



DAVIDSON & SONS

CUSTOMS BROKERS LTD

EVENT LOGISTICS SERVICES

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DAVIDSON & SONS
CUSTOMS BROKERS LTD

100
YEARS



23rd Annual Meeting of the Organization for Human Brain Mapping (OHBM)



OFFICIAL SUPPLIER



DAVIDSON & SONS
CUSTOMS BROKERS LTD
EVENT LOGISTICS SERVICES

CUSTOMS BROKERAGE & EXHIBIT TRANSPORTATION SERVICES

CUSTOMS BROKERAGE

The service of a customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. The **Organization for Human Brain Mapping (OHBM)** has appointed **DAVIDSON & SONS CUSTOMS BROKERS (D&S)** as the **OFFICIAL CUSTOMS BROKER** for the **23rd Annual Meeting of the Organization for Human Brain Mapping (OHBM)** taking place at **The Vancouver Convention Centre** over the dates of **June 25-29, 2017**. D&S staff will assist exhibitors with their entry/import and return/export of goods.

OHBM and **D&S** have officially registered the conference with the **Canada Border Services Agency (CBSA) International Events & Convention Services Program (IECSP)** so special duty & tax free importation privileges and the unique **"Border-to-Show"** service have been granted for the show. **D&S is the authorized broker** to customs clear all exhibit and display materials into Canada right in the exhibit hall at the Vancouver Convention Centre, and D&S' professionally licensed customs brokers will provide exhibitors with their entry/import and return/export of goods from move-in until move-out.

D&S provides advance information to exhibitors about Canada's admissibility requirements as well as customs importation procedures. D&S will assist in preparing export documentation, bills of lading, and arrange U.S. customs clearance for return ground/air freight through our U.S. office. Prior to shipping, the enclosed Order Form and Canada Customs Invoice must be completed and sent to **Stefanie Lane**, E-mail: stefanie@davidsonandsons.com, or Fax: **604-681-2601**. Three copies must accompany the shipment.

Exhibitors using their own broker must arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Private Vehicles (PV)

With the introduction of AECI (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) has become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to U.S. Customs at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / PAPS requirements are subject to penalties. Carrier/PV penalties are set at **\$5,000.00 USD for the first infraction, and \$10,000.00 USD for each infraction thereafter**. If you plan to drive to the show with your goods, please contact Davidson & Sons at once for further instructions.

EXHIBIT TRANSPORTATION

To facilitate the most efficient and cost effective service possible, **DAVIDSON & SONS (D&S)** has been appointed as the **OFFICIAL EXHIBIT TRANSPORTATION CARRIER / FREIGHT FORWARDER** for the **23rd Annual Meeting of the Organization for Human Brain Mapping (OHBM)** taking place at **The Vancouver Convention Centre** over the dates of **June 25-29, 2017**. It is not compulsory to use D&S, but the **OHBM** strongly advises and recommends that you do. This service will also facilitate only one invoice for both your transportation and customs clearance requirements.

Complete the enclosed Order Form and send to **Stefanie Lane**, E-mail: stefanie@davidsonandsons.com, or Fax: 604-681-2601. Please contact D&S as soon as possible to schedule the pick-up of your materials.

Please contact D&S as soon as possible to arrange p/u of your materials as booking early will reduce your shipping costs, and if you are shipping from outside Canada D&S will ensure your customs documentation is completed in compliance with the Canada Border Services Agency's rules and regulations. Use two labels on each shipping case and clearly mark your booth number as well.

If you have a shipping or customs clearance related question, or wish to receive a quote for either service, please contact:

Stefanie Lane
Telephone:
E-mail:

Event Manager
604-681-5132
stefanie@davidsonandsons.com



Customs & Transportation Services Order Form

Please accept this as authority for Davidson and Sons Customs Brokers LTD., located at #1220 - 1188 W. Georgia Street, Vancouver, BC V6E 4A2; business number 101291300RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Davidson and Sons Customs Brokers LTD., Standard Trading Conditions, including but not limited to: 1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and 2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Davidson and Sons Customs Brokers LTD., full power and authority to appoint a sub-agent, where required. This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

☐ Continuous Authority granted

Show/Event Name: NAME OF THE EVENT/ SHOW YOU ARE ATTENDING	Show/Event Dates: DATES THE SHOW/EVENT IS BEING HELD
Services Required (please check one):	
<input checked="" type="checkbox"/> Customs Clearance and Transportation	<input type="checkbox"/> Customs Clearance Only
<input type="checkbox"/> Transportation Only	<input type="checkbox"/> Advance Warehouse

