



International Events & Convention Services Program  
1st Floor, 333 Dunsmuir Street  
Vancouver, B.C.  
V6B 5R4

March 25, 2008

2008 / VCR - 0039

Washington Chapter  
American College of Emergency Physicians  
2033 Sixth Avenue, Ste 1100  
Seattle, WA 98121

Dear Shannon,

**Subject: Temporary Importation of Goods with a Customs Broker**

This is in response to your letter of October 12, 2008, as the CBSA Conventions Services Program has officially recognized your event and granted permission to import goods for this event only.

**Emergency Medicine Without Borders Annual Meeting**

May 11 – 13, 2008  
The Sutton Place Hotel  
Vancouver, BC

You have requested Border-to-Show for your event. I am pleased to authorize this service for your event. CBSA - TCU has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

The Convention Services Program of CBSA is aware that your event is closed to the public and it is comprised of approximately 150 attendees of which 90% are foreign. Your letter also states that you will be importing promotional literature, videos, newsletters and software programs for display.

Your event qualifies as a foreign event under classification **9830.00.00.00** and any imported conference materials (i.e., official paraphernalia, souvenirs, printed matter, pens, decorations, etc.) can enter Canada free of duty and taxes **providing the items are exported at the end of the event**. To enjoy this tax-free status on imported goods it is important that the event is not open to the general public.



Permission is granted to import temporarily under the provisions of tariff item **9993.00.00.00** so long as **the goods will be exported** at the end of the event.

For the information of the attendees who are not residents of Canada, a rebate of the Goods and Services Tax (GST) paid on certain goods and short-term accommodations may be available to them. The booklet, *Tax Refund for Visitors to Canada*, outlines the rebate provisions. It may be obtained from a Canadian Consulate office, at any duty-free shop in Canada, or from <http://www.cra-arc.gc.ca/E/pub/tg/rc4031/rc4031-e.html>.

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over \$2000. U.S. must be reported to U.S. Customs. They can document your goods on the form 4455 if you can provide enough information so they can identify the goods on your return to the U.S.

Event organizers should provide their speakers with a Speaker's Letter of Introduction to present to officials at the border. Invited speakers who have books for sale at the event do not require work permits provided the sale of the items is incidental to the speaking engagement. Additional information on work permits is available on the CIC Web site at <http://www.cic.gc.ca/english/>

CBSA requires everyone seeking admission into Canada to properly declare them self to CBSA by providing accurate identification. CBSA will accept a valid passport or birth certificate along with supporting documents to establish citizenship. If you have been convicted of a criminal offense then you need to contact the Canadian Embassy in your area or check the website below pertaining to a pardon, to find out what is required to be admissible into Canada.

<http://www.cic.gc.ca/english/visit/conviction.asp>

To facilitate Customs procedures at the time of entry into Canada, we suggest a copy of this letter be given to each exhibitor who is importing goods into Canada for this event. Please also attach this letter to any goods or boxes being shipped to Canada for this event.

If you have any questions regarding the importation or transportation of goods for the event, please contact your assigned event broker.

Please do not hesitate to contact this office if you have any questions or require further assistance (604) 775-5379 or fax at (604) 666-4470.

Yours truly,

*Annabelle Suratos*

Annabelle Suratos

Regional Conventions Coordinator, Pacific District  
333 Dunsmuir Street, Vancouver, B.C. V6B 5R4

cc: Events on the Move