



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

January 25th, 2012

2012 / VCR - 107

IEEE Systems Council
2260 Engle RD
Fallston, MD 21047
USA

Dear Robert C. Rassa,

This is in response to your letter of January 13th, 2012 as the CBSA Convention Services Program has officially recognized your event and granted permission to import goods for this event only.

6th Annual International Systems Conference

March 19th – 22nd, 2012

Marriott Pinnacle Hotel
Vancouver, BC

According to your letter, your event is closed to the general public and you are anticipating approximately 200 non-residents will be entering Canada for this event. You will be importing conference materials including printed materials for meetings.

Accordingly, your event qualifies as a foreign event under classification **9830.00.00.00** and these imported conference materials and promotional items may enter Canada free of duty and taxes. To enjoy this tax-free status on imported goods it is important that the event is not open to the general public. This is known as the Foreign Organization Remission Order.

You may also 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.

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 so they can identify the goods on your return to the U.S.



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Nationals of other countries may engage in exhibiting, selling or displaying goods without a work permit from Citizenship & Immigration providing they are not selling to the general public. Direct sales to the public at large require a work permit. Exhibitors engaged in direct sales to the public, where goods are delivered at the time of sale, are considered to be entering the labor market and a work permit is required. Additional information on work permits is available on the CIC Web site at <http://www.cic.gc.ca/english/work/index.asp>.

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.

If you will have attendees from visa requiring countries <http://www.cic.gc.ca/english/visit/apply-who.asp>, contact the Special Events Unit of Citizenship and Immigration Canada at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements for your event.

If you have been convicted of a criminal offence, you must contact the Canadian Embassy in your area or check the website below, to confirm requirements for entry into Canada. <http://www.cic.gc.ca/english/visit/faq-inadmissibility.asp>

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 do not hesitate to contact the undersigned if you have any questions or require further assistance at (604) 666-1294 or facsimile (604) 666-4470.

Regards,

Doug Nowak

Doug Nowak
Regional Conventions Coordinator, Pacific District
333 Dunsmuir Street, Vancouver, B.C. V6B 5R4

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