



## EXHIBITORS' HANDBOOK

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**April 4 - 6, 2023**

**Palais des Congrès de Montréal**  
1001 Place Jean-Paul Riopelle  
H2Z 1M2 Montréal (Québec) - Canada  
[www.congresmtl.com](http://www.congresmtl.com)

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## CONTACT

### Event Organizers:

#### advanced business events

10 rue de la Rochefoucauld

CS 50300

92513 Boulogne-Billancourt Cedex – France

Tel : 01 41 86 41 60

Website: <https://montreal.bciaerospace.com/en/>

E-mail: [aeromart\\_montreal@advbe.com](mailto:aeromart_montreal@advbe.com)

## EVENT SCHEDULE & AGENDA

Event hours are subject to change, a definitive timetable will be provided with your BtoB meeting's agenda.

### Tuesday, April 4<sup>th</sup>

9:00am – 3:15pm: **Global Supply Chain Summit**. Program and prices available soon.

**(Fee not included in your package // Purchase your ticket in the online portal if you wish to participate)**

3:00pm – 7:00pm: Access to exhibition hall (booth set-up)

### Wednesday, April 5<sup>th</sup> - **Rooms 220 CDE**

7:30am – 8:30am: Opening of the front desk

8:30am – 12:30pm: BtoB meetings & workshops

12:30pm – 2:00pm: Networking lunch

2:00pm – 6:30pm: BtoB meetings & workshops

6:45pm – 11:00pm: Cocktail reception

### Thursday, April 6<sup>th</sup> - **Rooms 220 CDE**

7:30am – 8:30am: Opening of the front desk

8:30am – 12:30pm: BtoB meetings & workshops

12:30pm – 2:00pm: Networking Lunch

2:00pm – 5:40pm: BtoB meetings & workshops

5:40pm – 9:00pm: Closing

	Tuesday April 4 <sup>th</sup>	Wednesday April 5 <sup>th</sup>	Thursday April 6 <sup>th</sup>
Access to exhibition hall for booth set-up	3:00pm – 7:00pm	7:30am	
Cocktail reception		6:45pm – 11:00pm	
Move-out			5:40pm-9:00pm

## PREPARE YOUR ARRIVAL

Upon arrival at the Palais des Congrès de Montréal, all participants must present their **PRE-PRINTED BADGES** at the entrance.

They will be available to download from your online profile beginning from **March 31st, 2023:**







<https://meetings.montreal.bciaerospace.com/2023/signup.php>

You will also have to **print your B2B meeting schedule**, as only the event catalogue containing the exhibition floor plan with the list of exhibitors and the conference program will be given to you at the front desk.

## BOOTH DETAILS

Depending on the package you have chosen, the following equipment is included (excluding the extra options). Each panel is 2.5m high and 1m wide.

*\* Pictures are non-contractual*

<b>Basic Package 6m<sup>2</sup></b> (3m x 2m)		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 1 table</li> <li>✓ 3 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul>
<b>Customized Basic Package 6 m<sup>2</sup></b> (3m x 2m) with 3 personalized back booth panels on printed canvas fabric		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 1 table</li> <li>✓ 3 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul> <p><b>GRAPHICS TO BE PROVIDED in the dimensions of –</b>  <b>2972mm x 2400mm (117" x 94-1/2")</b> before MARCH 14TH, 2023 to  <a href="mailto:dominic.guay@dee-expo.com">dominic.guay@dee-expo.com</a> </p>
<b>Basic Package 12m<sup>2</sup></b> (6m x 2m)		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul>
<b>Customized Basic Package 12 m<sup>2</sup></b> (6m x 2m) with 6 personalized back booth panels on printed canvas fabric		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul> <p><b>GRAPHICS TO BE PROVIDED in the dimensions of –</b>  <b>5963mm x 2337mm ( 234-3/4" x 92")</b> before MARCH 14TH, 2023 to  <a href="mailto:dominic.guay@dee-expo.com">dominic.guay@dee-expo.com</a> </p>
<b>Deluxe Package 12m<sup>2</sup></b> (3m x 4m)		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 Kw</li> </ul> <p><b>GRAPHIC TO BE PROVIDED in the dimensions of –</b>  <b>1448mm X 622mm (57" X 24-1/2")</b> before MARCH 14TH, 2023 to  <a href="mailto:dominic.guay@dee-expo.com">dominic.guay@dee-expo.com</a> </p>
<b>Customized Deluxe Package 12 m<sup>2</sup></b> (3m x 4m) with 6 personalized booth panels		<ul style="list-style-type: none"> <li>✓ Carpet</li> <li>✓ A rail of spotlights</li> <li>✓ 1 single-sided sign</li> <li>✓ 2 tables</li> <li>✓ 6 chairs</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul> <p><b>GRAPHICS TO BE PROVIDED in the dimensions of –</b>  <b>A: 1270mm X 2400mm (50" X 94-1/2")</b>  <b>B: 1559mm X 2400mm (61-3/8" X 94-1/2")</b>  <b>D: 1448mm X 622mm (57" X 24-1/2")</b>          before MARCH 14TH, 2023 to <a href="mailto:dominic.guay@dee-expo.com">dominic.guay@dee-expo.com</a> </p>

