



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Convention Services Program  
1st Floor, 333 Dunsmuir Street  
Vancouver, B.C.  
V6B 5R4

November 18, 2010

2011/ VCR - 039

Smart Hotel Software  
2420 Haywood Avenue  
West Vancouver, BC V7V 1Y1

Dear Jordan Menu;

This is in response to your letter of November 4, 2010 as the CBSA Convention Services Program has officially recognized your event and granted permission to import goods for this event only.

**Third Party Advantage Conference**

March 6 - 8, 2011

River Rock Hotel

Richmond, BC

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

According to your letter your event is closed to the general public and you are expecting 30 exhibitors, who will be importing standard trade show exhibition booths and marketing brochures for display purposes only. It is noted that there will be no sales of merchandise on the exhibit floor.

Non-Canadian exhibitors may import display items and exhibit booths temporarily under the provisions of tariff item **9993.00.00.00** so long as **the goods will be exported** at the end of the event.

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.



Nationals of other countries may engage in exhibiting, selling or displaying goods without a work permit from Citizenship & Immigration providing they are not selling to the general public. Direct sales to the public at large require a work permit. Exhibitors engaged in direct sales to the public, where goods are delivered at the time of sale, are considered to be entering the labor market and a work permit is required. Additional information on work permits is available on the CIC Web site at <http://www.cic.gc.ca/english/work/index.asp>.

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.

If you will have attendees from visa requiring countries <http://www.cic.gc.ca/english/visit/apply-who.asp>, contact the Special Events Unit of Citizenship and Immigration Canada at [special.events@cic.gc.ca](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements for your event.

If you have been convicted of a criminal offence, you must contact the Canadian Embassy in your area or check the website below, to confirm requirements for entry into Canada. <http://www.cic.gc.ca/english/visit/faq-inadmissibility.asp>

To facilitate Customs procedures at the time of entry into Canada, we suggest a copy of this letter be given to each exhibitor who is importing goods into Canada for this event.

Please do not hesitate to contact the undersigned if you have any questions or require further assistance at (604) 775-5379 or facsimile (604) 666-4470.

Regards,

*Mark Bourne*

Mark Bourne  
Regional Conventions Coordinator, Pacific District  
333 Dunsmuir Street, Vancouver, B.C. V6B 5R4

**Canada**