



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
Box 60
North Portal, SK S0C 1W0

April 5, 2023

File # CAL_2023_13473

Canadian Parking Association
350-2255 St. Laurent Blvd.
Ottawa, ON K1G 4K3

Dear Carole Whitehorne;

In response to your correspondence dated April 5, 2023; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

CPA ACS Annual Conference and Trade Show
October 1 - 4, 2023
Calgary Telus Convention Centre
Calgary, Alberta

The information provided to the CBSA states there will be approximately 300 attendees to which 10% are foreign to Canada and that the event is open to the general public with no foreign sales available at the event.

As outlined in your correspondence, this event is expecting approximately 10 foreign exhibitors who are importing display booths, printed advertising materials, parking control equipment for display, pens mugs, keychains and brochures for use at the event.

It should be noted that, non-Canadian exhibitors may import exhibit booths, display items, banners, and advertising materials 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](#).

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.

ConsultExpo Event Services Inc. 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 Diane Labbe Deegan at (514) 482-8886 ext. 2.

For your awareness, to the further spread of coronavirus in Canada, please review the following link carefully: <https://travel.gc.ca/travel-covid>

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.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html

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.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html

Are you flying into Canada? Would you like to potentially cut your processing time in half? The CanBorder – eDeclaration app for your smart phone is quick, simple and secure, operates in airplane mode (once downloaded) and allows you to create a declaration for up to five travellers with the same place of residence. For more information please visit: www.cbsa.gc.ca/new-neuf/app-eng.html

To facilitate border procedures during entry into Canada, each participant should have a copy of this letter and be in possession of an itemized list of articles stating description, quantity and value for presentation to CBSA officials.

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. 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-aiprp/infosource-eng.html*