**CALL FOR DELIVERY APPOINTMENT  
716-216-6714 EXT 500**



**SHIPPING LABELS - TO CDN ADVANCE WAREHOUSE**

**A**

**CANADIAN ADVANCE  
WAREHOUSE**

**EXHIBITION FREIGHT**

**FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADVANCED SHIPMENT**

**TO**

EXHIBITING COMPANY \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**PPIC SHOW 2022**

SHOW \_\_\_\_\_

**BORDERWORX LOGISTICS INC.  
6060 BURNSIDE COURT, UNIT #3,  
MISSISSAUGA ONTARIO L5T 2T5**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS  
Warehouse receiving hours are Monday – Friday, 8:00 am – 5:00 pm

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

**CALL FOR DELIVERY APPOINTMENT  
716-216-6714 EXT 500**

**SHIPPING LABELS - DIRECT TO SHOW SITE**

**D**

**DIRECT TO  
SHOW SITE**

**EXHIBITION FREIGHT**

**FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DIRECT SHIPMENT**

**TO**

EXHIBITING COMPANY \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**PPIC SHOW 2022**

SHOW \_\_\_\_\_

**CROWN PLAZA NIAGARA FALLS - FALLSVIEW  
5685 FALLS AVENUE, NIAGARA FALLS,  
ONTARIO L2E 6W7**

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

**CALL FOR DELIVERY APPOINTMENT  
1-716-216-6714 EXT 500**

# Material Handling Information Sheet

## IMPORTANT – PLEASE READ CAREFULLY.

BorderWorx has been appointed as the Official Material Handling Service Provider for this event.

### MATERIAL HANDLING SERVICE INCLUDES:

- Unloading of shipment and delivery to booth
- Removing of empty containers from booth to designated storage area (may be off-site)
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

**\* This service includes move-in and move-out, whether fully or partially used**

Note: Transportation to and from show site is not included as part of this service.

### ESTIMATING MATERIAL HANDLING CHARGES:

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred. A minimum charge of 200 lbs per shipment is applicable.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, BorderWorx will charge the entire shipment at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 surcharge will apply if shipment has to be weighed.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.

### SHIPMENT DEFINITIONS

CRATED/SKIDDED	Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.
UNCRATED	Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.
SPECIAL HANDLING	Material that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternate delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts.
SMALL PACKAGE	Shipment consisting of any number of pieces not exceeding a combined weight of 30 lbs, and is received collectively on the same day, from the same shipper and delivered by the same carrier.

# Material Handling Order Form

SHOW	PPIC SHOW 2022	DEADLINE DATE	May 25, 2022
LOCATION	CROWN PLAZA NIAGARA FALLS - NIAGARA ROOM	SHOW DATES	June 12-16, 2022

COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

**\*\*CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE\*\***

RATES					
TIME  Exhibitor is responsible for carrier wait times for shipments direct to show			PRICE PER CWT (200 lb minimum)		
			CRATED	UNCRATED	SPECIAL HANDLING
REGULAR TIME	Mon - Fri	8:00 am – 5:00 pm	\$64.00	\$81.00	\$94.00
OVERTIME	Mon – Fri Sat – Sun Holidays	Before 8:00 am or after 5:00 pm All day All day	\$77.00	\$93.00	\$114.00
ON-SITE ORDERS	A 25% surcharge will be applied to on-site orders.				
OFF-TARGET SHIPMENTS	A 30% surcharge will be applied to off-target shipments.				
NOTE: If your move-in or move-out fall during overtime hours, overtime rate will be applied.					

## CALCULATION (when recording weight, round up to the nearest 100 lbs or minimum (200 lbs), whichever is greater)

DESCRIPTION (see material handling information sheet for definitions of shipments)	WEIGHT (LBS) (200 lbs minimum)	CWT	RATE (see applicable rates above)	ESTIMATED TOTAL (Final total will be adjusted according to shipment weight)
CRATED/SKIDDED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	
UNCRATED SHIPMENT	_____ ÷ 100 = _____	x	\$ _____ = _____	
SPECIAL HANDLING SHIPMENTS	_____ ÷ 100 = _____	x	\$ _____ = _____	
Note: Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, BorderWorx will charge the entire shipment at the uncrated rate. Charges above are estimates only and will be adjusted according to weight tickets. A \$50.00 surcharge will apply if shipment has to be weighed. Off target shipments will be charged an additional 30% to the applicable CWT rate.				
	WEIGHT (LBS)	QTY	RATE (per shipment)	TOTAL
SMALL PACKAGE (not to exceed 30 lbs)			\$65.00	

