Shipping Your Goods to Canada for a Meeting, Event, Conference or Trade Show

When sending your conference materials, display goods and merchandise to Canada for your event, you must determine whether you will hire the services of a customs broker or self-clear your goods.

A customs broker will report and clear your goods with Canada Customs and may, in some circumstances, arrange the shipping and transportation of your goods. Brokers charge a fee for this service.

Should you choose to ship and self-clear your items to Canada without a broker, please follow the following guidelines:

- You will need to prepare a **Commercial Invoice** for your goods – otherwise known as an **Inventory Control Sheet**.

  This document should include your company name and address, the name of the event and the quantity, description, value and country of origin for the items you are shipping.

  Temporary importation goods are treated differently than goods that are being left behind in Canada. Goods which are to be left behind or sold in Canada will be assessed duties and/or applicable taxes. Therefore, if your goods are for temporary importation or display purposes only and will be exported at the end of the event, please include a statement on your Inventory Control Sheet such as:

  “The goods are for event use only and will not be sold or left behind in Canada but exported at the end of the event”

  Or

  “Goods imported for a foreign event are intended to be sold or given-away will ultimately be exported as hand carry baggage by the non-resident attendees or in the same manner they were imported”

- This Inventory Control Sheet is then combined with the **CBSA Letter of Recognition** which you should receive from your event organizer.

*Using A Courier Service to Ship Your Goods (FedEx, UPS, DHL etc.)*

- Attach a copy of the a) Inventory Control Sheet and b) CBSA Letter of Recognition with the courier shipping documents.

- If the goods are being imported only temporarily and will be exported from Canada at the end of your event, you do not need to sign power of attorney documents with the courier
as they will only be shipping your goods and you do not require their brokerage services. **Contact the Canada Border Services Officer listed on your CBSA Recognition Letter once you have received your courier tracking number. They will contact the local courier representative to release your goods.**

- If your goods are to be left behind in Canada through sale or give-away, the courier will brokerage the goods into Canada on your behalf. You will be required to sign a power of attorney document so that they may report on your behalf. They will pay any duties and/or taxes owing and will include these in your service fee to you.

*Hand-Carrying or Driving Goods Into Canada*

- Upon arrival, please advise the Border Services Officer on duty that you have convention, meeting or display materials. Have the inventory control sheet and CBSA Letter of Recognition prepared to present to the Officer.

- If the goods will be exported at the end of your event, you may not require any additional documentation. In some circumstances, you may be required to post a nominal security with the Canada Border Services Agency on an E29B bond document. This security will be refunded upon exportation of the goods.

- If the goods are to be left in Canada through sale or give-away, you will be required to complete formal Customs accounting documentation (a B3) and receive a Canadian BN Business Number. Duties and/or taxes will be collected at that time. A Border Services Officer will be available to help you with this process.