EXHIBITOR ORDER FORMS

PPFIC SHOW 2020
Crown Plaza Niagara Falls - Fallsview Hotel -
Niagara Room, Brock Room, Foyer
June 22 - 25, 2020

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
Welcome to BorderWorx!

We are pleased to be appointed Official Service Contractor for PPFIC SHOW 2020. 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.

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.

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

PPFIC SHOW 2020
CROWN PLAZA NIAGARA FALLS - NIAGARA ROOM
JUNE 22-25, 2020

To complete your forms online, view the show schedule or print order forms, go to www.BorderWorx.com/TradeShows.
Credit Card Authorization

<table>
<thead>
<tr>
<th>SHOW</th>
<th>PPFIC SHOW 2020</th>
<th>DEADLINE DATE</th>
<th>June 8, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>CROWN PLAZA NIAGARA FALLS - NIAGARA ROOM</td>
<td>SHOW DATES</td>
<td>June 22-25, 2020</td>
</tr>
</tbody>
</table>

COMPANY INFORMATION

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>BOOTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>PROV / STATE</td>
</tr>
<tr>
<td>CONTACT</td>
<td>TITLE</td>
</tr>
<tr>
<td>TEL</td>
<td>EXT</td>
</tr>
</tbody>
</table>

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

CARD NUMBER

CVV

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 additional 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

<table>
<thead>
<tr>
<th>CRATED/SKIDDED</th>
<th>Skidded materials or materials in a shipping container that can be unloaded at loading dock with no additional handling.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCRATED</td>
<td>Loose or pad-wrapped shipments; machinery without proper lifting bars or hooks.</td>
</tr>
<tr>
<td>SPECIAL HANDLING</td>
<td>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.</td>
</tr>
<tr>
<td>SMALL PACKAGE</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 25, 2020

No shipments will be accepted as advance warehouse status on or after June 15, 2020

<table>
<thead>
<tr>
<th>SHOW</th>
<th>PPFIC SHOW 2020</th>
<th>FORM DEADLINE DATE</th>
<th>June 8, 2020</th>
</tr>
</thead>
</table>

**LOCATION**
CROWN PLAZA NIAGARA FALLS - NIAGARA ROOM

**SHOW DATES**
June 22-25, 2020

<table>
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<tr>
<th>COMPANY</th>
<th>BOOTH #</th>
</tr>
</thead>
</table>

**ADDRESS**

**CONTACT**

**TEL**

**FAX**

**RATES**

Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 5:00 p.m.

<table>
<thead>
<tr>
<th>TIME</th>
<th>PRICE PER CWT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRATED</td>
<td>UNCRATED</td>
</tr>
<tr>
<td>CRATED</td>
<td>UNCRATED</td>
</tr>
<tr>
<td>REGULAR TIME</td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>OVERTIME</td>
<td>Mon – Fri Before 8:00 am or after 5:00 pm</td>
</tr>
<tr>
<td>Sat – Sun All day</td>
<td>Holidays All day</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WEIGHT (LBS)</th>
<th>CWT</th>
<th>RATE</th>
<th>ESTIMATED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRATED/SKIDDED SHIPMENT</td>
<td>_____</td>
<td>$______</td>
<td>_______</td>
<td></td>
</tr>
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<td>_____</td>
<td>$______</td>
<td>_______</td>
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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

<table>
<thead>
<tr>
<th>CARD NUMBER</th>
<th>EXPIRY DATE</th>
<th>CVV</th>
</tr>
</thead>
</table>

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/discrepencies must be settled prior to show closing.
- No cheques will be accepted on-site.
USA ADVANCE WAREHOUSE

EXHIBITION FREIGHT

FROM

ADVANCED SHIPMENT

TO

EXHIBITING COMPANY

BOOTH NUMBER

PPFIC SHOW 2020

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

DIRECT TO SHOW SITE

EXHIBITION FREIGHT

FROM

DIRECT SHIPMENT

TO

EXHIBITING COMPANY

BOOTH NUMBER

PPFIC SHOW 2020

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

CANADIAN ADVANCE WAREHOUSE
EXHIBITION FREIGHT

FROM

TO

EXHIBITING COMPANY

BOOTH NUMBER

PPFIC SHOW 2020

SHOW

C/O BORDERWORX C/O CANADABW LOGISTICS
8699 Stanley Ave., Niagara Falls ON L2G 0E1

