



Canada Border  
Services Agency      Agence des services  
frontaliers du Canada

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

December 12<sup>th</sup>, 2011

2012 / VCR -072

The Institute of Electrical and Electronics Engineers, Inc.  
445 Holes Lane  
Piscataway, NJ 08854  
USA

Dear Dr. Brian Gleeson,

This is in response to your letter of December 1<sup>st</sup>, 2011 as the CBSA Convention Services Program has officially recognized your event and granted permission to import goods for this event only.

**IEEE 2012 Haptics Symposium**

March 4<sup>th</sup> – 7<sup>th</sup>, 2012

Sheraton Vancouver Wall Centre  
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA will advise 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 will feature up to 40 non-resident exhibitors who will be importing computers, robotic equipment and devices for display purposes only. It is noted that there will be no sales of merchandise at this event.

Non-Canadian exhibitors may import these 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.

Additionally, your event qualifies as a foreign event under classification **9830.00.00.00** and any imported conference materials (i.e., official paraphernalia, souvenirs, printed matter, pens, decorations, etc.) can enter Canada free of duty and taxes providing the items are exported at the end of the event. To enjoy this tax-free status on imported goods it is important that the event is not open to the general public.



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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.

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.

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) 666-1294 or facsimile (604) 666-4470.

Regards,

*Doug Nowak*

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

**Canada**