



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

January 25, 2018

File **ATL_2018_11481**

Canadian Association of Municipal Administrators
PO Box 128, Station A
Fredericton, NB
E3B 4Y2

Attention: Jennifer Goodine

Dear Ms. Goodine:

Thank you for your correspondence dated January 24, 2018; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

<p><u>47th Annual CAMA Conference</u> <u>May 28 to May 30, 2018</u> <u>Fredericton Convention Centre</u> <u>Fredericton, New Brunswick</u></p>

The information provided to the CBSA states that there will be approximately 260 attendees for the event in Moncton. The expected attendance will be comprised of 99% Canadian with the remaining 1% being foreign to Canada.

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 Customs broker may complete and submit this documentation on your behalf.

The IECSP has been informed that **ConsultExpo Inc.** 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 **Diane Labbé Deegan at 514.482.8886 Ext. 2.**

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 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.

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

Sincerely,

Jeff Donovan

Regional Coordinator, International Events and Convention Services Program
Canada Border Services Agency / Government of Canada
IECSP-PSEIC_HFX@cbsa-asfc.gc.ca / 506-636-4639 / TTY 1-866-335-3237

Coordonnateur Régional, Programme des services aux événements internationaux et aux congrès Canada
Agence des services frontaliers du Canada / Gouvernement du Canada
IECSP-PSEIC_HFX@cbsa-asfc.gc.ca / 506-636-4639 / ATS 1-866-335-3237

*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*