

## UNITED STATES/CANADIAN BORDER CROSSING

The following pages are a step-by-step guide to a successful United States and Canadian border crossing. If these processes are complied with and adhered to, the border crossing will be relatively uneventful. Take note that in the following text there are two separate and completely different ways to perform any border crossing. **NOTE:** The United States and Canada can and do amend their policies and rules at their discretion and without prior notice. Please make every effort to keep up-to-date regarding your border crossing.

### E29B Temporary Import Bond

The first and most used process for executing a US/Canada border crossing is with an E29B via a Canadian broker. The Canadian broker is a matter of the customer's personal choice, and will be selected prior to the crossing.

### 4455

Form 4455 is being phased out, and eventually, will no longer be accepted. A copy of the 4455 is included following this text. It can be photocopied for use in an emergency.

### Equipment Manifests

Obtain copies of manifest from either tour production or origin customer. Five (5) copies of the equipment manifest are required for the border crossing.

### Entering Canada

Prior to entering Canada, you must obtain an ACI Form and a Custom Cargo Control Document (A8A Form) from the Operations Department. An example of these forms has been provided following this text. After crossing the border, you stop at Canadian Customs, where you will be asked for these forms. Next, proceed to the appropriate Canadian broker. The decision of which broker to contact is made by Production or the origin customer. The E29B Canadian Customs paperwork will be at the aforementioned broker's office. After normal business hours, the Customs paperwork will be in their appropriate pigeonhole at either Customs or the broker's office. The E29B paperwork must be presented to a Canadian Customs Officer. They will process the paperwork, return the completed copies stamped into Canada, and you will go onto your destination.

### Leaving Canada

When leaving Canada, you must voluntarily stop at Canadian Customs and have the E29B paperwork stamped once again as proof of export and bond cancellation. **If this is not done correctly and a stamped copy returned to the original brokerage, the outstanding duty and taxes will be CHARGED BACK to Stage Call.** A good idea, at this point, is to make an additional copy of the stamped E29B for your records.

### Entering the United States

Prior to entering the United States, secure ACE forms from the Operations Department (see example following.) When reentering the United States, a copy of the ACE must be handed to a U.S. Customs Officer. Once cleared by U.S. Customs, you are free to go.

### United States Origin Carnet

The second, and less frequently used border crossing documentation, is the United States Origin Carnet. If a Carnet is used, all documentation will be presented to you prior to crossing. Border crossings do not require a Canadian broker via Carnet. Again, following the instructions specific to the Carnet is imperative and compliance is a must.

### Carnet

The Production Manager or origin customer will provide a Carnet to you. There is only one copy of this Carnet, and it has both United States and Canada documentation included.

### Leaving the United States

When leaving the United States, stop at U.S. Customs and have the Carnet signed and dated. You are then free to leave. Please note this is a white copy.

### Entering Canada

Upon entering Canada, go directly to Canadian Customs. The Customs Officer will sign your Carnet and send you on your way. The copy to be signed by Canadian Customs is yellow.

### Leaving Canada

When leaving Canada, you must STOP at Canadian Customs. When at Customs, the Customs Officer will sign and date the Carnet releasing all claims and bond. At that point, you are free to re-enter the United States. The copy to be signed by Canadian Customs is yellow.

### Entering the United States

Upon re-entering the United States, you must stop at U.S. Customs. While in Customs, the Customs Officer will sign and date the Carnet. After the Carnet has been released, and you have paid a \$10.00 import fee, you will be free to leave. The copy signed by U.S. Customs is white. An ACE is not required to reenter the United States while traveling under a Carnet.

### Completed Carnet

- a. Hand-deliver the completed Carnet in total to the Production Manager, Customer, or their appointed representative. Have a Bill of Lading, stating Return of Carnet, signed as proof of receipt.
- b. Hand-deliver the completed Carnet to the designated representative at destination if OTHER than the original customer. Have a Bill of Lading, stating Return of Carnet, signed as proof of receipt.
- c. If asked to mail the Carnet to the customer's representative, you must send the Carnet with a "return receipt requested."
- d. If for any reason the customer requests the Carnet to be sent to Stage Call, you must Federal Express the Carnet to a specific Stage Call individual, and identify that person by name on the Federal Express air bill. Keep a copy of that airbill as proof of receipt. Whether by keeping a copy of the Bill of Lading, mail return receipt, or Federal Express airbill, you must have proof of delivery.



## Driver Manual

**NOTE:** Seven (7) days prior to entering Canada, ALL drivers MUST call Stage Call Legalization for Canadian Permits. Failure to do so may cause border crossing delays or unlawful entry into Canada, and subsequently may result in fines.

As always, if you should have any questions about any part of either process, please do not hesitate to contact Stage Call for help.