



## Tips for shipping to the IBTTA 87<sup>th</sup> Annual Meeting and Exhibition in Halifax, Canada

### 1. Our Official Customs Broker ConsultExpo Inc. will guide you!

IBTTA has appointed an official customs broker ConsultExpo Inc. who will guide you when sending your exhibit material to Halifax. They will assist with the customs clearance of your exhibit material and as requested the shipping of your goods.

As a reminder, Passports are required for all travel to Canada additionally, find out if you need a Visa or Electronic Travel Authorization document by visiting this link:

<http://www.cic.gc.ca/english/visit/visas.asp>

### 2. Ship on Time

Plan to have your materials sent to the Global Convention Services advance warehouse. Please ship on time and ensure to send ConsultExpo your completed customs forms ***prior*** to your goods leaving so they may review for customs compliancy.

### 3. The Do's and Don'ts of shipping via a courier

If shipping via courier (Fedex / UPS / DHL) you will still need your materials customs cleared in Canada. Please complete and return the ConsultExpo forms ***prior*** to your materials leaving and advise your courier ConsultExpo will act as your customs broker. If not using ConsultExpo as the customs broker, please ensure to send your shipment with all customs fees ***prepaid*** to your account. If working with ConsultExpo, they will require your courier name and *tracking number*. Please do not ship via postal service!

### 4. Complete Customs Documents

Prior to shipping, please ensure to complete ConsultExpo's documentation. ConsultExpo can also email you their forms or you can download them at:

[www.consultexpoinc.com/forms](http://www.consultexpoinc.com/forms). ***All shipments entering Canada must be accompanied by a completed Canada customs invoice.*** For personalized assistance, we invite you to contact:

Mike Patterson  
Operations Manager



Tel: 514.482.8886 Ext. 4

Mobile: 514.513-5641

Email: [mikep@consultexpoinc.com](mailto:mikep@consultexpoinc.com)

[www.consultexpoinc.com](http://www.consultexpoinc.com)