



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
140 Thad Johnson private
Ottawa, Ontario
K1V 0R4

November 13, 2015

File # OTT_2016_08432

Canadian Ophthalmological Society
610-1525 Carling Avenue
Ottawa, Ontario
K1Z 8R9

Dear Joyce:

In response to your correspondence dated October 28, 2015; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

2016 COS Annual Meeting & Exhibition
June 17 – 20, 2016
Shaw Center
Ottawa, Ontario

The information provided to the CBSA states there will be approximately 1300 attendees to which 15% 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 15 foreign exhibitors who are importing equipment, banners, booths, promotional literature, newsletters and product samples for use at the event.

It should be noted that, non-Canadian exhibitors may equipment, banners, booths, promotional literature, newsletters and product samples 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.

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 Dianne Labbe at 514.987.2700 ext. 2123.

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.

Canada

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 foreign exhibitors 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,

Andrée Sirois-Fehr
Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Insert Tel: 613-991-1427 Fax: 613-991-6912
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andree.sirois@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-airp/infosource-eng.html*