



*Shipping and customs
brokerage for meetings
and conventions*



Shipping and Customs Brokerage Services Proposal and Agreement

For

NWACUHO 2018 ANNUAL CONFERENCE

Victoria Conference Centre

Victoria, BC

February 12-14, 2018

Presented to:

Brian Kerrick
President / NAWACUHO
University of Washington
1045 NE Campus Pkwy
PO Box 355610, Seattle WA
USA 98195-5610
president@nwacuho.org
Tel: 206-685-6614

Provided by:

Sheri Catchpole
Events on the Move Inc.
Customs and Shipping
12340 Horseshoe Way
Richmond, BC V7A 4Z1
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EVENTS ON THE MOVE

Customs & Freight Logistics

November 30, 2017

Brian Kerrick
President / NAWACUHO
University of Washington
1045 NE Campus Pkwy
PO Box 355610, Seattle WA
USA 98195-5610

Dear Mr. Kerrick,

Thank you for the opportunity to provide a proposal for shipping and customs brokerage on your upcoming **NWACUHO 2018 Annual Conference**. Your exhibitors will have peace of mind knowing they are working with a company dedicated to the meeting & convention industry and dedicated to their success. The following pages outline our company background and the proposed relationship. Please don't hesitate to contact us anytime and our team looks forward to working with you on your upcoming event.

With kind regards,

EVENTS ON THE MOVE INC.

Sheri Catchpole
Managing Director & Logistics Specialist

Tel: 604 647 0130

Email: scatchpole@eventsonthemove.com

Experience and Reputation



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The following is a proposal for the **NWACUHO 2018 Annual Conference** and outlines the services available to you and your exhibitors when selecting Events on the Move Inc. as your official shipper and customs facilitator. It also offers a brief overview of the company and speaks to our in-depth knowledge and expertise in shipping and customs.

When working with our company you and your clients will experience a level of service, support and dedication that is unsurpassed. Specifically, below are a few highlights that set us apart:

WHY WORK WITH EVENTS ON THE MOVE?

Industry Knowledge

We are a dedicated shipping company working exclusively in the meeting and convention industry with years of combined shipping experience.

Track Record

We have an extremely high success record of on time delivery of our shipments. All of your freight is tracked daily and delivered to our warehouse in advance of the show or on site. This ensures your freight arrives when and where it needs to.

Reputation

We are the preferred shipping and customs facilitator at the Victoria Conference Centre as well as at other conference facilities in Vancouver.

COMPANY OVERVIEW

Events on the Move Inc. is a customs facilitator and freight forwarding company dedicated to the global meeting and convention industry. Our entire staff is dedicated to ensuring your exhibitors and sponsors have a successful event. We have serviced many of the largest events in the cities of Vancouver and Victoria and have acquired ample international experience.



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OUR SERVICES

Shipping & Cargo Insurance

Shipping with Events on the Move Inc. means shipping with peace of mind. Our carrier will pick up your shipment and deliver it to our warehouse prior to the event move-in day to ensure on-time delivery. As a freight forwarder, Events on the Move Inc. has the flexibility to choose the best carrier to meet your needs. We have limitless options for shipping and will match your needs with the right carrier for the job. Whether it's a small box that needs to be flown overnight, or a display booth on our economical ground service, we will ensure your shipment gets to where it needs to be on time.

Paperwork can often be confusing and time consuming for exhibitors. That is why we complete all bills of lading, air waybills, cargo and customs manifests, and shipping labels. Our service continues by daily tracking to ensure all materials are on schedule and, where necessary, freight can be intercepted and re-manifested en-route. All you have to do is pack your shipment and we will take care of the rest!

Most carriers don't offer insurance for trade show goods. However, we can safeguard your materials by providing the opportunity to purchase cargo insurance. Our global underwriter is experienced in the shipping of tradeshow materials and offers competitive rates with an efficient claims process.

Customs Brokerage

Event Recognition is an important aspect for your meeting or convention and Events on the Move Inc. will take you every step of the way to ensure your program applies for special privileges that may be available to you. These privileges include on site custom clearance (border to show) and duty and tax relief, minimizing any import duties your shipment may traditionally incur. We work with the Canada Border Services Agency's International Events and Convention Services Program (IECSP) on your behalf to request Event Recognition and privileges for duty and tax relief under tariff classifications 9993.00.00, 9830.00.00 and Border to Show privileges. There is no need for you to contact Canada Customs directly. Event Recognition also provides you with an Event Recognition Letter. This is a useful document to be made available to your exhibitors and delegates attending your event.

Advance Warehouse

The best way to ensure that materials arrive on time for an event is to have them delivered to the host city long before the event even begins. However, hotels and convention centers don't want any materials delivered to them before the day of the move in. That's why we provide a warehouse for all freight to be consolidated in for up to 30 days in advance. Exhibitors now have the ability to deliver their materials at their convenience with the peace of mind knowing that they can no longer be delayed by customs, weather or countless other shipping issues. We then deliver all consolidated freight to the venue for the event move in.