## PAYMENT

Note: You must complete a credit card authorization form if you are paying by cheque

☐ VISA ☐ MASTERCARD

CVV

SUB TOTAL

TOTAL USD

CARD NUMBER

EXPIRY DATE

I have read and understand the Terms & Conditions of my agreement with BorderWorx

CARD HOLDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### TERMS & CONDITIONS

This order is placed with the specific understanding that we hereby release BorderWorx Logistics, LLC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.

- Refunds will not be given on orders cancelled on-site.
- A 50% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- No cheques will be accepted on-site.

6405 Inducon Drive W, Sanborn NY 14132

T: 716-216-6714 | F: 877-342-6339 | E: exhibitorservices@borderworx.com



# Labour Service Form

SHOW	PPIC SHOW 2022		DEADLINE DATE	May 25, 2022	
LOCATION	CROWN PLAZA NIAGARA FALLS - BROCK ROOM		SHOW DATES	June 12-16,2020	
COMPANY				BOOTH #	
ADDRESS					
CITY		PROV / STATE		POSTAL/ ZIP	
CONTACT		TITLE		EMAIL	
TEL		EXT		FAX	

## \*\*CREDIT CARD AUTHORIZATION MUST BE SUBMITTED WITH THIS SERVICE\*\*

- Labour rates are charged per labourer per hour in half hour increments.
- A minimum charge of one hour per labourer is applicable.
- If BorderWorx supervision is required, add 25% to the total labour cost.
- A 25% surcharge is applicable on onsite orders.

RATES			
REGULAR TIME	Mon - Fri	8:00 a.m. – 4:00 p.m.	\$94.00 / hour / man
OVERTIME	Mon – Fri	4:00 p.m. – 6:00 p.m.	\$138.00 / hour / man
	Sat – Sun	8:00 a.m. – 4:00 p.m.	
DOUBLE TIME	Mon – Fri	After 6:00 p.m.	\$225.00 / hour/ man
	Sat – Sun All Holidays	After 4:00 p.m.	

<b>INSTALLATION LABOUR ***Exhibitor must report to BorderWorx Service Desk to receive labour***</b>			
Date Required	Start Time Required	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
$\text{No of People Required} \times \text{Hours Per Person} = \text{Total Hours} \times \text{Rate} = \$ \text{Total}$			
<b>SUPERVISION</b> (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the BorderWorx Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised *Exhibitor must be present to supervise	Exhibitor Contact Name	<input type="checkbox"/> BorderWorx Supervised *Exhibitor does not need to be present	\$ Add 25%
<b>DELIVERY INFORMATION</b>			
Carrier	Delivery Date	Delivery Time	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
<b>EXHIBIT INFORMATION</b>			
Set up drawings/photos required:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Set up drawings/photos attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>DISMANTLE LABOUR ***Exhibitor must report to BorderWorx Service Desk to receive labour***</b>			
Date Required	Start Time Required	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
$\text{No of People Required} \times \text{Hours Per Person} = \text{Total Hours} \times \text{Rate} = \$ \text{Total}$			
<b>SUPERVISION</b> (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out at the BorderWorx Service Desk.)			
<input type="checkbox"/> Exhibitor Supervised *Exhibitor must be present to supervise	Contact Name	<input type="checkbox"/> BorderWorx Supervised *Exhibitor does not need to be present	\$ Add 25%
<b>PICK-UP INFORMATION</b>			
Carrier	Pick-up Date	Pick-up Time	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

<b>PAYMENT</b>			
Note: You must complete a credit card authorization form if you are paying by cheque.			
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	CVV	SUB TOTAL	
CARD NUMBER	EXPIRY DATE	TOTAL USD	
I have read and understand the Terms & Conditions of my agreement with BorderWorx			
CARD HOLDER	SIGNATURE	DATE	
<b>TERMS &amp; CONDITIONS</b>		<ul style="list-style-type: none"> <li>* No cheques will be accepted on-site.</li> <li>* If exhibitor is supervising labour, the Exhibitor must check labour in and out at the BorderWorx service desk.</li> <li>* BorderWorx reserves the right to change Labourers and/or rates as shifts change.</li> <li>* All claims/discrepancies must be settled within one week of show closing.</li> <li>* Uncancelled labour will be charged a minimum fee of 1 hour per labourer.</li> <li>* Actual totals and amounts will be adjusted according to final hours.</li> </ul>	

# TRANSPORTATION SERVICES

## Warning!!

BorderWorx is NOT a traditional trade show services company. We are committed to fulfilling all your trade show logistics needs in a way that will truly amaze you!

