



Canada Border Services Agency
International Events and Convention Services Program
Box 178, Carievale, SK
S0C 0S0

March 3, 2017

File # CAL_2017_10141

WestJet
22 Aerial Place N.E.
Calgary, AB
T2E 3J1

Dear Ms. Tsang,

In response to your correspondence dated February 2, 2017, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

WestJet Travel Trade Expo
May 1, 2017
Telus Convention Centre
Calgary, Alberta

The information provided to the CBSA states there will be approximately 300 attendees and that the event is closed to the general public with sales.

As outlined in your correspondence, this event is expecting approximately 55 foreign exhibitors who are importing display booths, computers, and printed advertising materials for use at the event.

It should be noted that, non-Canadian exhibitors may import display items, printed advertising materials, 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.

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 be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form* with all applicable duties and/or taxes collected at the time of importation.

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.

Mendelssohn Event Logistics 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 Linda Vandop at 403-291-1694.

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

If you have attendees from visa-requiring countries (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.

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

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

To facilitate border procedures it is recommended that exhibitors, carriers, organizations, and attendees be provided a copy of this letter for presentation to a CBSA 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,

Barbara Bigney

Regional Coordinator, International Events and Convention Services Program (IECSP)

Canada Border Services Agency

Tel: 306-928-2055 Fax: 306-928-2008

Teletypewriter: 1-866-335-3237

Barbara.Bigney@cbsa-asfc.gc.ca

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-airpr/infosource-eng.html*

Canada 



Canada Border Services Agency
International Events and Convention Services Program
Box 178, Carievale, SK
S0C 0S0

March 3, 2017

File # CAL_2017_10140

WestJet
22 Aerial Place N.E.
Calgary, AB
T2E 3J1

Dear Ms. Tsang,

In response to your correspondence dated February 2, 2017, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

WestJet Travel Trade Expo
May 2, 2017
Northlands Expo Centre
Edmonton, Alberta

The information provided to the CBSA states there will be approximately 275 attendees and that the event is closed to the general public with sales.

As outlined in your correspondence, this event is expecting approximately 55 foreign exhibitors who are importing display booths, computers, and printed advertising materials for use at the event.

It should be noted that, non-Canadian exhibitors may import display items, printed advertising materials, 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.

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 be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form* with all applicable duties and/or taxes collected at the time of importation.

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.

Mendelssohn Event Logistics 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 Linda Vandop at 403-291-1694.

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

If you have attendees from visa-requiring countries (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.

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

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

To facilitate border procedures it is recommended that exhibitors, carriers, organizations, and attendees be provided a copy of this letter for presentation to a CBSA 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,

Barbara Bigney

Regional Coordinator, International Events and Convention Services Program (IECSP)

Canada Border Services Agency

Tel: 306-928-2055 Fax: 306-928-2008

Teletypewriter: 1-866-335-3237

Barbara.Bigney@cbsa-asfc.gc.ca

Government of Canada

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Canada 

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

March 10, 2017

File#PAC_2017_10165

WestJet
22 Aerial Place N.F
Calgary, AB T2E 3J1

Julia Tsang,

In response to your correspondence dated March 8, 2017; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

<p style="text-align: center;"><u>WestJet Travel Trade Expo</u> May 4, 2017 Vancouver Convention Centre Vancouver, BC</p>

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 325 attendees none of which are foreign to Canada. The event is closed to the general public with no sales of merchandise taking place.

This event is expecting approximately 57 foreign exhibitors who are importing display booths, signage and convention materials for use at the event. 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

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.

Visa-exempt foreign nationals, excluding US citizens, 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.

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.

To facilitate border procedures it is recommended that foreign exhibitors be provided a copy of this letter for presentation to a CBSA 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,

Laura Pirillo

Border Services Officer, Operations Branch
Canada Border Services Agency / Government of Canada
laura.pirillo@cbsa-asfc.gc.ca / Tel: 604-666-1294 / TTY: 866-335-3237

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