Reliability and Peace of Mind



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Customs & Freight Logistics

Material Handling

Events on the Move Inc. provides seamless service right to the booth. Working with us for material handling services means that exhibitors deal with only one company to have their shipments picked up and delivered directly to their booth. We will be on-site during the move-in process to ensure all materials are received from the various carriers in good order and are waiting at the individual booth spaces when exhibitors arrive. We will also store exhibitor crates and boxes during the show, return them at the close of the event, and load all goods onto outbound carriers.

Fees and Rates

There is no charge to have us involved with your program and appointed the official supplier and never any charge to obtain your letter of recognition from Canada Customs. Our goal is to ensure your event is successful and our advice and recommendations are always complimentary. Our fees for shipping, customs, warehousing and material handling are billed directly to the exhibitor. Our rates are competitive and we can always provide a quote prior to shipping.

Streamline Your Shipment



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EXPERIENCE & PREVIOUS CONVENTIONS/MEETINGS:

Events on the Move Inc. has worked with countless organizations providing shipping and customs service for international events. 100% of our efforts and resources are dedicated to the success of the meeting industry. This is all we do, and we do it well.

The following are a few of the associations, congresses and companies that we have had the pleasure of working with.

- American Intellectual Property Law Association
- Association of Professional Biologists
- BC Recreation & Parks Association
- Canadian Parking Association
- CAUBO – Canadian Association of University Business Officers
- CUCE - Canadian Underwater Conference & Exhibition
- Discover Communications
- Get Ready, Get Local
- Gluten Free Health & Wellness
- IEEE – Institute of Electrical & Electronic Engineers
- ITS – Intelligent Transportation Society of Canada
- MCI Group: IPPI (World Intellectual Property Congress)
- Staples Advantage
- Truck Loggers Association
- Vancouver Island Gastrointestinal Group
- Vitamin Show
- Western Canada Symposium



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SERVICE AGREEMENT

November 30, 2017

The following is an agreement between:

Events on the Move Enterprises Inc.
12340 Horseshoe Way
Richmond, BC
V7A 4Z1

AND

NAWACUHO
University of Washington
1045 NE Campus Pkwy
PO Box 355610, Seattle WA
USA 98195-5610

Events on the Move Enterprises Inc. ("Events on the Move") is pleased to be providing the following services for:

NAWACUHO 2018 ANNUAL CONFERENCE
Victoria Conference Centre
720 Douglas Street, Victoria, BC V8W 3M7
Feb 12-14, 2018

Freight Forwarding

Events on the Move Inc. will offer to provide Freight Forwarding services to all of your Exhibitors will be the only appointed supplier for these services and bill directly to the exhibitor.

Customs Brokerage

Events on the Move Inc. will be appointed the customs facilitator for this event and will apply to Canada Border Services Agency's International Events and Convention Services Program (IECSP) on your behalf to request Event Recognition and privileges for duty and tax relief under tariff classifications 9993.00.00 and 9830.00.00. Qualification for these tariff classifications will be approved or determined by the IECSP.

Service Agreement



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Customs & Freight Logistics

Events on the Move Inc. will offer to facilitate Customs Brokerage services to all of your exhibitors. These services include facilitating Customs entries into Canada as well as return Customs entries from point of origin. Services will be billed directly to the exhibitor. Events on the Move Inc. will be the only appointed supplier for these services.

Advance Warehouse

Events on the Move Inc. will be appointed the Official Supplier for advance warehousing services for this event. Advance Warehousing includes receiving materials up to 30 days prior to the event and receiving materials back to our warehouse after the close of the event. Services will be billed directly to the exhibitor.

Material Handling

Events on the Move Inc. will be the official provider of material handling services for your event. Material handling services include receiving and signing for all goods delivered to the facility, unloading all goods from trucks or loading docks, delivering goods to the booth location, storing all empty crates, boxes, etc. during the event, returning empty crates, boxes etc. to the booth at the close of the show, and loading all goods onto the outbound carrier. Services will be billed directly to the exhibitor. Events on the Move will be the only provider of these services.

Additional Terms

Show Management is to ensure all exhibitors are informed of the services Events on the Move Inc. is providing for this event.

Show Management is to provide Events on the Move Inc. with an exhibitor list 45 days prior to the event move in day. This list should indicate the full names of the exhibitors, phone numbers and email addresses.

Events on the Move Inc. will offer the above services to your organization and all participants and exhibitors. We understand that we will be recognized as the Official Supplier in all literature and websites that pertain to the above noted event.

Exhibitors will be required to complete a Service Order Form to Events on the Move Inc. prior to any services being performed.

Service Agreement



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Changes, Additions or Deletions

Any changes, additions or deletions by either party will not be agreed upon or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

Acceptance

Both parties have agreed to this Service Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by **NWACUHO, Seattle WA USA**

Signature: _____

Brian Kerrick, President

Date _____

Approved and authorized by **Events on the Move Enterprises Inc.**

Signature:

Sheri Catchpole

Managing Director & Logistics Specialist

Dated: November 30, 2017

Service Agreement