



Canada Border Services Agency
International Events and Convention Services Program
Convention Services Program
1st Floor, 333 Dunsmuir Street
Vancouver, B.C.
V6B 5R4

September 3rd, 2013

File #PAC_2015_05365

Western Alliance of Arts Administrators Foundation
715 SW Morrison St, Suite 600
Portland, OR 97205
USA

Dear Jennifer Stewart:

In response to your correspondence dated August 22nd, 2013, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

Western Arts Alliance Annual Conference

August 30th – September 5th, 2015

Westin Bayshore Hotel

Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA will advise 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.

According to your letter, your event is closed to the general public and will feature up to 155 non-resident exhibitors who will be importing convention materials, motor vehicles and literature for display purposes only. It is noted that there will be no sales of merchandise at this event.

Non-Canadian exhibitors may 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.

Additionally, your event qualifies as a foreign event under classification **9830.00.00.00** and any imported conference materials (i.e., official paraphernalia, souvenirs, printed matter, pens, decorations, etc.) can enter Canada free of duty and taxes providing the items are exported at the end of the event. To enjoy this tax-free status on imported goods it is important that the event is not open to the general public.

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.

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.

To facilitate border procedures it is recommended that 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,

Doug Nowak

Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
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Email: Doug.Nowak@cbsa.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-airp/infosource-eng.html*