



Canada Border Services Agency  
International Events and Convention Services Program  
Convention Services Program  
#412-1611 Main Street  
Vancouver, BC V6A 2W5

October 23, 2014

File#PAC\_2015\_06833

British Columbia Library Association  
Suit 150 – 900 Howe Street  
Vancouver, BC V6Z 2M4

Dear Annette DeFaveri,

In response to your correspondence dated September 9, 2014, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**BC Library Conference**  
May 20-22, 2015  
Sheraton Vancouver Airport Hotel  
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

According to your letter, your event is closed to the general public and you are expecting approximately 450 attendees. It will feature up to 65 exhibitors in total, including approximately 15 U.S. exhibitors, who will be importing pop-up exhibits, banners and signage for display purposes only, as well as convention materials such as promotional literature, videos and newsletters. It is noted that there will be no sales of merchandise on the exhibit floor.

Non-Canadian exhibitors may import display items and exhibit booths temporarily under the provisions of tariff item **9993.00.00.00**, provided **the goods will be exported** at the end of the event.

Items imported to be given away or sold at this event will require formal customs accounting documentation and any applicable duties and/or taxes will be collected at the time of importation

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over \$2000. U.S. must be reported to U.S. Customs. They can document your goods on the form 4455 so they can identify the goods on your return to the U.S.

Nationals of other countries may engage in exhibiting, selling or displaying goods without a work permit from Citizenship & Immigration providing they are not selling to the general public. Direct sales to the public at large require a work permit. Exhibitors engaged in direct sales to the public, where goods are delivered at the time of sale, are considered to be entering the labor market and a work permit is required. Additional information on work permits is available on the CIC Web site at <http://www.cic.gc.ca/english/work/index.asp>.

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.

To facilitate border procedures it is recommended that 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,

*Mark Bourne*

Regional Coordinator, International Events and Convention Services Program (IECSP)  
Canada Border Services Agency  
Tel: 604-775-5379 Cell: 604-834-7479 Fax: 604-666-1288  
Email: [Mark.Bourne@cbsa-asfc.gc.ca](mailto:Mark.Bourne@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](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airpr/infosource-eng.html)*