Shipper Info.	Company Name: ABC COMPANY
	IRS #: 12-3456789
	Address: 123 SOMEPLACE AVENUE SUITE 123
	City: NEW YORK State/Prov: NY Zip/Post: 10000
	Contact Name: JOHN SMITH Tel: 555-555-1234
	E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-4321

Delivery Info.	Company Name: ABC COMPANY Booth #: 100
	Facility Name: SHOW/EVENT VENUE NAME
	Address: VENUE ADDRESS
	City: VANCOUVER State/Prov: BC Zip/Post: V0C 0X0
	On-site Contact: JANE DOE Cell: 555-555-9999
	E-mail: JDOE@ABCCOMPANY.COM

Return Freight Info.	<input checked="" type="checkbox"/> Same as Shipper
	Company Name: ABC COMPANY
	IRS #: 12-3456789
	Address: 123 SOMEPLACE AVENUE SUITE 123
	City: NEW YORK State/Prov: NY Zip/Post: 10000
	Contact Name: JOHN SMITH Tel: 555-555-1234
E-Mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-4321	

Billing Info.	<input checked="" type="checkbox"/> Same as Shipper
	Company Name: ABC COMPANY
	Importer # (if applicable):
	Address: 123 SOMEPLACE AVENUE SUITE 123
	City: NEW YORK State/Prov: NY Zip/Post: 10000
	Contact Name: JOHN SMITH Tel: 555-555-1234
E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-4321	

Terms of Payment and Security Deposit – MUST BE COMPLETED		
Payment Info.	Charge to: <input type="checkbox"/> Visa <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
	Cardholder Name: JOHN SMITH Title: CFO	
	Credit Card Number: 1234 5678 9123 4567 Expiry Date: 01/19 CVC: 123	
	I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00).	
	Cardholder Signature: <i>John Smith</i> Date: DD/MM/YYYY	

Shipment Info.	Carrier Name (if not using DS): NAME OF TRANSPORTATION COMPANY				Carrier Contact Name: TRANSPORTATION COMPANY CONTACT PERSON				
	Carrier Contact Tel: TRANSPORTATION COMPANY PHONE #				Carrier Contact E-mail: TRANSPORTATION COMPANY E-MAIL ADDRESS				
	Pick-up Date: DATE TRANSPORTATION COMPANY WILL PICK - UP FREIGHT				Hours of Operation: HOURS THAT YOUR COMPANY IS OPEN FOR PICK-UP				
	Delivery Date: DATE THAT THE FREIGHT NEEDS TO BE DELIVERED				Delivery Time/Window: MUST BE DELIVERED BETWEEN.. (TIMES)				
	# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	@ Weight (lbs) Each	Per Piece	Total	
	2	BOXES	@ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56	112
	1	SKID	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400	400
			@ Dimensions (Inches) Each				@ Weight (lbs) Each		
			@ Dimensions (Inches) Each				@ Weight (lbs) Each		
			@ Dimensions (Inches) Each				@ Weight (lbs) Each		
3	Total					Total Weight:		512	
Requested Service Level: <input type="checkbox"/> Air <input type="checkbox"/> 2 nd Day <input checked="" type="checkbox"/> Truck <input type="checkbox"/> Other: _____									
Additional Services Required: <input checked="" type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick Up/Delivery <input type="checkbox"/> Weekend Pick Up/Delivery									

Cargo Insurance / Declared Value
This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for 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 additional Cargo Insurance has been arranged with Davidson and Sons LTD. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Davidson and Sons LTD. for more information on Cargo Insurance.

Terms & Conditions
This order is placed with the specific understanding that we hereby release Davidson and Sons LTD. 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) Davidson and Sons LTD. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Davidson and Sons LTD. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Davidson and Sons LTD. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Davidson and Sons LTD. 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 materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

Client Signature
I have read and agree to the terms of this contract.
Signature: <i>John Smith</i>
Name: JOHN SMITH
Title: CFO
Date: MM/DD/YYYY

Accepted by Davidson & Sons Customs Brokers LTD.
Signature:
Name:
Title:
Date:



Customs & Transportation Services Order Form

Please accept this as authority for Davidson and Sons Customs Brokers LTD., located at #1220 - 1188 W. Georgia Street, Vancouver, BC V6E 4A2; business number 101291300RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in Davidson and Sons Customs Brokers LTD., Standard Trading Conditions, including but not limited to: 1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and 2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant Davidson and Sons Customs Brokers LTD., full power and authority to appoint a sub-agent, where required. This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

