



Shipping and customs brokerage for meetings and conventions

Welcome to e-Health 2015

The following pages contain important information pertaining to:

- **Freight Forwarding and Shipping**
- **Customs Brokerage**

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

- Service Order Forms – to arrive at Events on the Move's office by: May 22, 2015
- Forms received after this date will still be accepted however, a surcharge may apply.
- Quote requests must be received in our office two business days prior to the above noted cut off date.

Shipping Procedures

Once Events on the Move picks up your shipment from your office or warehouse from anywhere around the world, you won't need to worry about the logistics of getting your product into the show. We complete all the paperwork, bill of lading and all the proper documentation pertaining to your shipment.

Customs Brokerage

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

Advance Warehouse

Shipping early saves money. If you are able to send your shipment two or three weeks in advance, you can take advantage of the free advance warehouse when using our shipping services and save money on transportation charges. Please do not send materials to the office address. We will advise the warehouse address upon receipt of your form.

Return Shipping

Don't worry about planning the return shipping. We will complete your bill of lading and supply your shipping labels.

Requesting Services

Email the Service Order Form to serviceorderform@eventsonthemove.com and we will take care of the rest.

We look forward to working with you soon!



**e-Health 2015
 Metro Toronto Convention
 Centre, North
 Toronto, ON
 May 31-June 3, 2015**



Events on the Move
 Service Order Form

Meetings and
 Conventions

*Everything should be
 this easy!*

**Questions? Call 604-647-0130
 Or call toll free 1-877-355-1116
 Email this form to
 serviceorderform@eventsonthemove.com**

Shipping
 Customs Brokerage

Company Information

Company Name:		Booth #:	
Contact Name:	On-Site Contact Name:		
Email Address:	On-Site Contact Cell Phone Number:		
Telephone Number:	Fax Number:	Alt Number:	

Payment Options

Please indicate which credit card you would like us to apply your payment on:

Visa MasterCard Name on Card _____

Card Number: _____ Expiration Date: _____

Paid invoices will be sent to you along with your credit card receipt if requested.

Address for Invoice and Receipt:		Tel #
		Fax #
City:	State / Province:	Postal Code / Zip Code:

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE TRUTH OF THE STATEMENTS CONTAINED HEREIN & HAVE READ AND UNDERSTOOD THE 2 PAGES OF LIMITS OF LIABILITY FOUND AT THE END OR BACK OF THIS DOCUMENT.

APPLICANT SIGNATURE: _____ DATED: _____

Shipping Services

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

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

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

Where are we picking this up from?

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

Any comments on Pick up Location? (ie. Lift gate, residential...)

After the Show: Return my shipment to the pick up address **OR:** Return my shipment to the address below

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

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

_____ Day _____ Month _____ Year _____ Time

Customs Brokerage Services

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

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

Cargo Insurance

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

You must check one of these boxes and initial here! _____

NOTE: If the request for cargo insurance is not indicated and initialed, your shipment will NOT be insured.

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

Indicate Currency for Limits and Premium: Canadian Dollars US Dollars

For shipment value over \$1000 deductible amount is \$500.00. For shipment value under \$1000 deductible amount is \$250.00. Indicate Trip coverage required:

Trip	Deductible	Coverage Limit	Rate *	Premium
<input type="checkbox"/> Inbound: One Way shipping into the event **Maximum Limit \$50,000	\$500.00 / \$250.00	\$.005	\$
<input type="checkbox"/> Outbound: One Way shipping out of the event **Maximum Limit \$50,000	\$500.00 / \$250.00	\$.005	\$
<input type="checkbox"/> Round Trip into and out of the event **Maximum Limit \$50,000	\$500.00 / \$250.00	\$.0075	\$
CLAIMS: Report all claims to Eagle Underwriting (Pacific) Inc. Phone: (604) 683-0506 Fax: (604) 683-0588 Subject to the terms and conditions of Open Cargo Policy #50V0030		Premium Total: (Minimum Premium \$ 50)		\$
Administration Fee:				\$ 50
Total Payable				\$

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

Administration Use	Open Cargo Policy Number 50V0030	Certificate Number:
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ADVANCE WAREHOUSE:

***Exhibitor name/e*-Health 2015**
C/O YRC Reimer
6130 Netherhart Road
Mississauga, ON L5T 1B7