<p><b>Premium Package 24m<sup>2</sup></b> (4m x 6m)</p>		<ul style="list-style-type: none"> <li>✓ Customizable booth</li> <li>✓ 1 storage closet</li> <li>✓ Spotlights</li> <li>✓ 1 counter</li> <li>✓ 1 table</li> <li>✓ 3 chairs</li> <li>✓ 2 high tables</li> <li>✓ 6 stools</li> <li>✓ 1 wastepaper basket</li> <li>✓ 1 electrical outlet of 1.5 kW</li> </ul> <p>✓ Included graphics and their dimensions for the 24m<sup>2</sup></p> <p><b>GRAPHICS TO BE PROVIDED before MARCH 14<sup>TH</sup>, 2023 to <a href="mailto:dominic.guay@dee-expo.com">dominic.guay@dee-expo.com</a></b></p>
<p><b>Customized Booth</b> (Collective pavilion or bare surface booth)</p>	<p>Contract your abe/bci aerospace sales representative or <a href="mailto:aeromart_montreal@advbe.com">aeromart_montreal@advbe.com</a></p>	<p><b>ORDERS MUST BE SUBMITTED BY FEBRUARY 27, 2023</b></p>

Do not hesitate to bring your own graphics to customize your space. You must bring all necessary materials to hang or paste your graphics (chains, adhesives, etc). **It is strictly forbidden to drill into the panels.** **Don't forget to bring an extension cord and power strip, as your booth comes with only 1 outlet.**

## BOOTH SET-UP

Booth set up will be from **3:00pm to 7:00pm on Tuesday, April 4<sup>th</sup>**. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Exhibition Center at **7:30am on Wednesday, April 5<sup>th</sup>** to complete the set up and personalization of their booths.

Aeromart Montréal offers hard walled booths. **We strongly recommend you bring graphics to customize your space, or order custom-printed walls and fascia boards for a more professional appearance.** Noisy machines or sound systems **are not allowed**. Also, please ensure that all equipment and graphics you bring fit your corresponding booth dimensions. **Please note that your booth comes with only 1 electrical outlet.**

## ADDITIONAL FURNITURE

### • Default furniture:

**Our official supplier, « DEE »** offers an large range of furniture and equipment. You may trade your default furniture or order additional equipment at your own cost.

For a detailed description of the characteristics of your stand (from 6 to 24m2) consult the following link:  
<https://decorexpo.com/aeromart-2023/>

### • How to place an order?

Please complete the order form [HERE](#).

**ORDERS MUST BE SUBMITTED BY MARCH 14, 2023.**

A 30% surcharge will be applied to all orders placed after this date.

