



Canada Border Services Agency
International Events and Convention Services Program
3rd Floor- 1611 Main Street
Vancouver, BC V6A 2W5

February 8, 2018

File#PAC_2018_11537

Museums and the Web, LLC
703 Dale Drive
Silver Spring, MD 20910 USA

Dear Hiroko Kusano,

In response to your correspondence dated January 26, 2018; the Canada Border Services Agency (CBSA) International Events and Convention Services Program (IECSP) officially recognizes the following event:

22nd Annual Conference of Museums and the Web

April 18-21, 2017
Sheraton Wall Centre
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.

The information provided to the CBSA states there will be approximately 700 delegates, of which 80% are non-resident. The event is closed to the general public, with no sales of merchandise taking place on the exhibit floor.

It is understood that you are also expecting approximately 35 U.S. and international exhibitors. They will be importing display booths, various publications and convention materials such as promotional literature, newsletters, signs and pamphlets, for use at this event only.

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.

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.



The IECSP has been informed that RHB Customs has been designated as the official customs broker for this event, facilitated by Events on the Move. 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 Sherri Catchpole, at 604-647-0130.

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: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

If you have attendees from visa-requiring countries (<http://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.

Visa-exempt foreign nationals, excluding US citizens, require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit www.cic.gc.ca/english/visit/eta-start.asp.

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,

Mark Bourne

Border Services Officer, Operations Branch
Canada Border Services Agency / Government of Canada
Mark.Bourne@cbsa-asfc.gc.ca / Tel: 604-666-1294 / TTY: 866-335-3237

Agent des services frontaliers, Direction générale des opérations
Agence des services frontaliers du Canada / Gouvernement du Canada
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Cc: Sheri Catchpole – Events on the Move

*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.*



Canada Border Services Agency Agence des services frontaliers du Canada

*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*