



Exhibitor's Prospectus

Orthodox Church in America's 14th All-American Council

July 17-22, 2005

Exhibit Rules, Regulations and General Information

This constitutes your contractual agreement with the Orthodox Church in America, hereinafter referred to as the OCA, and the 14th All-American Council, hereinafter referred to as the AAC.

You are cordially invited to participate and exhibit at the 14th All-American Council to be held in Toronto, Ontario, Canada at the Sheraton Centre Toronto Hotel, 123 Queen Street West, Toronto, Ontario, M5H 2M9 Canada, *Phone* 416-361-1000, *Fax* 416-947-4854. A brochure and hotel room registration form is included with this prospectus.

The Council's Exhibit Hall will be located in the Sheraton Hall which is directly across from the main Ballroom where all Council plenary sessions and liturgical services will be held. In addition to the informational displays on the ministries and institutions of the OCA, there will be a large number of commercial exhibitors offering products and services to the council participants from our parishes and institutions. You are encouraged to join them in this location.

TENTATIVE EXHIBIT SCHEDULE

| | | |
|----------------------|--------------------|-----------------|
| <i>Booth Set-up</i> | Friday, July 15 | 3 PM - 11 PM |
| <i>Booth Set-up</i> | Saturday, July 16 | 8 AM - 12 PM |
| <i>Exhibit Hours</i> | Saturday, July 16 | 1 PM - 8 PM |
| | Sunday, July 17 | 1 PM - 9 PM |
| | Monday, July 18 | 9:30 AM - 9 PM |
| | Tuesday, July 19 | 8:30 AM - 9 PM |
| | Wednesday, July 20 | 8:30 AM - 9 PM |
| | Thursday, July 21 | 9:30 AM - 11 AM |
| <i>Breakdown</i> | Thursday, July 21 | 11 AM - 1 PM |

SPACE RENTAL

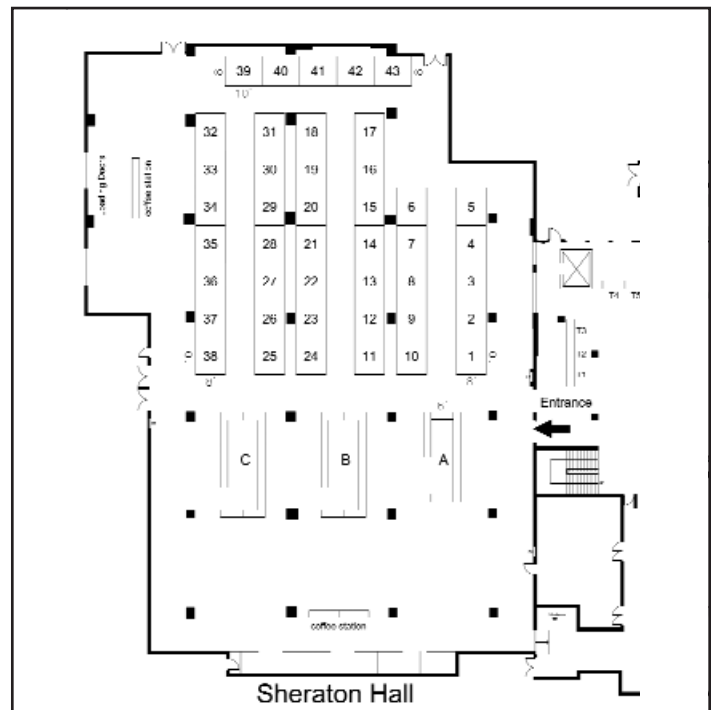
The rental fee for a booth will be \$600, with additional booths available at \$400 each, and additional tables at \$150.

The 8' x 10' booth package includes: (1) 2' x 8' skirted table; 8' back draping; 3' side drape dividers; (2) chairs; a wastebasket; a 7" x 44" identification sign; general lighting; advance publicity; and security during non-Exhibit hours from set-up on Friday until breakdown on Thursday.

APPLICATION FOR SPACE

Any qualified vendors wanting to rent space in the exhibit area must complete and return the attached contract application with a \$300 deposit. Applications and deposits must be received by June 3, 2005. All exhibit space will be assigned on a first-come, first-served basis, upon acceptance of the contract application and deposit.

Full refund of this deposit will be made for space cancellations received prior to June 10, 2005. There will be no refunds after this date. The full balance of the rental fee will be due no later than June 24, 2005.