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

DIRECT TO SHOW SITE
EXHIBITION FREIGHT

FROM

TO

EXHIBITING COMPANY

BOOTH NUMBER

PPFIC SHOW 2020

SHOW

CARRIER

NUMBER OF PIECES _______ OF _______

CALL FOR DELIVERY APPOINTMENT
1-716-216-6714 EXT 500
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.
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</tr>
</tbody>
</table>
**CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH THIS SERVICE**

### RATES

Exhibitor is responsible for carrier wait times for shipments direct to show

<table>
<thead>
<tr>
<th>TIME</th>
<th>PRICE PER CWT (200 lb minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRATED</strong></td>
<td><strong>UNCRAVED</strong></td>
</tr>
<tr>
<td><strong>REGULAR TIME</strong></td>
<td><strong>CRATED</strong></td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>$64.00</td>
</tr>
<tr>
<td>8:00 am – 5:00 pm</td>
<td></td>
</tr>
<tr>
<td><strong>OVERTIME</strong></td>
<td><strong>CRATED</strong></td>
</tr>
<tr>
<td>Mon – Fri</td>
<td>$77.00</td>
</tr>
<tr>
<td>Sat – Sun</td>
<td></td>
</tr>
<tr>
<td>Before 8:00 am or after</td>
<td></td>
</tr>
<tr>
<td>5:00 pm</td>
<td></td>
</tr>
<tr>
<td>All day</td>
<td></td>
</tr>
<tr>
<td><strong>ON-SITE ORDERS</strong></td>
<td><strong>CRATED</strong></td>
</tr>
<tr>
<td>A 25% surcharge will be applied to on-site orders.</td>
<td></td>
</tr>
<tr>
<td><strong>OFF-TARGET SHIPMENTS</strong></td>
<td><strong>CRATED</strong></td>
</tr>
<tr>
<td>A 30% surcharge will be applied to off-target shipments.</td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WEIGHT (LBS) (200 lbs minimum)</th>
<th>CWT</th>
<th>RATE (per shipment)</th>
<th>ESTIMATED TOTAL (Final total will be adjusted according to shipment weight)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRATED/SKIDDED SHIPMENT</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>UNCRATED SHIPMENT</td>
<td></td>
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<td>$</td>
<td></td>
</tr>
</tbody>
</table>

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.

### SMALL PACKAGE (not to exceed 30 lbs)

<table>
<thead>
<tr>
<th>WEIGHT (LBS)</th>
<th>QTY</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$65.00</td>
<td></td>
</tr>
</tbody>
</table>

### PAYMENT

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

<table>
<thead>
<tr>
<th>CARD NUMBER</th>
<th>SUB TOTAL</th>
<th>TOTAL USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
**Labour Service Form**

**Location:** CROWN PLAZA NIAGARA FALLS - BROCK ROOM  
**Show Dates:** June 22-25, 2020

**Company:**  
**Address:**  
**City:**  
**Provincial Province/State:**  
**Postal Code/Zip Code:**  
**Contact:**  
**Title:**  
**Email:**  
**Tel:**  
**Ext:**  
**Fax:**  

---

**Show**

PPFIC SHOW  
**Deadline Date:** June 8, 2019

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**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**

<table>
<thead>
<tr>
<th>Regular Time</th>
<th>Mon - Fri</th>
<th>8:00 a.m. – 4:00 p.m.</th>
<th>$94.00 / hour / man</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime</td>
<td>Mon – Fri Sat – Sun</td>
<td>4:00 p.m. – 6:00 p.m. 8:00 a.m. – 4:00 p.m.</td>
<td>$138.00 / hour / man</td>
</tr>
<tr>
<td>Double Time</td>
<td>Mon – Fri Sat – Sun All Holidays</td>
<td>After 6:00 p.m. After 4:00 p.m.</td>
<td>$225.00 / hour / man</td>
</tr>
</tbody>
</table>

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**Installation Labour**

***Exhibitor must report to BorderWorx Service Desk to receive labour***

- **Date Required:**  
- **Start Time Required:**  
- **Exhibitor Supervised:**  
- **Exhibitor Contact Name:**  
- **BorderWorx Supervised:**  
- **Rate:**  
- **Total:**  
- **Superintendence:**  
- **Contact Name:**  

---

**Dismantle Labour**

***Exhibitor must report to BorderWorx Service Desk to receive labour***

- **Date Required:**  
- **Start Time Required:**  
- **Exhibitor Supervised:**  
- **Exhibitor Contact Name:**  
- **BorderWorx Supervised:**  
- **Rate:**  
- **Total:**  
- **Superintendence:**  
- **Contact Name:**  

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**Pick-Up Information**

- **Carrier:**  
- **Pick-Up Date:**  
- **Pick-Up Time:**  
- **A.M:**  
- **P.M:**

---

**Payment**

- **VISA:**  
- **MasterCard:**  
- **CVV:**  
- **Card Number:**  
- **Expiry Date:**  

---

**Terms & Conditions**

- No cheques will be accepted on site.
- If exhibitor is supervising labour, the Exhibitor must check labour in and out at the BorderWorx service desk.
- BorderWorx reserves the right to change rates and charge a minimum fee of 1 hour per labourer.
- Actual totals and amounts will be adjusted according to final hours.

