June 15th 2018

File No.: MTL_2018_11994
Reference No.: SJ-09

Border to Show Off-Site Service Granted

Dear Mrs. Harrington,

In response to your correspondence dated May 30th 2018; the Canada Border Services Agency (CBSA) International Events and Convention Services Program (IECSP) officially recognize the following event:

American Bar Association: Forum on Construction Law 2018 Fall Meeting
October 3rd – October 5th, 2018
Le Centre Sheraton Hotel
Montreal, Quebec
(Move-in: October 3rd 2018; Move-out: October 5th 2018)

The information provided to the CBSA states there will be approximately 550 attendees to which 98% are foreign to Canada and that the event is closed to the general public with no sales of imported goods.

We are pleased to inform you that the Border to Show off-site service, as outlined in the CBSA Departmental memorandum D8-1-2, (http://www.cbsa-asfc.gc.ca/publications/dm-md/d8/d8-1-2-eng.pdf) has been granted for this event.

As outlined in your correspondence, this event is expecting approximately 40 foreign exhibitors who are importing office supplies and exhibitor display booths for use at the event.

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

It has been determined that this event qualifies under the provisions of the Foreign Organization Remission Order as outlined in tariff classification 9830.00.00.00. Conference materials (i.e. office paraphernalia, souvenirs (unit value must be less than $25.00 CAD), printed matter, pens, decorations, etc.) may enter Canada free of duty and taxes, provided the items will be exported 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).

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer’s/owner’s copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.
ConsultExpo Event Services has been designated as the official customs broker for this event. If you have any questions regarding importing meeting materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Diane Labbé at: 514-482-8883 ext.2.

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.

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

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.

Visa-exempt foreign nationals, excluding U.S. citizens, now require an Electronic Travel Authorization (eTA) to fly or transit though Canada. For more information please visit: www.cic.gc.ca/english/visit/eta-start.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 border procedures it is recommended that exhibitors, carriers, all organizations, attendees 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.

Refund of Canadian taxes may be applicable for tour packages, Foreign Conventions and non-resident exhibitor purchases. For more information, please visit: http://www.cra-arc.gc.ca/E/pub/gp/rc4160/

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

Sincerely,

Francine Picard

Agent des Services frontaliers | Border Services Officer
Coordonnatrice régionale, Programme des services aux Événements internationaux & Congrès (PSEIC) |
Regional coordinator, International Events & Convention Services Program (IECSP)
Agence des services frontaliers du Canada | Canada Border Services Agency
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IECSP-PSEIC_MTL@cbsa-asfc.gc.ca
Gouvernement du Canada | Government of 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