

Section 7: Shipping & customs

This section offers information on the various shipping options available to Exhibitors. PDAC strongly recommends you utilize the services of the Official Show Carriers noted below.

Official carriers, shipping

- **Ground carrier:** GES
- **Air freight (domestic and international):** North American Logistics Services

Ground shipment

Advance warehouse

- GES offers free 30 day advance warehousing to all Exhibitors
- Shipping crated materials to the advance warehouse will ensure that your materials will be delivered to the show on time, and will receive priority unloading status
- All goods must be scheduled to arrive at the warehouse no later than **FEBRUARY 22, 2018**
- Uncrated, loose materials or fragile materials requiring special handling **will not** be accepted by the advance warehouse, due to difficulties in handling and storage
- Local cartage charges will be applied to Exhibitors not using GES for transportation
 - See the ***Advanced Warehouse Order Form – use appropriate order form for North or South Building*** at the end of this section for more information
 - All shipments must be prepaid
- Once your materials arrive at the Show, you must make arrangements to move your shipment from the unloading area to your booth
 - Since shipping does not include delivery to your booth, you or a company representative must be present to deliver your materials to your booth, or you must obtain **material handling** services through GES as outlined in Section 5, page 40

Advanced Label requirements: Crated or boxed materials should be identified with a label including the number of pieces in the shipment on each item as follows:

Name of Exhibiting Company & Booth Number
C/O GES/PDAC 2018
6130 Netherhart Rd
Mississauga, ON L5T 1B7
Canada
___ of ___ pieces

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Direct to Show site

There is no pre-event storage available at the MTCC or Convention hotels. Items arriving at the MTCC before the scheduled move-in times will not be accepted, and will be returned at the shipper's expense.

Shipping options

Exhibitors are responsible for shipping their display and merchandise to either the warehouse in advance of the Show or directly to the Show using the following options.

OPTION #1 USING THE OFFICIAL SHOW CARRIER

- **Advance warehousing:** GES offers free 30 day advance warehousing to all Exhibitors
- **Shipping quote:** Complete the enclosed forms found in the back of this section to obtain a quotation for delivery of your materials to the show
- **Arrival on show site:** Once GES arrives at the show site, you must make arrangements to move your shipment from the unloading area to your booth
 - Shipping does not include delivery to your booth
 - You or a representative of your company must be present at the dock to deliver your materials to the booth or you must obtain material handling services through GES, as identified in Section 5, page 40 to unload and reload
 - Should Exhibitors fail to make arrangements to remove their goods from the unloading area, Show Management has instructed GES to perform the material handling services at the Exhibitor's expense
 - All GES charges in this case are the sole responsibility of the Exhibitor and accounts must be paid in full at the GES Service Desk prior to move-out

Label requirements: Crated or boxed materials should be identified with a label including the number of pieces in the shipment on each item as follows:

South Building Label requirements:

Name of Exhibiting Company & Booth Number
C/O GES /PDAC 2018
Metro Toronto Convention Centre – South Building
222 Bremner Blvd
Toronto, ON M5V 3L9 Canada
___ of ___ pieces

North Building Label requirements:

Name of Exhibiting Company & Booth Number
C/O GES /PDAC 2018
Metro Toronto Convention Centre – North Building, Hall C
255 Front St W
Toronto, ON M5V 2W6 Canada
___ of ___ pieces

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Please refer to the *Shipping Order Form* from GES at the end of this section.
DUE PRIOR TO SHOW.

