



Canada Border Services Agency  
International Events and Convention Services Program  
3rd Floor- 1611 Main Street  
Vancouver, BC V6A2W5

April 10, 2019

File#PAC\_2019\_10876

Western Association of College and University Business Officers  
1110 Vermont Avenue, NW, Suite 800  
Washington, DC 20005 USA

Dear John Cebula,

In response to your correspondence dated March 19, 2019; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**WACUBO Annual Conference**

May 4-8, 2019

Fairmont Hotel Vancouver  
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA 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 information provided to the CBSA states there will be approximately 550 attendees, of which 91% are foreign to Canada. It is noted that the event is closed to the general public and there will be no sales of merchandise on the exhibit floor.

As outlined in your correspondence, this event is expecting approximately 56 foreign exhibitors, who will be importing exhibit furniture and signage for use at the event. The event organizers intend to import meeting materials, office machines and office supplies. Small giveaway items such as pens, notepads, etc., will also be provided.

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, 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.



Foreign exhibitors importing goods into Canada from the United States should consult with U.S. Customs and Border Protection (USCBP) prior to shipping any convention materials. It is required that goods valued at over \$2000.00 USD be reported to USCBP. USCBP may document the goods on a form 4455 in order to identify the goods upon return to the US.

The IECSP has been informed that TWI Exhibition Logistics, Inc. (on behalf of GES) 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 Shannon Trotter, at: 905-812-1124 ext. 6401 or [orders@twigroup.com](mailto:orders@twigroup.com)

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](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

To ensure that organizers and participants of your event are aware of requirements for entry to Canada, the information provided to the CBSA may be shared with CIC. The CIC may, in turn contact event organizers to confirm details of your event and provide further direction regarding admission to Canada for those attending your event.

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,

Mark Bourne

Border Services Officer, Operations Branch  
Canada Border Services Agency / Government of Canada  
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cc. Shannon Trotter, TWI Exhibition Logistics, Inc.

*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)*