

## CANADA BORDER CROSSING PROCEDURES

It is the sole responsibility of the production company to provide any necessary paperwork for all Canadian border crossings. This includes the procurement of brokers for both Canada and the United States. Stage Call is not a bonded carrier and is unable to setup any bonds or ACE Manifests.

The need for brokers is as follows:

- A Canadian broker is needed to setup the crossing into Canada.
- A U.S. broker is needed to setup the ACE Manifest for the driver to return to the U.S. (Stage Call will work with the U.S. broker to obtain the ACE Manifest.)

The following steps are provided to help explain the border crossing process.

1. The production company will decide which brokers they are going to use for the crossing. If the production company does not have a broker of choice, Stage Call can recommend a broker.
2. Once a Canadian broker has been chosen, the production company will provide said broker with a copy of the equipment manifest (**the manifest must include values, country of origin, serial numbers and piece count**), and any other necessary paperwork to start the process. The broker will assist the production company with any additional paperwork needed.
3. The production company must also provide Stage Call with a copy of the equipment manifest.
4. After the broker has received all of the paperwork, they will set up one of 2 ways to cross. It will be up to the production company to decide the way in which the crossing will be setup.

These are listed below:

- a. **E29B** – This is the most common way to cross into Canada. It is also the least expensive. This method is good for one crossing only, and will need to be setup each time you cross into Canada.
  - b. **Carnet** – This is the most expensive way to cross into Canada, however it is also the easiest. A carnet is accepted in 75 different customs territories around the world, and is good for 1 year from the date of purchase. Crossings are unlimited with a carnet.
5. Once the method of crossing is set (E29B or Carnet), the production company must make sure that the packet from the broker is relayed to Stage Call. Any delay in this process could mean a delay at the border. **If there is a delay at the border due to paperwork, Stage Call will not be held responsible for any delays at the venue.**

After the truck(s) have safely crossed the border, Stage Call will work with the U.S. broker provided to setup the ACE Manifest.

- An ACE Manifest is a document used by U.S. Customs to clear the truck, driver, trailer and cargo. This is only used to reenter the U.S. It is the responsibility of the carrier to work with the U.S. broker to have this setup.