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**BorderWorx Logistics, LLC**

6405 Inducon Drive W, Sanborn NY 14132

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

- 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**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>IRS #</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>PROV</th>
<th>ZIP/Postal</th>
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<tbody>
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<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE #</th>
<th>FAX</th>
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<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**DELIVERY ADDRESS**

<table>
<thead>
<tr>
<th>BOOTH NUMBER:</th>
<th>SHIP TO USA ADVANCE WAREHOUSE</th>
<th>SHIP TO CANADIAN ADVANCE WAREHOUSE</th>
<th>SHIP DIRECT TO SHOW VIA USA</th>
<th>SHIP DIRECT TO SHOW VIA CANADA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**BILL TO**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>PROV</th>
<th>ZIP/Postal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE #</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**RETURN FREIGHT**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tbody>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

- [ ] VISA
- [ ] MASTERCARD
- [ ] CORPORATE CARD
- [ ] PERSONAL CARD

<table>
<thead>
<tr>
<th>CARD NUMBER</th>
<th>EXPIRY DATE</th>
<th>CVV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Pick Up Date</th>
<th>Time</th>
<th>Delivery Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PIECES</th>
<th>DIMENSIONS (Inches)</th>
<th>WEIGHT (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartons / Boxes</td>
<td></td>
<td>L W H</td>
<td></td>
</tr>
<tr>
<td>Crates / Fiber Case</td>
<td></td>
<td>L W H</td>
<td></td>
</tr>
<tr>
<td>Skid / Pallet</td>
<td></td>
<td>L W H</td>
<td></td>
</tr>
<tr>
<td>Carpet / Other</td>
<td></td>
<td>L W H</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Pieces</th>
<th>Total LBS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested Service Level</th>
<th>AIR</th>
<th>2ND DAY</th>
<th>TRUCK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Services Required</td>
<td>LIFT GATE</td>
<td>INSIDE PICKUP / DELIVERY</td>
<td></td>
</tr>
</tbody>
</table>

**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 damage 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 ____________

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FOR MORE INFORMATION CONTACT:
BorderWorx Logistics Services
T: 716-216-6714 | TradeShows@BorderWorx.com | www.BorderWorx.com
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
# Customs Services Order Form

## BILL TO
- **COMPANY NAME**
- **ADDRESS**
- **ADDRESS**
- **CITY**
- **STATE**
- **PROV**
- **ZIP/POSTAL CODE**
- **CONTACT**
- **PHONE #**
- **FAX**

## RETURN FREIGHT
- **COMPANY NAME**
- **ADDRESS**
- **ADDRESS**
- **CITY**
- **STATE**
- **PROV**
- **ZIP/POSTAL CODE**
- **CONTACT**
- **PHONE #**

## SHIPMENT INFORMATION

<table>
<thead>
<tr>
<th>TYPE</th>
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<td></td>
</tr>
<tr>
<td>Skid / Pallet</td>
<td></td>
<td>L W H</td>
<td></td>
</tr>
</tbody>
</table>

**Total Pieces**

**Total LBS**

## COUNTRY GOODS MADE

<table>
<thead>
<tr>
<th>HTS CODE (IF KNOWN)</th>
<th>DESCRIPTION OF GOODS</th>
<th>QTY</th>
<th>UNIT</th>
<th>TOTAL</th>
<th>RETURN TO USA</th>
</tr>
</thead>
</table>

**Values are for Customs Purposes Only**

## CUSTOMS RATES

<table>
<thead>
<tr>
<th>REGULAR</th>
<th>Mon – Fri</th>
<th>CUSTOMS &amp; LINEHAUL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>$55.00</strong> $84.00 $165.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL</th>
<th>Sat – Sun</th>
<th>CUSTOMS &amp; LINEHAUL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>$125.00</strong> $95.00 $225.00</td>
</tr>
</tbody>
</table>

**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.

- **CARD NUMBER**
- **CVV**
- **EXPIRY DATE**
- **SUB TOTAL**
- **TOTAL USD**

- **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.

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

- **CARD HOLDER**
- **SIGNATURE**
- **DATE**