### • Consult the list of luxury furniture and access the order form [HERE](#).

### • Contact :



778, rue Jean-neveu  
Longueuil, Québec, J4G 1P1  
Canada  
Dominic GUAY  
Tel: 450-646-2251 ext. 232 // [dominic.guay@dee-expo.com](mailto:dominic.guay@dee-expo.com)

## MULTIMEDIA PACKAGE RENTAL

### Available equipment:

A 42" plasma screen

Price : **700 EUR/CAD HT**

- **How to place an order?**

You must order on the platform during your registration. **If you have already sent your order form and wish to add a video rental, please send an email to your abe/BCI Aerospace sales representative and copy Taylore LASSALLE (tlassalle@advbe.com).**

**ALL ORDERS MUST BE SUBMITTED BY MARCH 14<sup>TH</sup>, 2023**

## PERSONALIZED BOOTH PANEL

- **Customized booth panels:**

Your booth is made of hard walls that can be customized with your own graphics.

You just need to provide us your ready-to-print artwork in the correct format:

- Panel dimensions: 2.5m x 1m
- Actual/visible dimensions: **949mm x 2292mm (37-3/8" x 90-1/4")** (printed on PVC)
- Price: **300 EUR HT / 350 CAD HT per panel**

Your electronic artwork must be provided in: .ai, .pdf, .psd, .eps at 200 dpi of actual image size.

- **How to place an order?**

You must order on the platform during your registration.

**If you have already sent your order form and you make to add an additional order, please send an email to your abe/BCI Aerospace sales representative and copy Taylore LASSALLE (tlassalle@advbe.com).**

**ALL ORDERS MUST BE SUBMITTED BY MARCH 14<sup>TH</sup> 2023.**

**YOUR GRAPHICS MUST BE SENT TO [dominic.guay@dee-expo.com](mailto:dominic.guay@dee-expo.com) BY MARCH 14<sup>TH</sup>, 2023.**

## TECHNICAL SERVICES & BOOTH CATERING

For all technical orders not included in your package, you may order through the Palais des Congrès de Montreal's online ordering system by clicking on the link below: **ORDERS MUST BE SUBMITTED BY MARCH 20<sup>TH</sup>, 2023.**

Services	Contacts
<ul style="list-style-type: none"><li>* Plumbing</li><li>* Materials handling</li><li>* Banner installation</li><li>* Booth catering</li></ul>	<p>Access the exhibitor order portal <a href="#">HERE</a>.</p> <p>For any additional questions, contact Palais des congrès of Montreal exhibitors' services at:</p> <p>T: + 1-514-871-5871 or + 1-888-571-5871 (toll free)</p> <p>@: <a href="mailto:techno@congresmtl.com">techno@congresmtl.com</a></p> <p>Access the booth catering order form below:</p> <p><a href="https://congresmtl.com/pdf/Exhibitor_Order_Capital.pdf">https://congresmtl.com/pdf/Exhibitor_Order_Capital.pdf</a></p>

## WIFI INTERNET

Wi-fi inside the exhibition hall will be provided for all participants throughout the duration of the event

The network name and WIFI password information will be provided on your badge.

## NETWORKING LUNCHES

A seated networking lunch will be catered on **April 5th and 6th**, for those who have **pre-paid for the lunch option** during the original registration process.

**NB: If you have already sent your order form and you wish to add the lunch package, please send an email to your abe/BCI aerospace sales representative and copy Taylore LASSALLE ([tlassalle@advbe.com](mailto:tlassalle@advbe.com)). Please specify the number of delegates in your email.**

**ORDER DEADLINE: MARCH 10<sup>TH</sup>, 2023**

**❗ ACCESS TO THE LUNCH AREA WILL BE DENIED TO THOSE WHO HAVE NOT PRE-PAID**

## COFFEE CORNER

A complimentary coffee corner is available **every morning** of April 5<sup>th</sup> and 6<sup>th</sup>.

## THEMED WORKSHOPS

If you are leading a themed workshop, the conference room will be fully equipped with a video projector, screen, a computer (for your presentation), and a wireless microphone will be made available to you.

For all your queries and concerns please contact Marianne Bohssein at [mbohssein@advbe.com](mailto:mbohssein@advbe.com) or + 33 1 41 86 41 98.

