



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
Box 178, Carievale, SK
S0C 0S0

June 14, 2018

File #CAL_ 2018_12008

Canadian Association of Critical Care Nurses
P.O Box 25322
London, ON
N6C 6B1

Dear Ms. Halfkenny-Zellas:

In response to your correspondence dated February 20, 2018; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

CACCN Dynamics of Critical Care 2018
September 24th to 26th, 2018
Westin Calgary
Calgary, Alberta

The information provided to the CBSA states there will be approximately 450 attendees to which 2% are foreign to Canada and that the event is closed to the general public with no sales.

As outlined in your correspondence, this event is expecting approximately 2 foreign exhibitors who are importing display booths, computers, printed advertising materials, and display goods for use at the event.

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

Goods imported as “giveaways” must be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form* with all applicable duties and/or taxes collected at the time of importation.

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).

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.

Consideration should also be given to other government department regulations. Persons importing drugs, medicines, pharmaceuticals and medical equipment or devices, such as health supplements, medical devices and other health and medical supplies for an event should also contact Health Canada at 1-866-225-0709 or visit their website at: www.hc-sc.gc.ca/index-eng.php

Canada

TWI Canada has been designated as the official customs broker for this event. If you have any questions regarding importing meeting materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Shannon Trotter at 905-812-1124 ext. 6401.

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.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: www.cic.gc.ca/english/information/inadmissibility/index.asp

If you have attendees from visa-requiring countries (www.cic.gc.ca/english/visit/visas.asp), please contact the Special Events Unit of Immigration, Refugees and Citizenship Canada (IRCC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Visa-exempt foreign nationals, excluding U.S. citizens, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: www.cic.gc.ca/english/visit/eta-start.asp

To facilitate border procedures it is recommended that exhibitors, carriers, all organizations, and 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,

Todd Stinson
Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
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Teletypewriter: 1-866-335-3237
Todd.Stinson@cbsa-asfc.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. Immigration, Refugees and Citizenship 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-airpr/infosource-eng.html*

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