



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Canada Border Services Agency  
International Events and Convention Services Program  
191 Laurier Avenue West, 8th Floor  
Ottawa, ON K1A 0L8

January 12, 2018

File #OTT\_2018\_11391

Players Expositions International  
255 Clemow Avenue  
Ottawa, ON K1S 2B5

Attn: Robert Player

Dear Mr. Player,

In response to your correspondence dated January 5, 2018 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**The Travel and Vacation Show**  
**March 17 - 18, 2018**  
**The Shaw Centre**  
**Ottawa, Ontario**

The information provided to the CBSA states there will be approximately 15,000 attendees to which 4% are foreign to Canada and that the event is open to the general public with no sales.

As outlined in your correspondence, this event is expecting approximately 20 foreign exhibitors who are importing display booths, promotional materials, audio/visual media, posters and industry-related products for use at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booth 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.

Goods imported for sale are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form*. Commercial release processing is fully explained in Customs Memorandum [D17-1-5](#).

Goods imported as “giveaways” must also be accounted for at time of release on a [Form B3](#) with all applicable duties and/or taxes collected at the time of importation.

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit (Form E29B) as well as the posting of a security deposit.

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.

The IECSP has been informed that North American Logistics Services has been designated as the official customs broker for this event. If you have any questions regarding importing event materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Stéphane Deschamps at 1-877-332-8987.

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: [www.cic.gc.ca/english/information/inadmissibility/index.asp](http://www.cic.gc.ca/english/information/inadmissibility/index.asp)

If you have attendees from visa-requiring countries ([www.cic.gc.ca/english/visit/visas.asp](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](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

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: [www.cic.gc.ca/english/work/index.asp](http://www.cic.gc.ca/english/work/index.asp)

Visa-exempt foreign nationals, **excluding U.S. citizens**, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: [www.cic.gc.ca/english/visit/eta-start.asp](http://www.cic.gc.ca/english/visit/eta-start.asp)

**To facilitate border procedures during entry into Canada, each participant should have a copy of this letter and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials.**

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

Sincerely,



Ian Donald  
National Coordinator, International Events and Convention Services Program (IECSP)  
Canada Border Services Agency  
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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](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html)*

**Canada** 