

## **EXHIBITOR / SHIPPING INFORMATION FOR THE BANFF CENTRE**

### **Shipping Address:**

Delivery of material should be planned for arrival no earlier than 7 days prior to the event. All conference material **must be labelled** with:

"Name of your person on site AND company name"

"Conference Name"

C/O The Banff Centre - Conferences

107 Tunnel Mountain Rd.

Banff, AB

Canada

T1L 1H5

All packaging, including shipping and receiving of materials to or from The Banff Centre is handled through our Receiving Department, which is open from Monday through Friday, 8:30 a.m. – 5 p.m. There is no weekend courier delivery to Banff.

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### **Hiring a broker:**

When a shipment arrives in Canada it is held in a bonded warehouse until the proper paperwork is completed. You will need a Canadian importer number to have the goods cleared through customs. If you cannot appear in person at a Canada Customs and Revenue Agency (CCRA) office, then you must hire someone to act on your behalf – a customs broker. For conferences and trade shows we recommend: *Mendelssohn Customs Brokers, telephone 403-291-5332, fax 403-291-5305*. They can also arrange for transportation to and from The Banff Centre.

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### **Canadian duty and tax:**

You, as the shipper, are responsible for paying all charges including transportation and customs charges. Any shipment with a value of \$20 (Canadian) or more is subject to Canada's 7% Goods and Services Tax plus any applicable duty except for special conditions. Do not assume that the courier, such as Federal Express or United Parcel Service, will take care of it automatically. You must make arrangements to have your shipment cleared through customs in your name. The Banff Centre will not be responsible for clearing your goods and will not assume the legal liability of clearing your shipment.

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### **Goods for use at conventions and trade shows:**

Many materials for conventions may qualify for duty free, tax free import status. These materials must be used at the convention only and then leave Canada at its conclusion. Goods not exported from Canada are subject to Canadian duty and tax. In order to qualify for this duty-free and non-taxable provision, a deposit must be

paid to Canadian Customs and Revenue Agency (CCRA). If you are not able to appear in person to pay this deposit, you must hire a customs broker to do this for you. For more information contact CCRA at (403) 292-8750 and ask for publication #4032 "Welcome to Canada – Your Guide to Bringing a Convention, Meeting, Trade Show, or Exhibition Across the Canadian Border".

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### **Shipping or carrying goods into Canada without a broker:**

If you carry goods with you or ship without the assistance of a broker you will be responsible for clearing the goods into Canada yourself. You may be required to provide a refundable deposit of cash or a certified cheque equal to the duty and tax assessable on your shipment as if the goods were staying in Canada. Your deposit will be refunded when you provide proof of export to Canada Customs. Before leaving your home country you should register your goods with your country's customs authority so that when you return you do not have to pay duty in your home country. You should have a list in duplicate of all the goods you will be bringing into Canada showing the value each item and its serial number if applicable. You should also provide documentation from the convention organizers to support your request for the temporary admission of your goods.

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### **Frequently Asked Questions (FAQ's):**

#### **Can the courier make these arrangements for me?**

If you do not have a Canadian importer number you must get one through a Canadian customs broker. If you already have an importer number, ask the courier if your account includes a power of attorney for customs clearance. Tell them that your shipment must be marked "Free Domicile - Deliver Duty Paid," which means you will pay for all customs charges as well as transportation. If the courier cannot act as your customs broker, then you must contact a customs broker in Canada and arrange for them to clear the shipment on your behalf.

#### **Should I allow extra time for customs clearance?**

If your shipment is valued under \$1200.00 Canadian dollars and you have made arrangements with a customs broker, your shipment should not be delayed for customs clearance more than a couple days. Shipments valued higher than \$1200.00 may take several days to clear. If prior arrangements have not been made, expect delays of a week or more. If you are shipping goods for temporary import for a convention, contact the customs broker four weeks before the event. They will make arrangements to ship your goods to Banff, clear them through customs, and get them back to you after the convention.