



Canada Border Services Agency
International Events and Convention Services Program
5th Floor, Purdy's Tower II
1969 Upper Water St.
Halifax, NS
B3J 3R7

November 16, 2015

File ATL_2016_08459

Managing Matters
IPEBLA Management Office
720 Spadina Avenue, Suite 202
Toronto, Ontario
M5S 2T9

Attention: Taylor Weinstein

Dear M. Weinstein:

Thank you for your correspondence dated November 5, 2015; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

<p><u>IAA and IPEBLA Joint Colloquium</u> <u>June 27 – June 29, 2016</u> <u>Delta St. John's Hotel</u> <u>St. John's, Newfoundland</u></p>
--

The information provided to the CBSA states that there will be approximately 350 attendees for the event in St. John's. The expected attendance will be comprised of representatives from 85 different countries.

It should be noted that non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff 9993.00.00.00 duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Under certain circumstances, the CBSA will require a security deposit on goods temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form E29B).

Goods imported for sale and/or giveaways are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for on a [Form B3](#), *Canada Customs Coding Form*. Commercial release processing is fully explained in Customs Memorandum [D17-1-5](#) (<http://www.cbsa-asfc.gc.ca/publications/dm-md/d17/d17-1-5-eng.html>). A broker may complete and submit this documentation on your behalf.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

If you have attendees from visa-requiring countries (<http://www.cic.gc.ca/english/visit/visas.asp>), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: <http://www.cic.gc.ca/english/work/index.asp>

To facilitate Canadian border procedures it is recommended that exhibitors, attendees and any other participants be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Ginette Richard-Amand

Ginette Richard-Amand

Regional Coordinator, International Events and Convention Services Program (IECSP)

Coordonnateur Régional, Programme des services aux événements internationaux et aux congrès (PSEIC) Canada

Border Services Agency / Agence des services frontaliers du Canada

Tel: 902-426-7499 Fax: 902-426-1347

E-mail : IECSP-PSEIC_HFX@cbsa-asfc.gc.ca

Government of Canada / Gouvernement du Canada

*The information you provide in this document is collected under the authority of **Section 107(9) of the Customs Act** for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the **Privacy Act – Section 12**. The information collected is described under the **International Events Personal Information Bank CBSA PPU 040** which is detailed at www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html*

cc: CBSA St John's