



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
Trade Operations Division
1980 Matheson Blvd E
Mississauga, ON L4W 5R7

February 12, 2025

File No. GTA_2025_15031

Border to Show Off-site

Kelly Moran
Utilities Technology Council
2550 South Clark Street, Suite 960
Arlington, VA
22202, USA

Dear Kelly Moran,

In response to your correspondence dated October 21, 2024, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

UTC 2025 Canadian Technology Conference

April 14 – 16, 2025

Radisson Blu Toronto Downtown
Toronto, ON

The information provided to the CBSA states there will be approximately 100 attendees to which 35% are foreign to Canada and that the event is open to the general public only if registered online without sales.

We are pleased to inform you that the Border to Show off-site service, as outlined in the CBSA Departmental memorandum D8-1-2, has been granted for this event.

As outlined in your correspondence, this event is expecting approximately 7 foreign exhibitors who are importing pop-up displays, banners and literature at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booths 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 for sale are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a Commercial Accounting Document (CAD). Commercial release processing is fully explained in Customs Memorandum [D17-1-5](#). Goods imported as “giveaways” must be accounted for at time of release on a Commercial Accounting Document (CAD) with all applicable duties and/or taxes collected at the time of importation.

Under certain circumstances, the CBSA will require a security deposit on goods temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form BSF865)

At the time of exportation, goods granted temporary admission on a Form BSF865 or Carnet must be presented along with importer's/owner's copies of the appropriate documentation to the 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.

The IECSP has been informed that **there is no broker for this event**. If you have any questions regarding importing event materials into Canada please contact the organizer of the event **Kelly Moran at 202-833-6812**.

CBSA requires everyone seeking admission into Canada to properly declare themselves to the 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.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html

If you are an event organizer and you have attendees from visa-requiring countries (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 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

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: www.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html

If you are arriving at one of Canada's main airports (www.cbsa-asfc.gc.ca/services/border-tech-frontiere/pik-bip-eng.html), you can complete your customs and immigration declaration at an airport kiosk or eGate upon arrival.

Save time and submit an Advance Declaration (www.canada.ca/en/border-services-agency/services/arrivecan.html), up to 72 hours before you arrive in Canada. This allows you to do so at your own pace, and in a preferred environment. Special access to express lanes in the arrivals hall will be given to travellers who have used this feature.

You may then retrieve your declaration by scanning your travel document and confirming your identity at an airport kiosk or eGate before presenting yourself to a border services officer.

All passengers arriving at other airports must fill out a paper E311 CBSA Declaration Card prior to arrival and present it to a border services officer.

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,

Bhavjot Brar
Regional Coordinator
International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Email: IECSP-PSEIC_GTA@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-aiprp/infosource-eng.html.*