



Canada Border Services Agency
International Events and Convention Services Program
Trade Operations Division
55 Bay Street North, 6th Floor
Hamilton, Ontario
L8R 3P7

April 6, 2017

PPPC
455 F nelon Boulevard
Suite 202
Dorval, Qu bec
H9S 5T8

File #SOR_2017_10256

Attention: Ms. Mara Welch, Events Coordinator

Dear Ms. Welch,

In response to your correspondence dated March 27, 2017, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

TOPS + Toronto
September 14th, 2017
Beanfield Centre, Ballroom B
Toronto, Ontario

The provisions of Tariff Item **9993.00.00.00** has been extended to you.

It should be noted that, non-Canadian exhibitors may import (i.e. brochures, demo materials, equipment, etc.) 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.

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.

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](#).

It has been noted that you have designated **North American Logistics Services Inc.** as the official customs broker to effect customs clearance of goods destined for your event.

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.

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, and attendees be provided with a copy of this letter for presentation to the 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,



Mau'veen Dayrell-Johnson
Regional Coordinator
International Events and Convention Services Program
Tel: 905-308-8518
Fax: 905-308-8616
[Email: mauveen.dayrell-johnson@cbsa-asfc.gc.ca](mailto:mauveen.dayrell-johnson@cbsa-asfc.gc.ca)

cc: North American Logistics Services Inc. Attention: Keith Mullins

*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*