



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

September 5, 2017

File#PAC_2017_10996

American Thyroid Association
6066 Leesburg Pike, Suite 550
Falls Church, VA 22041 USA

Dear Adonia Calhoun Coates,

In response to your correspondence dated August 22, 2017 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

<p style="text-align: center;"><u>87th Annual Meeting of the American Thyroid Association (ATA)</u> October 18-22, 2017 Fairmont Empress Hotel and Victoria Conference Centre Victoria, BC</p>

The information provided to the CBSA states there will be approximately 1300 delegates, of which 90% is foreign to Canada. It is understood that the event is closed to the general public, with no sales of merchandise on the exhibit floor.

As outlined in your correspondence, this event is expecting approximately 30-35 U.S. and international exhibitors, who will be importing display booths, various publications and convention materials such as promotional literature, newsletters and pamphlets 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.

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 over \$2000 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 with the specifics of your event. They will assess the visa requirements of your event.

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 it is recommended that foreign attendees and foreign 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,

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
Mark.Bourne@cbsa-asfc.gc.ca / Tél. : 604-666-1294 / ATS : 866-335-3237

*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*