

## TIPS FOR CHI 2018 THE PALAIS DES CONGRES, MONTRÉAL

### 1. Your Customs Broker ConsultExpo will guide you!

If you plan on sending exhibit, or registration material to Montréal, we highly recommend consulting a custom broker a minimum of **2-6** months prior. They will assist with officially registering your event with the *Canada Border Services Agency*. 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

It is important to allow sufficient transit time for your material to arrive in Montréal. We recommend shipping to the Freeman advance warehouse and providing ConsultExpo with your carrier's name and tracking number.

### 3. The Do's and Don't's of shipping via a courier

If shipping via courier (Fedex / UPS / DHL), please ensure to send your shipment with all fees **prepaid** to your account. Do not ship via postal service!

### 4. Complete Customs Documents

Prior to shipping to Montreal, ensure you complete the necessary customs forms that must accompany your shipment. All shipments entering Canada must be accompanied by a completed Canada customs invoice.

### 5. Foreign Convention Incentive Program (FCTIP) rebate filing

Most, but not all, related convention supplies incurred are eligible for a full GST/PST refund. ConsultExpo will advise meeting planners if they qualify for this rebate, and if so, walk them through the necessary steps to achieve a refund.

For personalized assistance, we invite you to contact:

<p>Mike Patterson</p>  <p><b>CONSULTEXPO</b> CUSTOMS   SHIPPING   TAX SERVICES</p> <p>Tel: 514.482.8886 Ext. 4 Mobile: 514.513.5641 Email: <a href="mailto:mikep@consultexpoinc.com">mikep@consultexpoinc.com</a> <a href="http://www.consultexpoinc.com">www.consultexpoinc.com</a></p>	<p>John Santini - Director of Operations</p>  <p><b>CONSULTEXPO</b> CUSTOMS   SHIPPING   TAX SERVICES</p> <p>Tel: 514.482.8886 Ext. 1 Mobile: 514.709.0781 Email: <a href="mailto:johns@consultexpoinc.com">johns@consultexpoinc.com</a> <a href="http://www.consultexpoinc.com">www.consultexpoinc.com</a></p>
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