



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 0P0

March 11, 2017

File # CAL_2017_09887

Society of Vertebrate Paleontology
9650 Rockville Pike
Bethesda, MD 20814-3998

Dear Ms. Jaseb,

In response to your correspondence dated December 8, 2016, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

77th Annual Meeting of the Society of Vertebrate Paleontology
August 22 – 26, 2017
Telus Convention Centre
Calgary, AB

The information provided to the CBSA states there will be approximately 800 attendees of which 90% are foreign to Canada and that the event is closed to the general public with sales of merchandise on the exhibit floor.

As outlined in your correspondence, this event is expecting approximately 15 foreign exhibitors who are importing display booths, advertising materials, fossil preparation kits, tools, fossil replicas and books 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 for sale are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form*. Commercial release processing is fully explained in Customs Memorandum [D17-1-5](#).

It has been determined that this event qualifies under the provisions of the *Foreign Organization Remission Order* as outlined in tariff classification **9830.00.00.00**. Conference materials (i.e. office paraphernalia, souvenirs, printed matter, pens, decorations, etc.) may enter Canada free of duty and taxes, provided the items will be exported 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). Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit (Form E29B) as well as the posting of a security deposit.

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.

Mendelssohn Event Logistics 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 Linda Vandop at (403) 291-1694.

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 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.

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: www.cic.gc.ca/english/work/index.asp

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

Suelynn Sedor
Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Tel: 306-928-2055 Fax: 306-928-2008
Suelynn.Sedor@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. 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-airpr/infosource-eng.html*

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