



Canada Border Services Agency  
International Events and Convention Services Program  
Box 178  
Carievale, SK S0C 0S0

November 19, 2024

**File #CAL\_2025\_14721**  
**Border to Show Off-site Authorized**

Marketplace Events LLC  
PO Box 70060 Rimrock Plaza  
Toronto, ON M3J 0H3

Dear Shannon Novak:

In response to your correspondence dated July 3, 2024; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**Edmonton Renovation Show**

January 24 – 26, 2025  
Edmonton Expo Centre  
Edmonton, Alberta

The information provided to the CBSA states there will be approximately 15,000 attendees to which 2% are foreign to Canada and that the event is open to the general public with 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, ([www.cbsa-asfc.gc.ca/publications/dm-md/d8/d8-1-2-eng.pdf](http://www.cbsa-asfc.gc.ca/publications/dm-md/d8/d8-1-2-eng.pdf)) has been granted for this event. However, it is your responsibility to confirm arrangements with our Edmonton office. **Please contact a Commercial Superintendent at 780-890-4306 to make the necessary arrangements.** Also note, that as per D-Memorandum 8-1-2, paragraph 125, “**special service charge fees may apply**” when using border to show services.

As outlined in your correspondence, this event is expecting approximately 3 foreign exhibitors who are importing display booths, computers and printed advertising materials for use 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 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 may not be immediate.

Cross Connect Customs & Event Logistics has been designated as the official customs broker for this event. If you have any questions regarding importing meeting materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Danny Mekhuri at 416-706-1956.

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.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/inadmissibility.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](http://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada.html)

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)

If you are arriving at one of Canada's main airports ([www.cbsa-asfc.gc.ca/services/border-tech-frontiere/pik-bip-eng.html](http://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](http://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,

Todd Stinson  
Regional Coordinator  
International Events and Convention Services Program (IECSP)  
Canada Border Services Agency  
Telephone: 306-928-2055 Fax: 306-928-2008  
Email: [Todd.Stinson@cbsa-asfc.gc.ca](mailto:Todd.Stinson@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](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html)*