



Canada Border Services Agency  
International Events and Convention Services Program  
5<sup>th</sup> Floor, Purdy's Tower II  
1969 Upper Water St.  
Halifax, NS  
B3J 3R7

December 12, 2013

File ATL\_2014\_05217  
Border to Show Off-Site Granted

Canadian Ophthalmological Society  
610 – 1525 Carling Avenue  
Ottawa, Ontario  
K1Z 8R9

Attention: Gertrud Jeewanjee

Dear Ms. Hansen:

Thank you for your correspondence dated July 10, 2013; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

2014 COS Annual Meeting  
June 4 –June 7, 2014  
World Trade and Convention Centre  
Halifax, Nova Scotia

The information provided to the CBSA states that there will be approximately 1000 attendees for the event in Halifax. The expected attendance will be comprised of 90% Canadian with the remaining 10% being foreign to Canada.

We are pleased to inform you that the **Border to Show off-site service**, as outlined in the CBSA Departmental memorandum D8-1-2, (<http://www.cbsa-asfc.gc.ca/publications/dm-md/d8/d8-1-2-eng.pdf>) has been granted for this event.

It should be noted that non-Canadian exhibitors may import display items and exhibit booths temporarily as outlined in the provisions of tariff 9993.00.00.00 duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

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).

**Goods imported for sale and/or giveaways are not eligible under tariff No. 9993.00.00.00.** These goods must be accounted for on a [Form B3](#), *Canada Customs Coding Form*. Commercial release processing is fully explained in Customs Memorandum [D17-1-5](#) (<http://www.cbsa-asfc.gc.ca/publications/dm-md/d17/d17-1-5-eng.html>). A broker may complete and submit this documentation on your behalf.

The IECSP has been informed that **Mendelssohn Event Logistics** has been designated as the official customs broker for this event. If you have any questions regarding importing display materials into Canada or if you wish to inquire as to the brokerage services provided, please contact (514) 987-2700 ext. 23.

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 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](mailto:special_events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

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>

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: <http://www.cic.gc.ca/english/work/index.asp>

To facilitate Canadian border procedures it is recommended that exhibitors, attendees and any other participants 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.

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

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

*Ginette Richard-Amand*

Ginette Richard-Amand

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

Coordonnateur Régional, Programme des services aux événements internationaux et aux congrès (PSEIC) Canada

Border Services Agency / Agence des services frontaliers du Canada

Tel: 902-426-7499 Fax: 902-426-1347 e-mail : [IECSP-PSEIC\\_HFX@cbsa-asfc.gc.ca](mailto:IECSP-PSEIC_HFX@cbsa-asfc.gc.ca)

Government of Canada / Gouvernement du 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-aiprp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html)*

cc: Mendelssohn Logistics Services Inc.  
CBSA Halifax