## SHIPPING

**Be sure to have your materials delivered no earlier than 8:00am on April 4<sup>th</sup>.** Any earlier deliveries **will not be accepted**. Please send them to the address below and include **the name of the event** as well as **your company name** on the label:

Palais des Congrès de Montréal (loading dock) – AEROMART MONTREAL (Rooms 220 CDE)

[Company's name]

163 rue St-Antoine Ouest  
Montréal, QC CANADA H2Z 1X8

**IMPORTANT: each exhibitor is responsible for the transport of his material the reception and the forwarding of his packages. The Palais des Congrès de Montréal and ABE/BCI Aerospace decline all responsibility in the event of theft, loss, or damage to stored goods.**

**Materials delivery date: no earlier than Tuesday, April 4th, 2023**

**Materials pick-up date (mandatory): Thursday, April 6th, 2023 (end of the day)**

ConsultExpo has been appointed as official customs broker and shipping provider for Aeromart Montreal 2023 to be held at the Palais des congrès. ConsultExpo provides a wide variety of customs and transportation services. To receive a price quotation, please complete their PDF forms (below) and return them via email **5 days before your materials leave your country**.

**Please fill in the Customs and Shipping forms [\[here\]](#) or online forms [\[here\]](#) before sending your materials to Montreal.**

For any personalized requests, please contact:



**John Santini, Director of Operations**

Office: 514-482-8886 ext. 1

Cell: 514-709-0781

Fax: 888-629-9008

Courriel: [johns@consultexpoinc.com](mailto:johns@consultexpoinc.com)

Please complete the ConsultExpo forms **prior** to shipping your exhibit materials. They will need both the **Order Form** and the **Canada Customs Invoice** before your materials are sent.

**\*\*If you ship via your own carrier, please complete their respective Order Form and Canada Customs Invoice.**

For exhibitors traveling with their exhibit material by plane or car, please notify ConsultExpo **4 weeks prior** to traveling so they can prepare your customs documentation.

## MOVE-OUT

Exhibitors are required not to leave or dismantle their stand **before the end** of the event.

All exhibitors must remove their material and equipment from their booth **between 5:30 pm and 9:00 pm on Thursday, April 6<sup>th</sup>**.

**Important Note** : We encourage you to always attend to your belongings. The organizers and the Palais des Congrès de Montréal will not be, in any case, responsible for any theft or damage incurred. The booth spaces must be returned free of any object. Any material or equipment left in the booth **after 9:00 p.m. on April 6<sup>th</sup>** will be taken to ConsultExpo's warehouse at the exhibitor's expense.

## ACCESS TO THE VENUE

### PALAIS DES CONGRES DE MONTREAL

1001 Pl. Jean-Paul-Riopelle, Montréal, QC H2Z 1H5, Canada

#### → FLIGHTS

##### **Montreal Trudeau Airport:**

Montreal is one of Canada's largest cities. Many direct flights link Montreal to more than 130 Canadian, American, and overseas destinations. The airport is located in Dorval, about 20 minutes away from downtown Montréal.

##### **Useful links:**

Website: [www.admtl.com](http://www.admtl.com)

Flight time: [www.admtl.com/flights](http://www.admtl.com/flights)



**AIR FRANCE AGREEMENT - The best fare for your airline ticket:**



**Attractive discounts, up to -15%, on a wide range of public fares on all AIR FRANCE, KLM and their code-shared flights worldwide.**

Event: **Aeromart Montreal**

ID Code: **39486AF**

Travel Valid Period: **28/03/2023 to 13/04/2023**

Event location: **MONTREAL**

*Please visit the event website or access directly through*

<https://globalmeetings.airfranceklm.com/Search/promoDefault.aspx?vendor=AFR&promocode=39486AF>

Use the event link above or visit [globalmeetings.airfranceklm.com](http://globalmeetings.airfranceklm.com) to

- access the preferential fares granted for this event\*, make your booking, issue your electronic ticket\*, and select your seat\*\*

#### Proof of attendance-fare eligibility

If you buy your ticket via AIR FRANCE & KLM Global Meetings website, your electronic ticket will carry a special mention which justifies the application of the preferential fares.

At any point of your journey, passengers must be able to justify the usage of the discounted AIR FRANCE-KLM Global Meetings & Events fares by showing the proof of attendance-fare eligibility document. You will receive this document automatically when you book your tickets on the online booking platform [globalmeetings.airfranceklm.com](http://globalmeetings.airfranceklm.com). Frequent flyer / loyalty programs of Air France and KLM partner airlines are credited with "miles" when Air France or KLM flights are used.

