



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

May 21, 2019

File# SOR\_2019\_10965

National Association for Environmental Management  
1612 K Street, NW, Suite 1002  
Washington, DC 20006  
USA

Attention: Virginia Hoekenga, Deputy Director

Dear Ms. Hoekenga,

In response to your correspondence dated April 16, 2019, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**2019 EHS & S Management Forum**

October 15 - October 18, 2019

Westin Harbour Castle

Toronto, ON

The information provided to the CBSA states there will be approximately **700** attendees to which **95%** are foreign to Canada and that the event is closed to the general public.

As outlined in your correspondence, this event is expecting approximately **65** foreign exhibitors who are importing display booths, printed literature and small giveaways (pens, keychains, etc.) for display at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booth 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.

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](#), with all applicable duties and/or taxes collected at the time of importation

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit (Form E29B) as well as the posting of a security deposit.

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.

The IECSP has been informed that **Academy Customs & Traffic** 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 **Greg Thompson** at **905-677-9834**.

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](http://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](http://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](mailto: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](http://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](http://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,



Emily Henry  
Regional Coordinator  
International Events and Convention Services Program  
Canada Border Services Agency  
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Fax: 905-803-5353  
Email: [emily.henry@cbsa-asfc.gc.ca](mailto:emily.henry@cbsa-asfc.gc.ca)  
Government of Canada

cc: Greg Thompson – Academy Customs & Traffic  
cc: Saira Beig - Stronco

*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-efyp/atip-aiprp/info-source-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efyp/atip-aiprp/info-source-eng.html)*