OPTION #2 USING A TRANSPORT, VAN LINE OR COMPANY VEHICLE

- If you choose to use a transport, van line or your company vehicle, you must provide them with all the information provided in Section 5 including the directions and location of the marshalling yard and show floor plan
- Every effort will be made to ensure that your carrier will be able to access the loading docks as indicated for your booth in the move-in schedule; however, there may be delays at the unloading area
- It is your responsibility to arrange for timely delivery and pick-up to and from the show as provided in the move-in and move-out schedule
- If using this option, you must ensure that your agreement includes the delivery of materials to your booth
- The carrier you select must be prepared to wait in line for unloading
 - Some carriers may charge waiting time, and resulting delays will impact your set-up schedule and staffing cost that result from unplanned overtime rates
 - Waiting times, delays and extra charges can be avoided by shipping to the advance warehouse

OPTION #3 DIRECT DELIVERY TO SHOW SITE BY LOCAL COURIER

- **Hand-carried packages:** If you need to ship hand-carried packages (which do not require a loading dock) directly to the Show, Exhibitors may arrange for small packages to be sent to the MTCC during move-in or during regular show hours ONLY
- You must instruct the courier, in advance, that it is expected they deliver directly to the booth
- **The MTCC and Show Management will not accept shipments on behalf of an Exhibitor**
 - If the courier cannot locate a person from your company to accept the shipment, it will be sent back with the driver
 - Dollies will NOT be available at the main entrance to the South and North Buildings
 - If couriers do not have their own dolly, they must proceed to the Marshalling Yard for instructions

Steps for securing a courier to deliver to the show:

- Provide the courier with your booth number and a copy of the floor plan identifying your booth location
- Advise the courier to go to the Exhibitor Registration Desk on Level 600 of the MTCC South Building or Level 300 of the North Building, and request a Move-in/Move-out Pass to allow them access to the show floor; otherwise they will be refused entry

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- Label your package clearly with your booth number and company name
- Ensure there is someone in your booth to receive the delivery

Air Freight

Arrangements have been made with **North American Logistics** to handle all domestic and international air freight shipments. Please see the **North American Logistics** form for more information. **DUE PRIOR TO SHOW.**

Customs Broker

- **North American Logistics** has been named the Official Show Customs Broker to handle customs clearance for the convenience of Exhibitors who ship materials from the United States and internationally

North American Logistics will:

- Arrange international air freight
- Coordinate customs clearance delivery to the MTCC
- Post all 35% security deposits
- Ensure Canadian Customs clears the Exhibitor's goods
- Coordinate customs clearance and transportation back to the required destination.

International Exhibitors must present a copy of the letter from the **Canada Border Services Agency** to Canada Customs officials at the time of entry into Canada. This form can be found at the back of this section.

For further information on Canada Customs requirements, please see the North American Logistics **Custom Clearance Information** and order forms at the end of this section. **DUE PRIOR TO SHOW.**

Glossary of Shipping and Customs terms

Bonded materials

As there are specific regulations for Exhibitors using their own trucks or methods of transportation other than the official carrier, Exhibitors should advise North American Logistics well in advance of their bonded freight's expected arrival.

Ground transport

Contact GES, the Official Show Carrier for international bonded freight at 905 283 0573. GES will transport all consigned goods directly to the Show site with minimum involvement by the exhibiting company. All US shipments will be marked for delivery to GES at the advance warehouse address.

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Hand baggage

For Exhibitors who wish to personally bring exhibit goods with them such as hand baggage on an airplane, you must declare all goods to the Canada Customs inspector at the airport, informing them that you are attending the PDAC 2016 Convention and that the event is "registered with Customs". The inspector will then give you a document that will allow you to proceed. This document in turn must be given to a North American Logistics representative at the Show site when you arrive. At that time, the necessary inbound and return documentation will be prepared. North American Logistics will provide you with a copy of the Canada Border Services Agency Customs and Excise letter.

Private vehicles

If you will be driving in a private vehicle with your goods, it is necessary that you notify North American Logistics at least one month in advance so that the proper documentation can be prepared for the border crossing point. This will ensure brief or no delays. North American Logistics will provide you with a copy of the Canada Border Services Agency Customs and Excise letter.

Return shipping

GES and North American Logistics personnel will be onsite to coordinate the outgoing materials and freight from the show. It is the Exhibitor's responsibility to ensure that all transportation arrangements have been made.

Surface couriers

The Customs Broker strongly discourages the use of parcel post services such as UPS due to the fact that they are not a CBSA-bonded carrier and their limited tracking/proof of delivery capabilities may result in potentially lengthy customs delays and difficulties.