

## HAND CARRYING ITEMS TO YOUR BOOTH

You can hand-carry items to your booth on the day of the show. Please note, Rampart may not be able to provide dollies or equipment to assist in carrying items from your vehicle to your booth.

If you are hand-carrying items across the border, some items may require a special permit. Rampart cannot facilitate this process; you are responsible for obtaining the necessary permits. However, if you require an acknowledgement letter, please contact **TJ** at [tejinder@rampartcorp.com](mailto:tejinder@rampartcorp.com).

## PLANNING TO BRING FIREARMS TO THE EVENT?

You must fill out the [Range Day Firearms Policy Form](#).

## SHIPPING ITEMS FOR YOUR BOOTH

- All shipments must arrive on or before May 10, 2025
- You must notify us via this [online form](#) as soon as you have tracking information for your shipment
- Shipments may not be accepted if you fail to notify us or if your shipment arrives after May 10.

Shipping Address  
(For Booth Only)

Rampart Corp  
ATTN: RANGE DAY

2574 Sheffield Rd.  
Ottawa, Ontario, Canada  
K1B 3V7

## SHIPPING ITEMS FOR GIFT BAGS OR GIVEAWAYS

- Notify us via this [online form](#) as soon as your shipment gets picked up.
- All shipment must arrive on or before **May 10, 2025**.
- Shipments **may not be accepted** if you fail to notify us or if your shipment arrives after May 10.

Shipping Address (For Gift Bag/  
Giveaway Items Only)

Rampart Corp  
ATTN: GIFT BAGS

2574 Sheffield Rd.  
Ottawa, Ontario, Canada  
K1B 3V7

## INBOUND & OUTBOUND SHIPPING INSTRUCTIONS

### Shipping Within Canada

- Notify us via this [online form](#) as soon as your shipment gets picked up.
- Your shipment must arrive by May 10, 2025.
- All shipments, by any means of transportation, must be **PREPAID. Collect shipments will be refused**

Rampart will receive your items and deliver them to your booth by 7:00 AM on May 27, 2025.

- Items will not be available before this date and time if sent to us. If you need access to items earlier, please bring them yourself or arrange with us in advance by emailing TJ at [tejinder@rampartcorp.com](mailto:tejinder@rampartcorp.com). Early pickups can be made directly from our warehouse.
- If you opt for outbound shipping, Rampart will collect your items from your booth after the show and ship them via your chosen carrier from our location.
- Vendors are responsible for arranging return shipments and attaching all necessary documentation, **as specified in the form.**
- Rampart is not responsible for shipping costs or fees.

### Shipping Outside Canada

- Notify us via this [online form](#) as your shipment gets picked up.
- Your shipment must arrive by May 10, 2025.
- All shipments, by any means of transportation, must be **PREPAID. Collect shipments will be refused.**
- Rampart is **not responsible** for shipping duties, customs fees, or return shipping arrangements.
- Vendors are responsible for arranging return shipments and ensuring all required documents are attached in the form.
- To avoid duties or taxes, you must clearly write the following statement on your commercial invoice:  
**"Entering temporarily for demonstration."**

Failure to include this statement will result in the imposition of duties or taxes on your shipment.

- Strader-Ferries International will manage customs clearance for Rampart. If possible, add them as a “broker select option” or “notifying party” on your shipment.
- Rampart will deliver your items to your booth by **7:00am on May 27, 2025.**
- **Outbound Shipping:** if you opt for outbound shipping, Rampart will collect your items from your booth after the show and ship them via your chosen carrier from our location.

If you plan to **leave any item in Canada from your shipment** at the event, you **must inform us via the form.** In this case, you are required to submit two commercial invoices.

1. **One invoice for the items being shipped back to you, stating** “Entering temporarily for demonstration.”

2. **A second invoice for the items that will remain** and not be shipped back.

If you have **not opted for outbound shipping** and leave items behind, they will be discarded **30 days after the event.**

## IMPORTANT NOTES

- Rampart is **not responsible for customs issues** that are not arranged through Rampart, or caused due to not following the above instructions.
- Please refer to [Canada's import/Export Regulations](#) for Canada Customs Regulations.
- If you would like your own customs broker to handle your shipment, please **inform us by emailing TJ at [tejinder@rampartcorp.com](mailto:tejinder@rampartcorp.com).**
- Refrain from shipping a table, as an 8-foot table is already included in your booth.
- For questions or concerns contact TJ at **[tejinder@rampartcorp.com](mailto:tejinder@rampartcorp.com) or +1 613-729-0446 ext. 4647**
- You may also want to consider using an **ATA Carnet**. An **ATA Carnet** is an international customs document that allows for the temporary importation of goods without paying duties or taxes. This can simplify customs procedures and reduce costs.

For more details on obtaining an ATA Carnet, visit the **U.S. Department of Commerce Trade Administration** via this link: <https://www.trade.gov/ata-carnet>

## LINK TO THE VENDOR SHIPPING FORM

<https://form.jotform.com/242824677576269>