



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
Trade Operations Division
1980 Matheson Blvd. E.
Mississauga, ON L4W 5R7

August 5, 2022

File No. GTA_2022_12802

Laura W. Mackenzie – Events Manager
Virtual Inc.
401 Edgewater Place, Suite 600
Wakefield, MA
01880 USA

Dear Laura Mackenzie,

In response to your correspondence dated April 20, 2022, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

2022 PCI SSC North America Community Meeting

September 13 – 15, 2022
Metro Toronto Convention Centre
Toronto, ON

The information provided to the CBSA states there will be approximately 1,200 attendees to which 80% 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 54 foreign exhibitors who are importing display booths, computers, office supplies, and printed advertising materials for use at the event.

It should be noted that, 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.

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 the 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.

The IECSP has been informed that **North American Logistics Services Inc.** has been designated as the official customs broker for this event. If you have any questions regarding importing event materials into Canada or if you wish to inquire as to the brokerage services provided, please contact **Jeff Davis** at **905-951-1612**.

Canada⁺

To limit the further spread of coronavirus in Canada, new travel restrictions are in place across all border crossings. Please review the following link carefully to determine if you are eligible to enter Canada: <https://travel.gc.ca/travel-covid>

CBSA requires everyone seeking admission into Canada to properly declare themselves to the 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

If you have attendees from visa-requiring countries (www.cic.gc.ca/english/visit/visas.asp), please contact the Special Events Unit of Immigration, Refugees and Citizenship Canada (IRCC) 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 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

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.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html

To facilitate border procedures it is recommended that all participants 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,



Angela Kwok
Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Email: IECSP-PSEIC_GTA@cbsa-asfc.gc.ca
Government of Canada

cc: Jeff Davis – North American Logistics Services Inc.

*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-aiipr/info-source-eng.html.*

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