



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Ott-2012-002

January 10, 2012

Mr. Chuck E. Schouwerwou
President and Principal meeting Planner
Confersense Planners Inc.

Dear Mr. Schouwerwou

Thank you for your letter informing the Canada Border Services Agency of **The Society for the Study of Evolution Congress 2012**, held at the Ottawa Convention Centre, July 6-10, 2012, we appreciate your notification and look forward to working with you towards a successful event.

This letter outlines all Canadian federal government requirements for your event.

Customs Clearance:

Commercial goods being shipped to Canada for your event may clear Customs at point of entry into Canada. The temporary importation of your production goods may be processed, at the port-of-entry of your choice, on your Carnets or on Temporary Permits (E29Bs) to account for your goods.

***Portal to portal movement is not granted for this event.**

D8-1-1 Temporary Importation:

For any other goods not covered by your Carnets, those goods may be imported temporarily under the provisions of the Display Goods Temporary Importation Regulations (Customs Memorandum **D8-1-1**) for a period of time not to exceed six consecutive months (180 days) from the time that they are imported into Canada. These articles will be classified under tariff code **9993**. These display goods *may* be documented on a Temporary Admission Permit (documents such as invoices will be required to complete this form), form **E29B**, with a **refundable** security deposit taken. The security deposit would be the aggregate of Customs duties and Excise taxes that would be payable if the goods were to remain in Canada. You may post this security in the form of cash, certified cheque (drawn on a Canadian bank) or acceptable security bond. Your event broker may post the security for you. Considering the nature of the event and the goods imported, the Department of Foreign Affairs and International Trade should be contacted to see if any permits are required to avoid any delays at the Port of Entry.

***Goods imported for sale or as give-a-ways are subject to duty (if applicable), and taxes at the time of importation.**

Export:

At the time of exportation, any goods granted temporary entry into Canada on a Form E29B (Temporary Admission Permit) must be presented (along with the importer's/owner's copies of the appropriate documentation) to Customs for verification and certification either at the Customs office at the point of export or at the inland Customs office in the event the goods are exported under Customs control. This procedure is necessary for you to receive a refund of any securities posted. * Please note that the refund is not immediate. These procedures are the same for the correct processing of your Carnets. Please validate the exportation of your production goods with the CBSA prior to leaving Canada. This can be completed at the port-of-entry of your choice.

GST/HST:

Some of the participants at this event may be eligible for a rebate of the goods and services tax (GST) and the harmonized sales tax (HST) they pay on certain goods and services obtained in Canada. Copies can be obtained from a Canadian Consulate office and at any duty-free shop in Canada. Or you may visit our website at: <http://www.cra-arc.gc.ca/agency/budget/2007/foreign-e.html>

Visitor information: Can be obtained at: <http://www.cbsa-asfc.gc.ca/travel/visitors-e.html>

Citizenship & Immigration Canada: May require visitor visas for some visitors to Canada. Foreign exhibitors will require a work permit if they perform direct sales to the general public. For more information please contact <http://www.cic.gc.ca/english/visit/visas.html>. All non-Canadian participants will require to verify their admissibility with Immigration.

CFIA Canadian Food & Inspection Agency: May require an import permit for some food and plant items. <http://www.inspection.gc.ca/english/index/sitee.shtml>

In closing we would like to extend to you our sincere best wishes for a successful event. If you have any questions or require further assistance, please do not hesitate to contact the **Ottawa Region Conventions Unit** at **(613)991-1427**, or by fax at **(613)991-6912**.

Regards,

BSO *Josée D'Amour*

Regional Conventions Coordinator, Ottawa and Northern Ontario Region

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