**We offer full-service Logistics solutions including:**

**Plus a bonus 5% off all Advance Warehouse or Material Handling if you book your freight with  
BorderWorx Logistics, LLC.**

- All modes of transportation including land, air and sea
- Local cartage service, tailgate, driver assist
- Real time freight tracking and tracing
- Canada, U.S. and International Customs Clearances
- Temporary imports, on-site clearances, ATA carnets
- On-site representation and around the clock contact information

BorderWorx Logistics Services

T: 716-216-6714 | TradeShows@BorderWorx.com | www.BorderWorx.com



**SEND IN YOUR FORM AND WE'LL SEND YOU A QUOTE FOR YOU TO DECIDE**

# Transportation Services Order Form

## PICKUP ADDRESS

COMPANY NAME \_\_\_\_\_

IRS # \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ PROV \_\_\_\_\_ ZIP/ POSTAL \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX \_\_\_\_\_

## DELIVERY ADDRESS

BOOTH NUMBER: \_\_\_\_\_

SHIP TO USA ADVANCE WAREHOUSE ☐

SHIP TO CANADIAN ADVANCE WAREHOUSE ☐

SHIP DIRECT TO SHOW VIA USA ☐

SHIP DIRECT TO SHOW VIA CANADA ☐

## BILL TO

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ PROV \_\_\_\_\_ ZIP/ POSTAL \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX \_\_\_\_\_

## RETURN FREIGHT

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ PROV \_\_\_\_\_ ZIP/ POSTAL \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE # \_\_\_\_\_

## TERMS OF PAYMENT AND SECURITY DEPOSIT – MUST BE COMPLETED

☐ VISA ☐ MASTERCARD ☐ CORPORATE CARD ☐ PERSONAL CARD

\_\_\_\_\_

CARD NUMBER

EXPIRY DATE CVV \_\_\_\_\_

Card Holder \_\_\_\_\_

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

I hereby authorize the use of this credit card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.

## SHIPMENT INFORMATION

Pick Up Date \_\_\_\_\_ Time \_\_\_\_\_ Delivery Date \_\_\_\_\_ Time \_\_\_\_\_

TYPE

PIECES

DIMENSIONS (Inches)

WEIGHT (LBS)

Cartons / Boxes \_\_\_\_\_

Crates / Fiber Case \_\_\_\_\_

Skid / Pallet \_\_\_\_\_

Carpet / Other \_\_\_\_\_

L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Total Pieces \_\_\_\_\_

Total LBS \_\_\_\_\_

Requested Service Level

☐ AIR

☐ 2<sup>ND</sup> DAY

☐ TRUCK

Additional Services Required

☐ LIFT GATE

☐ INSIDE PICKUP / DELIVERY

## CARGO INSURANCE / DECLARED VALUE

The declared value of 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 a value is declared below and applicable charges paid. Subject to the terms and conditions of the liability of the Forwarder for loss/damage stated below. Cargo insurance will not apply or cover any electronic goods. (Additional fees for Cargo Insurance will apply)

Do you require additional Insurance?

☐ YES

☐ NO

Declared Value \$ \_\_\_\_\_

## TERMS & CONDITIONS

This order is placed with the specific understanding that we hereby release BorderWorx 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) BorderWorx shall not be responsible for damage to uncrated materials, improperly packaged or concealed damage. 2) BorderWorx will not be responsible for any loss/damage/delay due to fire, acts of God, strikes, lockouts of any kind beyond its control. 3) BorderWorx liability is outlined in the above Cargo Insurance/Declared Value section. Please ensure you are self-insured, or you must declare a value for carriage and pay the charges applicable for the service. 4) BorderWorx 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 damaged to an exhibitor's materials which make it impossible or impractical to exhibit same. 5) Each exhibitor is responsible to declare all hazardous materials and abide by all Federal, Provincial, State and local laws. **I have read and agreed to the Terms and Conditions of this contract with BorderWorx Logistics, LLC.**