INFORMATION FOR EXHIBITORS

Complete exhibitor information will be furnished to each applicant whose contract is accepted by the AAC. This will include information on shipment of exhibit material, electrical requirements, rental furniture, and special construction. This information will be sent to exhibitors well in advance of this Council. Goods shipped through the Customs Broker (Mendelssohn) the AAC is employing will be delivered to the Exhibit Hall loading dock for Friday setup. A packet containing information on discounted airline fares, ground transportation, and car rentals will be sent upon receipt of Application and Deposit. Information on hotel reservations is included with this prospectus.

EXHIBIT SPONSOR AND MANAGEMENT

Council exhibits will be under the sponsorship and direction of the OCA and AAC at all times. Acceptance of an application and deposit for exhibit space does not imply or express endorsement of the applicant's products or services. When accepted, the application for exhibit space constitutes a valid contract for the right to use the space assigned.

INSTALLATION AND DISMANTLING OF EXHIBITS

Booth Set-up will take place on Friday, July 15 from 3 PM - 11 PM and on Saturday, July 16 from 8 AM - 12 PM. Breakdown will take place from 11 AM - 1 PM on Thursday, July 21. The exhibit area is to be completely vacated by 1 PM on Thursday, July 21, 2005. All expenses associated with setting up and moving out exhibits and displays shall be the responsibility of the individual exhibitor.

EXHIBITOR REPRESENTATIVE RESPONSIBILITY

Each exhibitor must name one person to be their representative in connection with installation, operation, and removal of their exhibit. This representative shall be authorized to enter into contractual agreements, for which the exhibitor will be held responsible. All exhibits must be properly staffed during all show hours. Early breakdown is not allowed.

USE OF EXHIBIT SPACE

No exhibitor shall reassign, sublet or share the whole or any part of his or her assigned space. Exhibits may not project beyond assigned space nor interfere with traffic. The AAC reserves the right to restrict exhibits that may detract from the character of the exhibit hall as a whole. This reservation would apply to persons, literature or any other thing that may be objectionable to the OCA, the AAC or the exhibition as a whole.

CARE OF EXHIBITS

Signs and other exhibit material may not be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might deface or mar hotel or convention center property or furnishings. Damage resulting from failure to observe this rule shall be the sole liability of the exhibitor. GES Exhibitions can provide hooks for display materials.

DEFAULT OF EXHIBITOR

Contracts may not be cancelled after June 10, 2005. No refund will be made for space not used during all or part of the exhibition. Should space be unoccupied at the opening of the exhibition, the AAC reserves the right to rent or use it without notice or obligation or refund.

AMENDMENTS

The AAC has full power to interpret and enforce all of the rules and regulations contained herein, as well as the power to amend these rules and add further rules and regulations as it shall consider necessary for the proper conduct of the exhibition.

LIABILITY, SECURITY AND INSURANCE

- A) The Exhibitor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to the OCA for the period commencing on the first Move-in date and terminating on the last Move-out date. The policy shall name the OCA as loss insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the Exhibitor's presence or operations at the Council. The policy shall provide coverage of at least \$1,000,000.00 for each separate occurrence. At the request of the OCA, the Exhibitor shall provide the OCA with a copy of such policy.
- B) The Exhibitor is responsible to insure its own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident or other cause and accepts all risks associated with the use of the exhibit space and its environs. The Exhibitor shall not make any claim or demand or take any legal action, whatsoever, against the OCA, its employees, agents, entities or volunteers, the Council sponsors or the facility in which the Council is held, for any loss, damage or injury howsoever caused, to the Exhibitor, its officers, directors, agents, representatives, volunteers, and employees or their respective property.
- C) Neither the OCA nor the hotel facility will assume liability for loss or damage, through any cause, of equipment, products, goods, exhibits or other materials owned, rented or leased by the Exhibitor.

ENTRANCE INTO CANADA

To assist with your entrance into Canada, *Mendelssohn - Customs and Transportation Services* has been appointed as the Official Customs Broker and Transportation Provider for the Orthodox Church in America 14th All-American Council held at the Sheraton Centre Hotel, July 17-22, 2005. If you haven't shipped exhibit materials to Canada before, you may be concerned about how it is going to work. Organizers for the Orthodox Church in America have taken steps to insure that exhibiting in Canada is a seamless process.

WHY DO YOU NEED TO USE A CUSTOMS BROKER?

The service of a customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. Mendelssohn has been appointed as the official customs broker and will maintain staff on-site from the first move-in day to the last move-out day, assist exhibitors with their entry/import and return/export of goods.

