



# Exhibition Services

a division of PF Collins Customs Broker Ltd.  
PO Box 5514, 251 East White Hills Road  
St. John's, NL A1C 5W4 Tel. 709-726-7596 Fax. 709-726-7590  
pfcollins@pfcollins.com

## **ARE YOU TRAVELLING TO ST. JOHN'S FOR A TRADE SHOW?**

PF Collins provides a one-stop shop for exhibitors traveling to the St. John's area to attend professional trade shows or exhibitions. We will arrange freight forwarding of your exhibition materials directly from any worldwide location, arrange customs clearance on your behalf and carry out local pick-up, distribution and storage for you.

## **INFORMATION FOR ALL EXHIBITORS**

### **I. Arranging Freight Forwarding**

When PF Collins books your freight, we apply international transport expertise, reliable worldwide agents, competitive freight rates, knowledge of transportation equipment and access to quality services in Canada and around the world to get your goods moving. We offer superior cargo handling and maximize timely delivery through pre-planning and lead times.

For a quote on your shipment, please contact:

**Exhibition Services**  
**Bonnie St. Croix**  
**tel: 709-726-7596**  
**email: bstcroix@pfcollins.com.**

### **II. Shipping Instructions**

- PF Collins will accept shipments up to 15 days prior to your exhibition set-up date. Our storage fees are included in the handling fee schedule provided below. Exhibitors should note that their shipments must be received at our warehouse in advance of the show. Call us to find out the deadline for materials for your particular trade show. Due to the extra effort involved to expedite late arrivals, please be advised that any shipments not arriving within prescribed time frames may be subject to late charges.
- For exhibitors who utilize PF Collins' freight forwarding services to St. John's (on direct inbound moves to the Show), PF Collins will provide up to **30 days** free storage prior to move-in to the show.
- Shipments must be properly packaged and/or crated with correct address labels.
- Shipments must be forwarded to PF Collins with **ALL** charges prepaid (collect shipments will be refused).
- The exhibitor is responsible for ensuring there is adequate insurance on the materials from the time they leave their premises, until they are returned at the end of the show.



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- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, dimensions and description of goods. A copy should be faxed immediately to PF Collins at fax number 709-726-7590.
- Shipments must be consigned to the PF Collins warehouse address as follows:

Name of Exhibiting Company, Booth No.

**NAME OF EXHIBITION**

c/o P F Collins Exhibition Services

275 East White Hills Road, St. John's NL A1A 5X7

- The exhibitor is responsible for delivery of shipments to our warehouse at the above address (unless utilizing PF Collins freight forwarding services).
- Outgoing shipments will be sent to destinations as per your instructions (see enclosed order form). Exhibits left with no return instructions will be returned collect freight to exhibitors address.
- Exhibitors must provide return address labels and Bill of Lading prior to exhibit move-out.

### **III. Arranging Customs Clearance**

Goods entering Canada from a foreign country, even for temporary use, require Customs clearance. PF Collins can provide this service for you. The following are some simple rules that you should be aware of:

#### **(i) Goods for Temporary Entry**

- Canada Customs allow display goods to be imported on temporary admission permits when for display at designated conventions or public exhibitions. The maximum length of stay for these goods is six months.
- Customs require a security deposit (by cash or bond) payable to their department. However, PF Collins can offer our clients the use of our company bond.
- Goods imported for display must be exported or reshipped in bond under Customs supervision at the end of the convention or exhibition and the Temporary Admission Permit and the bond must be cancelled. Please advise PF Collins so this matter can be arranged at the end of the show.

#### **(ii) Goods to Remain in Canada**

- Please note that the above rules apply to items that you bring in and plan to take out of Canada. Items that remain in the country (such as pens, key chains, brochures, or other items which are given away or sold at trade shows) must be duty and tax paid. Please advise PF Collins of items requiring duty/tax payment.
- Because Customs bonds are payable on the value of your goods, we must receive a list of the goods shipped and the value of each article.

For shipments requiring customs clearance, please include the following statement on your shipping label: **For customs clearance by: PF Collins Customs Broker, Fax 709-726-7590.**