

Sample Letter

(to be completed on Organization's letterhead. Original to be sent to Canada Customs and a copy sent or faxed to:)

Date: _____

Canada Customs & Revenue Agency
Convention & Exhibition Unit
759220-4th Ave SE
Calgary AB T2G 4X3
Elly Brouwer
Ph. (403)292-4313

Attention: Elly Brouwer / Customs Officers in Alberta

IMPORTANT!
Companies transporting goods & materials from the U.S. for this show need to complete a sample letter such as this attached on their letterhead and issue it as addressed to Elly Brouwer and send a copy (fax) to me (Jason) at (403) 261-0665. This is to ensure you are not charged duties on display components

We would like to inform your office that our organization will be producing the **(Official Name of Event)** being held at **(Location)** from **(Date)** to **(Date)**.

We are headquartered in **(City)**, and anticipate the participation of approximately exhibitors,% of which will be Canadian, and% of which will be U.S. or other. They will be importing for display the following items: _____. We expect approximatelydelegates,% of which will be Canadian, and% of which will be U.S. or other.

We, therefore, ask that your office declare our event a bona fide exhibition, enjoying the privileges of Tariff Item 9993.00.00.00 and Customs Memorandum D8-1-2. We also request the use of the Border-to-Show movement.

Our move-in takes place **(Dates)** and move-out is **(Dates)**

We have appointed North American Logistics Services Inc./Goodkey "Official Customs Broker" for our event.

We trust that this matter has been handled to your satisfaction and that the information supplied is sufficient for your requirements.

Awaiting your reply, we remain,

Sincerely,
c.c. North American Logistics Services Inc.