A comprehensive customs guide entitled *Canada Bound* is enclosed to assist in the preparation and distribution of documents. This guide contains the required customs information, all the necessary inventory and regulation forms with examples for easy completion. Prior to shipping, a set of completed documents should be faxed to Mendelssohn, and the originals sent with the shipment.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Equipment and exhibits for the show may be brought in free of duties and taxes on a temporary basis. However, if exhibitors bring in goods for sale, or if any goods remain in Canada, full duties (*if applicable*) and taxes must be paid to the Canadian Government. Mendelssohn has made arrangements with Canada Customs for a bond to cover all importation for this show.

As the Official 14th AAC Customs Broker and Transportation Provider, Mendelssohn will provide the following services to Exhibitors:

- ♦ Preparation of all Customs import and export documentation, which can be found in the Mendelssohn's *Canada Bound* guide, and submission of document entries to Canada Customs and Revenue Agency;
- ♦ Post the required bonds and a 7% security deposit with Canada Customs;
- ♦ Arrange customs clearance return for ground/air freight;
- ♦ Assistance with routing of goods to Canada, to clear your materials through Canadian Customs;
- ♦ Tracing of shipments using Bill of Lading or Pro. No., both incoming and outbound;
- ♦ Consultation regarding rates of duty applicable for sales effected at the show;
- ♦ Preparation of return Bill of Lading and export documents, and US clearance, if required, through their US border service;
- ♦ Distribution of export documents necessary for complying with US border requirements, prior to the close of the Council;
- ♦ No weekend delivery charges; and
- ♦ 24 hour staff availability and on-site representation to consult and assist you throughout the Council.
- ♦ The most cost effective domestic / international air and ground transportation rates (*rates will be determined on an individuals requirements*);
- ♦ Guaranteed special customs brokerage rates/services should an exhibitor require this service offering with a discount on the customs brokerage fees to the exhibitor if the exhibitor also utilizes their international air and/or ground or domestic air and/or ground freight transportation services. To obtain a customs-clearance or shipping quote, please contact Mendelssohn directly;
- ♦ Deliver/pick-up in major US cities;
- ♦ Free advance warehousing for up to 30 days;
- ♦ Tracking and monitoring the transit of exhibitor materials;
- ♦ No cartage fees;

PRIVATE VEHICLE (*personal or rental vehicle*)

If you plan to drive a private vehicle or rental truck to the AAC, it is suggested that you contact Mendelssohn to discuss what options are available to you.

SHIPPING TO CANADA

In order to facilitate the most efficient and cost effective service possible, Mendelsohn has been appointed the official transportation carrier to handle exhibit shipments. It is not compulsory for exhibitors to use Mendelsohn, but we strongly advise and recommend that you do.

This service will not only include free advance warehouse storage for up to 30 days but will also facilitate only one invoice for both your customs and transportation requirements.

ADVANCE WAREHOUSE

Advance shipments (*Domestic and International*) are to be consigned to the Advance Warehouse as follows:

Exhibitor Name / Booth Number (*if known*)
Orthodox Church in America / 14th All-American Council
c/o ABF / Mendelsohn
15 Strathearn Avenue
Brampton, ON L6T 4P1

ADDITIONAL THINGS TO KNOW BEFORE COMING TO THE 14TH ALL-AMERICAN COUNCIL

Be sure to review this checklist to ensure a successful exhibit at the Orthodox Church in America's 14th All-American Council.

- ♦ To help ease your border crossing, bring a copy of the *Letter of Recognition* from Canadian Customs that is enclosed with this prospectus.
- ♦ Review the necessary forms (T4A-NR) available at www.ccr.ca/tax/nonresidents/faq-e.html for reporting Canadian tax liability.
- ♦ Review the *Non-resident Exhibitor and Foreign Convention Refunds* booklet and Form GST386 at www.ccr.ca/visitors to learn more about what refunds are available to you on Canadian taxes as an exhibitor at the 14th All-American Council.
- ♦ If you plan to *only display or demonstrate* your products during the Council, you *don't need* a work permit. If however, you plan to sell any goods during the Council, you *will need* a Canadian work permit. Applications for a Canadian work permit are available at any port of entry, appropriate documentation and the *Letter of Recognition* from Canadian Customs will be required. Additional information on work permits is available at www.cic.gc.ca/english/visit/

FOR QUESTIONS / FURTHER 14TH AAC RELATED INFORMATION, PLEASE CONTACT:

Jean-Ellen DeSpain, Exhibits Services Manager for the 14th All-American Council
c/o Prime Osborn Convention Center
1000 Water Street
Jacksonville, FL 32204

