



Tips for Canadian Exhibitors

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- Although not compulsory, consider using a broker to assist you.
- FedEx will courier products into the US – estimated brokerage fee for an existing FedEx client - \$25.
- Advantages of using a broker...
 - You can fax the paperwork to them well ahead of time.
 - They check it over and advise you of anything to be changed or added.
 - Using a broker may add legitimacy to your activities.
 - FedEx has an office at the Fort Erie/Buffalo crossing.
 - You will need the Federal Tax ID number of either the state association or the hotel where you will be displaying.
- Keep an itemized list of display materials (e.g. racks) and their values and all products listed by type, quantity and values. Tip.... use lowest values possible, i.e. your cost to inventory per unit.
- Also list extended values, i.e. unit price X quantities. Use Form 7533, U.S. Department of the Treasury, United States Custom Service, also known as a Manifest. It's a summary of what is coming in. This form is also available from FedEx. We were told to have 3 copies of this form with us. Fax the above forms to your broker several days in advance of the crossing to clear up any discrepancies. Then fax it again the day before you go.
- When crossing, we used the regular lanes at the border, said where we were going and why and showed our paperwork. We were told to go into the customs office and pay the \$5 user fee, which is always charged when bringing products in.
- Note: apparently CD players are considered hazardous materials. We fortunately did not have one with us.
- The U.S. Dept of Immigration does not permit non-US citizens to come into the country and sell products without employing a US citizen. Otherwise, you are considered to be taking a job away from a US citizen. We therefore employed an US citizen for the duration of the conference. We had a letter of agreement with that person, signed and dated, when we crossed into the U.S. This is more of an issue for immigration than for customs.
- Returning to Canada, we acted as our own broker. Go online and get a form CII...Canada Customs Invoice. You need an Importer Number since you are bringing products back into Canada. Call Canada Customs to get yours registered. It's good for all time. All it really is your GST number plus RM001. They can also tell you your H.S. # which is the code for the product type you have. You will also need a copy of the itemized list of products you took to the U.S. and a similar list of what you are bringing back. Therefore, do inventory before you leave the conference.
- If you would like our help in locating a US citizen to staff your booth, please contact John Carlino at hq@nysaflt.org.