



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

October 30, 2019

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In response to your correspondence dated August 28, 2019; the Canada Border Services Agency (CBSA) International Events and Convention Services Program (IECSP) officially recognizes the following event:

**Adult Education in Global Times: An International Research Conference (AEGT 2020)**

June 4-7, 2020  
The Nest, UBC  
Vancouver, BC

The information provided to the CBSA states that you are expecting approximately 600 attendees to attend this event, of which 25% are foreign to Canada. The event is closed to the general public with limited sales of merchandise taking place at the conference.

As outlined in your correspondence, you are expecting approximately 8 foreign exhibitors, who may be importing display booths, various publications and conference materials, for use at the event. 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.

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.

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



Foreign exhibitors importing goods into Canada from the United States should consult with U.S. Customs and Border Protection (USCBP) prior to shipping any convention materials. It is required that goods valued at over \$2,000.00 USD be reported to USCBP. USCBP may document the goods on a Form 4455 in order to identify the goods upon return to the US.

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](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 or transit through Canada. For more information please visit:

[www.cic.gc.ca/english/visit/eta-start.asp](http://www.cic.gc.ca/english/visit/eta-start.asp)

To ensure that organizers and participants of your event are aware of requirements for entry to Canada, the information provided to the CBSA may be shared with CIC. The CIC may, in turn contact event organizers to confirm details of your event and provide further direction regarding admission to Canada for those attending your event.

**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.**

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  
Kelly Wolfslehner

Border Services Officer, Operations Branch  
Canada Border Services Agency / Government of Canada  
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Canada Border Services Agency    Agence des services frontaliers du Canada

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*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-ajprp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-ajprp/infosource-eng.html)*