\*Not available in certain countries

\*\*Subject to conditions

#### Traveling to the Palais from the airport:

- ⇒ Limousines, taxis, and taxis for handicapped persons: [www.admtl.com/taxis-limousines](http://www.admtl.com/taxis-limousines)
- ⇒ 747 bus/downtown and city buses: [www.admtl.com/buses-747-express](http://www.admtl.com/buses-747-express)
- ⇒ Car rental: [www.admtl.com/car-rental](http://www.admtl.com/car-rental)

#### → CAR

There are several parking areas located at or near the Palais des Congrès:

<https://congresmtl.com/en/convention-center/maps-and-directions/>

#### PARKING RATES:

##### Indoor Parking Palais des congrès

1025 Rue Chenneville, accessible by Avenue Viger, 400 spots

◆ See the itinerary [↗](#)

30 minutes .....	\$5.00
Between 2 and 12 hours .....	\$22.50
Between 12 and 24 hours .....	\$27.00
Fixed daily event rate .....	\$25.00
Monthly (contact: 514 871-3123) .....	\$280.00

\* Accepted methods of payment: cash, VISA, Mastercard. Includes all applicable taxes. Prices are in Canadian dollars and are subject to change without prior notice.

CLEARANCE HEIGHT: 1,9 M (6 PI 2 PO)

##### Quartier international de Montréal Indoor Parking

249 Rue Saint-Antoine Ouest, 1,200 spots

◆ See the itinerary [↗](#)

Every 30 minutes .....	\$4.50
Maximum of 12 hours .....	\$21.50
Between 12 and 24 hours .....	\$25.00
Fixed daily event rate .....	\$25.00

\* Accepted methods of payment: cash VISA, Mastercard. Includes all applicable taxes. Prices are in Canadian dollars and are subject to change without prior notice. For more information, please contact Indigo [↗](#).

CLEARANCE HEIGHT: 2 M (6 PI 7 PO)

Consult the list of [Parking lots in Old Montréal and nearby](#) for more options

## CAR RENTAL COMPANIES:

COMPANY	PHONE N°	WEBSITE
	+1 514 636-1902 Toll free : +1 800 879-2847	<a href="http://www.avis.ca">www.avis.ca</a>
	+1 514 633-1222 Toll free : +1 800 462-5266	<a href="http://www.alamo.ca">www.alamo.ca</a>
	+1 514 636-0052 Toll free : +1 800 268-8970	<a href="http://www.budget.ca">www.budget.ca</a>
	+1 514 631-5567 Toll free : +1 800 800-4000	<a href="http://www.dollar.com">www.dollar.com</a>
	+1 514 631-4545 Toll free : +1 800 736-8222	<a href="http://www.enterprise.ca">www.enterprise.ca</a>
	+1 514 636-9530 Toll free : +1 800 263-0678	<a href="http://www.hertz.ca">www.hertz.ca</a>
	+1 514 636-9030 Toll free : +1 800 227-7368	<a href="http://www.nationalcar.ca">www.nationalcar.ca</a>
	+1 514 631-5567 Toll free : +1 800 847-4389	<a href="http://www.thrifty.com">www.thrifty.com</a>

## → SUBWAY

The Palais des congrès is located at the Place-d'Armes subway station on **the orange line**. Directions located at the metro exit will guide you to the Palais des Congrès. To plan your itinerary, go to the Société de transport de Montréal (STM) transportation network's website [here](http://www.stm.com).



## → BUS

Bus lines 55 and 129 stop in front of the Palais des Congrès.

Visit the [Société des transports de Montréal \(STM\)](http://www.stm.com) website to find the best busroute near you.