Print Name \_\_\_\_\_

Signature/Authorization \_\_\_\_\_

Date \_\_\_\_\_

FOR MORE INFORMATION CONTACT:

BorderWorx Logistics Services

T: 716-216-6714 | TradeShows@BorderWorx.com | www.BorderWorx.com





# INTERNATIONAL & U.S. CUSTOMS



US and International shipments entering Canada require specialized documentation. BorderWorx can expedite the time-consuming and confusing paperwork involved. We can handle all inbound and outbound customs documents, eliminating unnecessary and time-consuming delays at border crossings. Our in-house Customs Brokerage team ensures your clearances are being handled by licensed professionals with years of experience and long-standing relationships with Canada Border Services Agency. You will pay Duty and Tax only of items you intend to leave in Canada; everything else is a FLAT Fee. Easy, eh?

## We offer full-service Logistics solutions including:

- All modes of transportation including land, air and sea
- Local cartage service, tailgate, driver assist
- Real time freight tracking and tracing
- Canada, U.S. and International Customs Clearances
- Temporary imports, on-site clearances, ATA carnets
- On-site representation and around the clock contact information



## FOR MORE INFORMATION CONTACT:

BorderWorx Logistics Services  
T: 716-216-6714 Ext 500  
TradeShow@BorderWorx.com  
[www.BorderWorx.com](http://www.BorderWorx.com)



# Customs Services Order Form

BILL TO				RETURN FREIGHT			
<b>COMPANY NAME</b>				<b>COMPANY NAME</b>			
ADDRESS _____				ADDRESS _____			
ADDRESS _____				ADDRESS _____			
CITY _____		STATE PROV _____		CITY _____		STATE PROV _____	
		ZIP/ POSTAL CODE _____				ZIP/ POSTAL CODE _____	
CONTACT _____				CONTACT _____			
PHONE # _____		FAX _____		PHONE # _____		FAX _____	

## SHIPMENT INFORMATION

TYPE	PIECES	DIMENSIONS (Inches)			WEIGHT (LBS)
Cartons / Boxes	_____	L _____	W _____	H _____	_____
Crates / Fiber Case	_____	L _____	W _____	H _____	_____
Skid / Pallet	_____	L _____	W _____	H _____	_____
<b>Total Pieces</b>	_____				<b>Total LBS</b>

[illegible]

## CUSTOMS RATES

ALL CLEARANCES ARE FLAT FEE SHPPPER RESPONSIBLE FOR ANY DUTY & TAX			CLEARANCE TO SHOW			CLEARANCE FROM SHOW		
			Customs Entry Fee	Document Handling	Linehaul to Canada	Customs Entry Fee	Document Handling	Linehaul from Canada
REGULAR	Mon – Fri	CUSTOMS & LINEHAUL	\$55.00	\$84.00	\$165.00	\$55.00	\$84.00	\$165.00
SPECIAL	Sat – Sun	CUSTOMS & LINEHAUL	\$125.00	\$95.00	\$225.00	\$125.00	\$95.00	\$225.00

## DUTY & TAX

Duty and Tax will be charged on any items that are to remain in Canada. All charges will be charged with customs.

## PAYMENT

Note: You must complete a credit card authorization form if you are paying by cheque

☐ VISA ☐ MASTERCARD

CVV			
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**SUB TOTAL**

CARD NUMBER

EXPIRY DATE

I have read and understand the Terms & Conditions of my agreement with BorderWorx

CARD HOLDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## TERMS & CONDITIONS

This order is placed with the specific understanding that we hereby release BorderWorx Logistics, LLC, its employees and/or agents from all liability for loss, theft and/or damage of or to our merchandise and property, no matter how caused, and that we have insured all such properties being handled. This charge is only for duration of show, any shipments brought back to our warehouse will be subject to charges.

- Refunds will not be given on orders canceled on-site.
- A 50% refund will be allowed on all written cancellations received 7 days prior to set-up, excluding display rentals and signage.
- All claims/discrepancies must be settled prior to show closing.
- No cheques will be accepted on-site.