



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

# Canada's International Events and Convention Services Program (IECSP)

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Canada

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If you are a convention, meeting or event planner, trade show organizer, or if you are 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 the International Events and Convention Services Program (IECSP) to assist you in the planning process of your event being held in Canada.

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

The IECSP coordinator is able to access a vast network of Government of Canada agencies and departments on your behalf, and has the expertise to advise you on what 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 IECSP coordinator, which you may present 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;
- non-Canadians working in Canada;

- visitor visa requirements for persons from countries that require a visa to visit Canada;
- duties and taxes;
- Canada's goods and services tax (GST) or harmonized sales tax (HST); and
- security deposits.

For further details call one of our IECSP coordinators (see list in this brochure). They are available to answer your questions and provide 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**

### **IECSP Coordinators**

#### **Atlantic**

##### **Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador**

1969 Upper Water Street  
Purdy's Tower II, 3rd Floor  
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Québec QC G1K 4C4  
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Montréal QC H2Y 2C2  
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## **Northern Ontario, Nunavut and the National Capital Region**

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## **Southern Ontario**

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

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## **Prairies**

### **Manitoba, Saskatchewan and Northwest Territories**

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Victory Building  
Winnipeg MB R3C 1B3  
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### **Alberta**

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Calgary AB T1Y 7G1  
Telephone: 403-292-4313  
Facsimile: 403-292-4200

### **Pacific**

#### **British Columbia and Yukon**

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Facsimile: 604-666-4470

### **National Coordinator**

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