



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Canada Border Services Agency  
International Events and Convention Services Program  
191 Laurier Avenue West, 7th Floor  
Ottawa, ON K1A 0L8

October 25, 2021

File #MTL\_2022\_12299

Ecological Society of America (ESA)  
1990 M Street, NW, Suite 700  
Washington, DC 20036  
USA

Attention: Christi Nam

Dear Ms. Nam,

In response to your correspondence dated September 14, 2021; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**ESA/CSEE Annual Meeting**  
**August 14 - 19, 2022**  
**Palais des congrès de Montréal**  
**Montréal, Québec**

The information provided to the CBSA states there will be approximately 4000 attendees to which 85% are foreign to Canada and that the event is closed to the general public with sales.

As outlined in your correspondence, this event is expecting approximately 74 foreign exhibitors who are importing display booths, brochures and industry-related goods 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.

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, badges, flags, brochures, etc.) may enter Canada free of duty and taxes, provided the items will be exported 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](#).

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit ([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.

**To limit the further spread of coronavirus in Canada, new travel restrictions are in place across all border crossings. Please review the following link carefully to determine if you are eligible to enter Canada:**

<https://travel.gc.ca/travel-covid>

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: [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 Immigration, Refugees and Citizenship Canada (IRCC) 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.

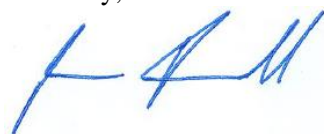
Visa-exempt foreign nationals, excluding U.S. citizens, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: [www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html)

Are you flying into Canada? Would you like to potentially cut your processing time in half? The CanBorder – eDeclaration app for your smart phone is quick, simple and secure, operates in airplane mode (once downloaded) and allows you to create a declaration for up to five travellers with the same place of residence. For more information please visit: [www.cbsa.gc.ca/new-neuf/app-eng.html](http://www.cbsa.gc.ca/new-neuf/app-eng.html)

**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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Email: [Ian.Donald@cbsa-asfc.gc.ca](mailto:Ian.Donald@cbsa-asfc.gc.ca)  
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. Immigration, Refugees and Citizenship 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-airpp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airpp/infosource-eng.html)*

**Canada** 