



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Conventions Services Program  
1st Floor, 333 Dunsmuir Street  
Vancouver, B.C.  
V6B 5R4

March 14, 2008

2008 / VCR - 0136

FIRST  
Conference Coordination Office, CAPS, Ltd.  
213 W. Institute Place, Suite 405  
Chicago, IL  
60610

Dear Peter Allor,

This is in response to your letter of February 27, 2008, as the CBSA Conventions Services Program has officially recognized your event and granted permission to import goods for this event only.

**20 ANNUAL FIRST CONFERENCE**

June 22 - 27, 2008

The Hyatt Regency Hotel  
Vancouver, BC

**You have requested Border-to-Show for your event. I am pleased to authorize this service for your event.** CBSA - CSP 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.

According to your letter, your event is open to the public, with 5 – 10 foreign exhibitors who will be importing display stands, convention materials and promotional literature. Additionally, you have confirmed there will be no sales of merchandise on the showroom floor, however you will have giveaways for your attendees consisting of; t-shirts, polo shirts, tote bags and pens valued at CAD30.00.

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.

**Canada**



Additionally, you may import display items and exhibit booths 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.**

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 above website to pertaining to a pardon to find out what is required to be admissible into Canada.

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.

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: Livingston Event Logistics