

How to travel with trade show and display materials to and from Canada.

The following steps are suggested by the Canadian Border Services Agency to make travel with trade show and display materials across the U.S. - Canadian border successful and to minimize time. Please note that the instructions provided below relate to display items and booth components, and do not apply to items intended for sale.

1. Create a packing list of all items being transported to the trade show for display or distribution, including the following information:
 - a) Description
 - b) Quantity
 - c) Value

2. As you arrive at the U.S. Customs border stop, notify the officer that you are crossing the border with a trade show display and sample materials. The Customs Officer will provide a form, which he/she may request to be accompanied by a copy of the packing list. The Customs officer should be able to assist with this paperwork. Hold onto this paperwork, as it will expedite the return trip into the U.S. from the trade show.

3. In advance of your departure, contact the Canadian Border Services Agency (CBSA) to determine if the trade show has on-site support from CBSA. If not, skip to #4.
 - a) Let CBSA know the booth number, so a representative may be able to stop by to help with paperwork, and
 - b) Fax the packing list to the Canadian Border Services Agency several days in advance of the border crossing and include the booth number at the trade show.

4. If the trade show is small, and not supported by CBSA on-site representation,
 - a) Bring a letter from the trade show/conference organizer confirming your participation or registration, and
 - b) Also have a packing list (or commercial invoice) with you.
 - c) Simply inform the Canadian customs officer that the products are commercial samples for display at a trade show or event, and they will provide you with the correct paperwork.
 - d) NOTE: you should have the packing list for any other type of commercial display/event that you might participate in, i.e. home shows or other demonstration events.

The Border Information Service (BIS) has a computerized, 24-hour telephone service in English that provides general border services information.

Within Canada please call:
1-800-461-9999

Outside of Canada (long-distance charges apply):
(204) 983-3500 or
(506) 636-5064

To learn about this please visit: www.cbsa-asfc.gc.ca
www.cbp.gov
<http://www.cic.gc.ca/english>