



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

# Canada's International Events and Convention Services Program

BSF5009 Rev. 07

Canada



If you are a convention, meeting or event planner, trade show organizer, or involved in promoting Canada as a destination for a concert, art show or exhibition, this information will be of special interest to you.

The Canada Border Services Agency (CBSA), together with the help of other government departments and agencies, has designed a convention services program to assist you in the planning process of your event being held in Canada.

You can conveniently send your request for border-related assistance directly to a CBSA regional convention coordinator by mail or facsimile.

By using this CBSA service early in your planning process, you will be aware of any Canadian border-related requirements for your event.

The convention coordinator is able to access a vast network of Government of Canada agencies and departments on your behalf.

The convention coordinator has the expertise to assist you with everything you need to know about bringing your type of event to Canada, including information on:

- the *Letter of Recognition* – a letter of introduction, issued by the convention coordinator, which is presented to the CBSA upon your arrival in Canada to facilitate the entry process;
- border-related requirements, exemptions and services that may apply to your specific event;
- moving your goods from the Canadian border to the event site;
- employment and immigration requirements for meeting planners, speakers, exhibitors and delegates;

- duties and taxes;
- information on rebates of Canada's goods and services tax (GST) or harmonized sales tax (HST); and
- security deposit requirements.

If you need more detailed information concerning Canada's International Events and Convention Services Program, call one of our regional convention coordinators (see list in this brochure). They are available to answer your questions and provide helpful advice.

## **More information**

Copies of publications may be obtained at most CBSA offices across the country or by contacting our Forms and Publications Distribution Centre toll-free (within Canada and the United States) at **1-800-959-2221**.

You may also visit our Web site at **[www.cbsa.gc.ca](http://www.cbsa.gc.ca)**.

# Canada's International Events and Convention Services Program

## Regional Coordinators

### Atlantic

#### Nova Scotia, Newfoundland and Labrador

1969 Upper Water Street  
Purdy's Tower II, 3rd Floor  
Halifax NS B3J 3R7  
Telephone: 902-426-7340  
Facsimile: 902-426-1347

#### New Brunswick and Prince Edward Island

65 Canterbury Street  
Saint John NB E2L 2C7  
Telephone: 506-636-5594  
Facsimile: 506-636-4079

### Quebec

130 rue Dalhousie  
Ville de Québec QC G1K 4C4  
Telephone: 418-648-3401, Ext: 2358  
Facsimile: 418-648-3040

400 Place d'Youville, Bureau 120  
Montréal QC H2Y 2C2  
Telephone: 514-283-2949  
Cellular: 514-829-9549  
Facsimile: 514-283-5757

### Northern Ontario

#### National Capital Region

2265 St. Laurent Boulevard  
Ottawa ON K1G 4K3  
Telephone: 613-991-1427  
Facsimile: 613-957-8911

## **Southern Ontario**

**Toronto, Windsor, London,  
Niagara Falls and Hamilton**

1980 Matheson Blvd. E.  
P. O. Box 7000, Station "A"  
Mississauga ON L5A 3A4  
Telephone: 905-803-5261  
Facsimile: 905-803-5353

## **Prairies**

**Manitoba, Saskatchewan and  
Northwest Territories**

269 Main Street, Room 100, Victory Building  
Winnipeg MB R3C 1B3  
Telephone: 204-983-3664  
Facsimile: 204-983-6635

2588-27th Street N. E.  
Calgary AB T1G 7G1  
Telephone: 403-292-4313  
Facsimile: 403-292-4200

## **Pacific**

**British Columbia and Yukon**

333 Dunsmuir Street  
Vancouver BC V6B 5R4  
Telephone: 604-666-1294  
Cellular: 604-834-7479  
Facsimile: 604-666-4470

## **National Coordinator**

191 Laurier Avenue West  
Ottawa ON K1A 0L8  
Telephone: 613-946-0237  
Cellular: 613-316-9614  
Facsimile: 613-998-5584

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