## → TRAIN

**Lucien-L'Allier station** (commuter train terminal from Dorion/Rigaud, Delson/Candiac and Blainville/St. Jérôme):

- ✓ Take the orange line towards Montmorency
- ✓ Stop at Place-d'Armes and follow the directions to the Palais des Congrès

**Gare Centrale** (commuter train terminal from Mont-Saint-Hilaire and Deux-Montagnes and Via Rail trains):

- ✓ Follow the directions to get to the Bonaventure subway station
- ✓ Take the orange line towards Montmorency until Place-d'Armes

**On foot to the Palais des Congrès from the Gare Centrale:**

- ✓ Less than 10 minutes
- ✓ Take the street De La Gauchetière Ouest towards University Street
- ✓ Take a right on University and a left on Viger
- ✓ The Palais is on your right at the fourth stop light

## HOTELS



Our team offers hotels at negotiated rates near the event location so that you can make the most of your stay.

1. **Via our partner - Revolugo:** please click [HERE](#) to book online !

For any further information on accommodation offers or for group reservations, please contact **Mathilde Manson**—[mathilde@revolugo.com](mailto:mathilde@revolugo.com) // +33 (0)1-80-06-62-88

2. **Stay with the Novotel Montreal Centre Hotel (starting from 125 CAD / night): (subject to availability and until February 14, 2023)**

Reserve your room by contacting the Novotel Montreal Centre reservations department directly

- By phone at (514) 871-2138 or at 1 866 861 6112 (Canada/United States),
- By email: [reservations@novotelmontreal.com](mailto:reservations@novotelmontreal.com)

Don't forget to mention **AEROMART MONTREAL 2023** when making your reservation!

## ANNEX – OFFICIAL CUSTOMS VALIDATION LETTER



Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Canada Border Services Agency  
International Events and Convention Services Program  
191 Laurier Avenue West, 7th Floor  
Ottawa, ON K1A 0L8

December 8, 2022

File #MIL\_2021\_13181

Advanced Business Events  
35-37 rue des Abondances  
92100 Boulogne-Billancourt, France

Attn: Mme Taylore Lassalle, Logistics Manager

Dear Mme Lassalle,

In response to your correspondence dated December 8, 2022; the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**Aeromart Montréal 2023**  
**April 4 – 6, 2023**  
**Palais des congrès de Montréal**  
**Montréal, Québec**

The information provided to the CBSA states there will be approximately 1000 attendees to which 50% are foreign to Canada and that the event is closed to the general public with no sales.

As outlined in your correspondence, this event is expecting approximately 10 foreign exhibitors who are importing display booths, promotional materials, paper communications supports and industry-related products for display at the event.

It should be noted that, non-Canadian exhibitors may import display items and exhibit booth 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.

Under certain circumstances, the CBSA may waive the requirement for goods being temporarily imported to be documented on the Temporary Admission Permit (Form [E29B](#)) as well as the posting of a security deposit.

At the time of exportation, goods granted temporary admission on a Form E29B 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 is not immediate.

The IECSP has been informed that ConsultExpo Event Services has been designated as the official customs broker for this event. If you have any questions regarding importing event materials into Canada or if you wish to inquire as to the brokerage services provided, please contact Diane Labbé Deegan at 514-482-8886 ext. 2.

**For your awareness, in regards to the further spread of coronavirus in Canada, travel restrictions have recently been removed across all border crossings. For reference and details, please review the following link carefully: <https://travel.gc.ca/travel-covid>**

**Canada**

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)

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.

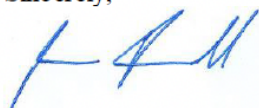
Visa-exempt foreign nationals, **excluding U.S. citizens**, now require an Electronic Travel Authorization (eTA) to fly to or transit through Canada. For more information please visit: [www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html)

Are you flying into Canada? Would you like to potentially cut your processing time in half? The CanBorder – eDeclaration app for your smart phone is quick, simple and secure, operates in airplane mode (once downloaded) and allows you to create a declaration for up to five travellers with the same place of residence. For more information please visit: [www.cbsa.gc.ca/new-neuf/app-eng.html](http://www.cbsa.gc.ca/new-neuf/app-eng.html)

**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,



Ian Donald  
National Coordinator, International Events and Convention Services Program (IECSP)  
Canada Border Services Agency  
Tel: 613-797-1065  
Email: [Ian.Donald@cbsa-asfc.gc.ca](mailto:Ian.Donald@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)*

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