



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Canada Border Services Agency  
International Events and Convention Services Program  
191 Laurier Avenue West, 8th Floor  
Ottawa, ON  
K1A 0L8

February 10, 2017

**File #QUE\_2017\_09933**

Catholic Press Association  
205 West Monroe Street, Suite 470  
Chicago, IL 60606  
USA

Attention: Tim Walter

Dear Mr. Walter,

In response to your correspondence dated January 20, 2017 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**Catholic Media Conference**  
**June 21 - 23, 2017**  
**Laval University, Desjardins Pavilion**  
**Québec City, Québec**

The information provided to the CBSA states there will be approximately 300 attendees to which 90% are foreign to Canada and that the event is not open to the general public with sales.

As outlined in your correspondence, this event is expecting approximately 25 foreign exhibitors who are importing display booths, books and promotional materials for use 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.

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.

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.

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.

**Canada** 

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: [www.cic.gc.ca/english/information/inadmissibility/index.asp](http://www.cic.gc.ca/english/information/inadmissibility/index.asp)

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 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 to 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 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,



Ian Donald  
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Canada Border Services Agency  
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Fax: 613-998-5584  
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Government of Canada

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