



Convention Services Program- Pacific Region

333 Dunsmuir Street, Vancouver, BC V6B 5R4
604-775-5379, Fax: 604-666-4470

Procedures for Self-clearing exhibition materials into Canada

1. Ensure you have **proof of participation at the event**. Either a letter from the organizer or proof of registration showing you are displaying at this particular event. Customs will direct you to the commercial operations to present your paperwork and information for validity.
2. Provide a document /invoice showing your company name and address referencing to the event you are participating in.
 - Be specific about the qty, description, value, country of origin of materials.
 - Statement of origin for shipments under \$1600 CAD are accepted. NAFTA certificates may be required for any shipment over.

Important! On the document, list those goods you are importing for display use only and what goods you intend to sell or give-away. Display goods usually will be exported back whereas give-aways are distributed at the event and taken back with individual attendees of which you have no control over.

3. Non-residents importing commercial goods must satisfy Customs that the goods are not staying in Canada. On the document clearly state: **“The goods are for event use only and will not be sold or left behind in Canada but exported at the end of the event.”**
4. Label the boxes and shipping document with the following info:

Name of Event c/o Venue name and address Contact name with phone number

Important! When shipping using UPS or Fed Ex create the invoice and attach a copy of the CBSA event recognition letter from our office along with the shipping docs. Notify the Richmond B.C. office of Fed Ex or UPS once you have your tracking numbers. UPS is 604-279-2709, and Fed Ex at 604-279-7724.

Exporting Goods Out of the US

Important! Notify ***Dept. of Homeland Security*** in your locale informing them of your intention of importing goods into Canada for temporary entry use at the event. You can Google the **US Form 4455** and complete the top portion and present it to US Customs



Canada Border
Services Agency

Agence des services
frontaliers du Canada

at the port of exit for verification and stamping. Present this document to US Customs when you seek re-admission into the United States.

5. Customs at the point of entry will ask will peruse your paperwork to determine if the quantity is realistic for display materials and give-aways. Sales to the general public where product is delivered at time of sale requires a work validation and permit from Citizenship & Immigration. Call your Cdn Embassy in your city for more details or go to www.cic.gc.ca
6. To complete the entry yourself, Customs will require a business number. The business window number is 1-204-983-1848 or fax 1-204-984-5491.
7. If goods require customs clearance, UPS/ Fed Ex can apply a one-time power of attorney and clear the goods for you. Ask them about this service.
8. If you have any questions pertaining to GST you can talk with our GST Tax Rulings at 1-800-959-8287.

Canada Border Services Agency- Conventions Unit –

Tracy Letain at 604-775-5379 or fax us at 604-666-4470

or Livingston Event Logistics – Stefanie Goss at 1-800-663-0301, email:
sgoss@livingstonintl.com

Self-Clearing Checklist

1. You must have valid id and proof of citizenship to enter Canada.
2. Proof of event registration as an exhibitor.
3. Document / invoice showing what goods are being imported into Canada with values and showing the name and event location. The document must clearly describe what goods are for display and what goods are to be given-aways.
4. Copy of the CBSA-Conventions Unit Recognition letter.
5. May require a BN if CBSA requires you to complete an entry.
6. Arrange to have carrier export the goods after the event is over.