



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Compliance Verification & Client Services
International Events and Conventions Services Program
Prairie Region, Calgary
2588-27th St. N.E.
Calgary, AB T1Y 7G1

Mountain Travel Symposium
23441 South Pointe Dr. Ste. 150
Laguna Hills, CA USA 92653

C0305513 (BCL)

March 15, 2010

Attention: Amy Zelinsky
Program Manager, Mountain Travel Symposium

Dear Ms. Zelinsky,

This is in response to your letter dated January 13, 2010, the CBSA International Events and Conventions Services Program (IECSP) has officially recognized your event and granted permission to import goods for this event:

Mountain Travel Symposium
April 11 - 17, 2010
Fairmont Banff Springs
Banff, Alberta

CBSA has been informed that you anticipate approximately 1000 attendees of which approximately 20% will be Canadian and 80% will be non-residents.

You may import any computer & office equipment or display items temporarily for this event using tariff item 9993.00.00.00 so long as the **goods will be exported** at the end of the event. Customs will waive the need for a Temporary Admission Permit; form E29B if you can satisfy the inspector that the imported goods will be exported from Canada at the end of the event.

Your event qualifies as a foreign event under classification 9830.00.00.00 and any imported conference materials as official paraphernalia, souvenirs, printed matter, badges, badge lanyards, programs, office supplies and printed material 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 the event is **not** open to the general public.

Move-in will take place on April 7, 2010 and move-out will be April 17, 2010. You have appointed Livingston Event Logistics as your "Official Customs Broker" for this event. The contact person for this event is Christine Arseneau and her contact information is Phone: (403) 250-3753 Ext 8414, Fax: (403) 291-5303 and [email: carseneau@livingstonintl.com](mailto:carseneau@livingstonintl.com).

Canada Border Services Agency requires that US citizens carry both proof of citizenship **and** proof of identity. A valid U.S. passport, passport card or NEXUS card satisfies these

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requirements for U.S. citizens. If a U.S. citizen does not possess such, they must show a government-issued photo ID (e.g. Driver's licence) and proof of U.S. citizenship such as a U.S. birth certificate, naturalization certificate, or expires U.S. passport. Persons seeking admission to Canada other than citizens and permanent residents of the United States will be required to be in possession of a valid passport. **Citizens of certain countries may require a Temporary Resident visa (TRV) in order to enter Canada** (a Visitor Visa is known as a Temporary Resident Visa in Canada) for an explanation of those requirements, contact Canada Border Services Agency - Immigration at <http://www.cic.gc.ca/english/visit/index.asp> or, in Canada, at 1-888-242-2100. In addition to those requirements, exhibitors or participants who are not Canadian should also carry a copy of this letter to facilitate their entry into Canada.

Customs will request an inventory listing of good showing what is for display use and those goods intended to be given-away or sold at the event. The inventory must clearly identify the goods with a realistic value. Please provide the country of origin and the name and location of your event. All information provided to Customs must be signed and dated by the importer.

To facilitate customs procedures at the time of entry into Canada, we suggest a copy of this letter be given to each person who is importing goods for this occasion and that they be in possession of an *itemized list* of articles being imported. A copy of this letter should also accompany each shipment of goods to the event.

Anyone with a criminal record (including misdemeanours or Driving while Impaired (DWI) charges, may be barred from entering Canada and must obtain a special waiver well in advance of any planned travel. Contact the Canadian Embassy in your area or check the website for requirements for entry into Canada at: <http://www.cic.gc.ca/english/visit/faq-inadmissibility.asp>.

For the information of the participants who are not residents of Canada, a rebate of the Goods and Services Tax (GST) paid on certain goods and services may be available to them. Pamphlet RC4033, *General application of GST/HST Rebates*, outlines the rebate provisions for non-resident businesses and copies may be obtained from Canadian consulate offices, duty-free shops in Canada as well as the Canada Revenue Agency web site [at www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).

A copy of this letter has been forwarded to the various applicable Canada Border Services Agency offices. Please do not hesitate to contact this office if you have any questions or require further assistance.

Sincerely,

Brenda Lawson

Brenda Lawson, Regional Conventions Coordinator
International Events & Conventions Services Program
Prairie Region (Alberta), Canada Border Services Agency

Phone: (403) 292-4313 Fax: (403) 292-4200
Brenda.lawson@cbsa.gc.ca

cc: CBSA, Southern Alberta District
CBSA, Port of Kingsgate
Livingston Event Logistics