



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
3rd Floor- 1611 Main Street
Vancouver, BC
V6A2W5

August 17, 2015

File#PAC_2015_08183

International District Energy Association
24 Lyman Street, Suite 230
Westborough, Massachusetts 01581

Cheryl Jacques,

In response to your correspondence dated August 10, 2015 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

Evolving Energy-Global Leadership Transforming Cities

December 7-10, 2015

Sheraton Vancouver Wall Centre

Vancouver, BC

The information provided to the CBSA states there will be approximately 200 attendees to which 25 % are foreign to Canada and that the event is closed to the general public with no sales of merchandise.

As outlined in your correspondence, this event is expecting approximately 20 foreign exhibitors who are importing display items for table tops 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.

Items imported to be given away or sold at this event will require formal customs accounting documentation and any applicable duties and/or taxes will be collected at the time of importation.

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over \$2000. U.S. must be reported to U.S. Customs. They can document your goods on the form 4455 so they can identify the goods on your return to the U.S.

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>

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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.

To facilitate border procedures it is recommended that foreign attendees and exhibitors 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,

Mairead Mattia

Border Services Officer, Operations Branch
Canada Border Services Agency / Government of Canada
Mairead.Mattia@cbsa-asfc.gc.ca / Tel: 604-775-5379 / 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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*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-airpr/infosource-eng.html*