☐ Continuous Authority granted

Show/Event Name:		Show/Event Dates:	
Services Required (please check one):			
Customs Clearance and Transportation	Customs Clearance Only	Transportation Only	Advance Warehouse

Shipper Info.	Company Name:		
	IRS #:		
	Address:		
	City:	State/Prov:	Zip/Post:
	Contact Name:	Tel:	
E-mail:		Fax:	

Delivery Info.	Company Name:		Booth #:
	Facility Name:		
	Address:		
	City:	State/Prov:	Zip/Post:
	On-site Contact:	Cell:	
E-mail:			

Return Freight Info.	<input type="checkbox"/> Same as Shipper		
	Company Name:		
	IRS #:		
	Address:		
	City:	State/Prov:	Zip/Post:
Contact Name:	Tel:		
E-Mail:		Fax:	

Billing Info.	<input type="checkbox"/> Same as Shipper		
	Company Name:		
	Importer # (if applicable):		
	Address:		
	City:	State/Prov:	Zip/Post:
Contact Name:	Tel:		
E-mail:		Fax:	

Payment Info.	Terms of Payment and Security Deposit – MUST BE COMPLETED			
	Charge to:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
	Cardholder Name:	Title:		
	Credit Card Number:	Expiry Date:	CVC:	
	I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00).			
	Cardholder Signature:	Date:		

Shipment Info.	Carrier Name (if not using DS):				Carrier Contact Name:			
	Carrier Contact Tel:				Carrier Contact E-mail:			
	Pick-up Date:				Hours of Operation:			
	Delivery Date:				Delivery Time/Window:			
	# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height		Per Piece	Total
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
		@ Dimensions (Inches) Each				@ Weight (lbs) Each		
Total						Total Weight:		
Requested Service Level: <input type="checkbox"/> Air <input type="checkbox"/> 2 nd Day <input type="checkbox"/> Truck <input type="checkbox"/> Other: _____								
Additional Services Required: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick Up/Delivery <input type="checkbox"/> Weekend Pick Up/Delivery								
Cargo Insurance / Declared Value								
This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for 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 additional Cargo Insurance has been arranged with Davidson and Sons LTD. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Davidson and Sons LTD. for more information on Cargo Insurance.								

Terms & Conditions	
This order is placed with the specific understanding that we hereby release Davidson and Sons LTD. 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) Davidson and Sons LTD. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Davidson and Sons LTD. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Davidson and Sons LTD. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Davidson and Sons LTD. 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 materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.	

Client Signature	
I have read and agree to the terms of this contract.	
Signature:	
Name:	
Title:	
Date:	

Accepted by Davidson & Sons Customs Brokers LTD.	
Signature:	
Name:	
Title:	
Date:	



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse) ABC Distributing Company 125 Elm Street New York, NY 66666-6666		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 4/3/2007		
4. Consignee (name and address) - Destinataire (nom et adresse) ABC Distributing Company / Booth 234 International Computing Event c/o Event Facility 100 Anywhere Street VANCOUVER, BC V7W 2P6		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur) 10-9999999		
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada Davidson and Sons, New York, NY		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) No sale involved		
		6. Country of transshipment - Pays de transbordement N/A		
		7. Country of origin of goods Pays d'origine des marchandises Various - See Below		
		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.		
		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.) No sale involved		
		10. Currency of settlement - Devises du paiement USD		
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente	
			14. Unit price Prix unitaire	15. Total
2 pcs	Wooden Crates - Display Booth (backwalls, lights, graphics, carpets) - USA	1	\$5,000.00	\$5,000.00
2 pcs	Cartons - Advertising Brochures / Catalogs / Technical Literature - USA	1000	\$0.10	\$100.00
1 pc	Carton - Plastic Key Chains - CHINA	50	\$0.50	\$25.00
1 pc	Carton - Books - USA	50	\$1.00	\$50.00
3 pcs	Cases - Computers - CHINA	3	\$1,000.00	\$3,000.00
2 pcs	Cases - Computer Monitors - JAPAN	2	\$500.00	\$1,000.00
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net N/A		17. Invoice total Total de la facture \$9,175.00
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse) ABC Distributing Company 125 Elm Street New York, NY 66666-6666		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour achat (iii) Export packing Le coût de l'emballage d'exportation		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)	
		10. Currency of settlement - Devises du paiement	
11. Number of packages Nombre de colis	12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire
			15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale		16. Total weight - Poids total Net Gross - Brut	
		17. Invoice total Total de la facture	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada (iii) Export packing Le coût de l'emballage d'exportation		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat (iii) Export packing Le coût de l'emballage d'exportation	
		25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.