Office 904-630-4005
Mobile 904-534-0509
Email jdespain@coj.net or jdespain@bellsouth.net

FOR FURTHER CUSTOMS RELATED INFORMATION, PLEASE CONTACT:

Mario Mendes, Event Coordinator
Mendelsohn - Customs and Transportation Services
69 Yonge Street, Suite 400
Toronto, Ontario M5E 1K3

Office 416-863-9339 ext. 240
Toll-free 800-665-4628
Cell 416-419-4186
Fax 416-863-5149
Email mmendes@livingstonintl.com
Web www.mend.com

For your information, Mendelsohn has provided the following scenarios beginning on the next page, to help you understand how simple and easy it is to be a vendor in Canada for the 14th All-American Council in Toronto. *We look forward to seeing you there!*

SCENARIO 1:

Exhibitor is shipping across the border and not selling

Exhibitor is bringing a number of display items into Canada via a bonded carrier. Nothing will be sold, but orders will be taken at the event. All items, except for a few handouts (*literature*) will be returning to the U.S. at the conclusion of the event.

Customs Information Required

- ♦ **Order Form (pg. F1)** - This form contains event information, return shipment information, payment information, and billing information. It also acts as a Power of Attorney that allows Mendelsohn to act on the exhibitors behalf where Canada Customs is concerned.
- ♦ **Canada Customs Invoice (pg. F3)** - This form is an inventory of the goods being brought into Canada. It lists the number of packages, description of the goods, countries of origin, quantities, unit values, and total values.

Procedure for Exhibitor:

- ♦ Complete required forms.
- ♦ Fax forms to Mendelsohn.
- ♦ Have shipment picked up by carrier (*preferably through Mendelsohn's Shipping Services*).
- ♦ Provide Mendelsohn with tracking information.

Duties & Taxes Assessed:

Display Items

- ♦ No duties or taxes assessed because goods are returned to the US at the conclusion of the event.

Literature

- ♦ No duties or taxes assessed because the goods are valued at less than \$25.00 CDN per unit and are handed out free of charge at the event.

SCENARIO 2:

Exhibitor is shipping goods and handing out samples

Exhibitor is shipping a number of display items, and candles (*with the name of their company and the event name, city, and year on them*) into Canada via a trucking company (*Canada Customs Bonded Carrier*). All items will return to the US upon completion of the event except for the candles that will be given away as souvenirs.

Customs Information Required

- ♦ **Order Form (pg. F1)** - This form contains event information, return shipment information, payment information, and billing information. It also acts as a Power of Attorney that allows Mendelsohn to act on the exhibitors behalf where Canada Customs is concerned.
- ♦ **Canada Customs Invoice (pg. F3)** - This form is an inventory of the goods being brought into Canada. It lists the number of packages, description of the goods, countries of origin, quantities, unit values, and total values.

- ♦ **Tracking Number** - Tracking information should be given to Mendelsohn once the goods have been picked up by the carrier. This allows Mendelsohn to ensure that the shipment arrives at the correct destination and will be delivered on the correct date and time.

Procedure for Exhibitor:

- ♦ Complete required forms.
- ♦ Fax forms to Mendelsohn.
- ♦ Have shipment picked up by carrier (*preferably through Mendelsohn's Shipping Services*).
- ♦ Provide Mendelsohn with tracking information.

Duties & Taxes Assessed:

Display Items

- ♦ No duties or taxes assessed because goods are returned to the U.S. at the conclusion of the event.

Candles

- ♦ No duties or taxes assessed because the goods are considered official show paraphernalia and are handed out free of charge at the event.

Scenario 3:

Exhibitor is shipping and selling

Exhibitor is shipping a number of display materials as well as a number of items to sell at the event. The items will be arriving via FedEx. All display materials and items not sold will be returning the US upon completion of the event.

For example, the items to be sold include the following:

| | |
|-----|--|
| 100 | Robes (made in US) valued at \$30.00 CDN each |
| 50 | CD's (made in US) valued at \$10.00 CDN each |
| 25 | Video tapes (made in Korea) valued at \$7.00 each. |

At the conclusion of the event, the following items have been sold:

| | |
|----|--|
| 90 | Robes at \$30.00 CDN each - total of \$2,700.00 CDN |
| 45 | CD's at \$10.00 CDN each - total of \$450.00 CDN |
| 20 | Video tapes at \$7.00 CDM each - total of \$140.00 CDN |

Customs Information Required:

- ♦ **Order Form (pg. F1)** - This form contains event information, return shipment information, payment information, and billing information. It also acts as a Power of Attorney that allows Mendelsohn to act on the exhibitors behalf where Canada Customs is concerned.
- ♦ **Canada Customs Invoice (pg. F3)** - This form is an inventory of the goods being brought into Canada. It lists the number of packages, description of the goods, countries of origin, quantities, unit values, and total values.
- ♦ **U.S. Textile Declaration (pg. F8)** - This form contains information to meet US Textile requirements for textiles returning to the US after an event.

- ♦ **Air Waybill / Tracking Number** - Tracking information should be given to Mendelssohn once the goods have been picked up by the carrier. This allows Mendelssohn to ensure that the shipment arrives at the correct destination and will be delivered on the correct date and time.

Procedure for Exhibitor:

- ♦ Complete required forms.
- ♦ Fax forms to Mendelssohn.
- ♦ Have shipment picked up by carrier.
- ♦ Provide Mendelssohn with tracking information.
- ♦ At show, keep an inventory of the number of items sold (*Mendelssohn can provide an inventory sheet*).
- ♦ Provide Mendelssohn with the final inventory at end of the event.

Although the example below use robes, CD's and video tapes, the scenario would apply for any item such as:

Icons, Vestments, Robes, Wedding crowns, Books, DVD's, VHS Tapes, Pamphlets, Blessing Cross, Chalice Sets, Censers, Candles, Crosses or pendants, Jewelry, Panagias, Clergy Crosses, CD's, Altar Covers, etc.

If an exhibitor's item(s) is made/manufactured outside of Canada, US, or Mexico, duty rates will vary based on the type of items.

In addition, there may be restrictions on textiles returning to the US. This does not complicate things in terms of procedures, it simply affects the duty assessment.

Duties & Taxes Assessed:

Display Items

- ♦ No duties or taxes assessed because goods are returned to the US at the conclusion of the event.

Items not sold

- ♦ No duties or taxes assessed because goods are returned to the US at the conclusion of the event.

Robes Sold

Duty Rate: 0%
 Value for duty: \$2,700.00 CDN
 Duty Amount under Foreign Organizations Remissions Order
(value for duty x percentage of CDN attendees x duty rate):
 $\$2,700.00 \times 20\% \times 0\%$
 Duty Assessed: \$0.00
 Tax Rate (GST): 7%
 Value for Tax *(value for duty + duty assessed):* \$2,700.00 + \$0.00 = \$2,700.00 CDN
 Tax Amount under Foreign Organizations Remissions Order
(value for tax x percentage of CDN attendees x tax rate):
 $\$2,700 \times 20\% \times 7\%$
Tax Assessed: \$37.80 CDN

CD's Sold

Duty Rate: 0%
 Value for duty: \$450.00 CDN
 Duty Amount under Foreign Organizations Remissions Order
(value for duty x percentage of CDN attendees x duty rate):
 $\$450.00 \times 20\% \times 0\%$
 Duty Assessed: \$0.00
 Tax Rate (GST): 7%
 Value for Tax *(value for duty + duty assessed):* \$450 + \$0.00 = \$450 CDN
 Tax Amount under Foreign Organizations Remissions Order
(.5value for tax x percentage of CDN attendees x tax rate):
 $\$450.00 \times 20\% \times 7\%$
Tax Assessed: \$6.30 CDN

Video Tapes Sold

Duty Rate: 7%
 Value for duty: \$140.00 CDN
 Duty Amount under Foreign Organizations Remissions Order
(value for duty x percentage of CDN attendees x duty rate):
 $\$140.00 \times 20\% \times 7\%$
 Duty Assessed: \$1.96
 Tax Rate (GST): 7%
 Value for Tax *(value for duty + duty assessed):* \$140.00 + \$1.96 = \$141.96 CDN
 Tax Amount under Foreign Organizations Remissions Order
(value for tax x percentage of CDN attendees x tax rate):
 $\$141.96 \times 20\% \times 7\%$
Tax Assessed: \$ 1.98 CDN

For further information, please contact:

Jean-Ellen DeSpain,
Exhibits Services Manager for the 14th All-American Council
 c/o Prime Osborn Convention Center
 1000 Water Street
 Jacksonville, FL 32204

Office 904-630-4005
Mobile 904-534-0509
Email jdespain@coj.net
jdespain@bellsouth.net



OUR CHURCH AND THE FUTURE

Orthodox Church in America
PO Box 675 ♦ Syosset, NY
516-922-0550 ♦ 516-922-0954 *fax*
www.oca.org ♦ info@oca.org