



**INTERNATIONAL MOTOR
SPORTS ASSOCIATION**
1394 Broadway Avenue
Braselton, GA 30517
Phone: (706) 658-2120
Fax: (706) 658-2130

June 24, 2010

Re: Canadian Border Crossing Process - 001

Due to changes in federal laws, the process for entering the USA from Canada has changed significantly. This is especially true for cargo vehicles – i.e.: race transporters, supplier trucks, and series transporters.

SCAC CODES

Each participating organization (team, supplier, manufacturer, ...) is required to have one SCAC – Standard Carrier Alpha Code, covering all cargo vehicles in their respective fleets. The Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies. To obtain or renew a SCAC, please go to the following website:

<http://www.nmfta.org>

Upon receipt of your SCAC, or if your organization currently has a SCAC, please forward a copy of the certificate to Brian Hughes @ bhughes@nzcconsulting.com

If you have a SCAC Code from 2009, you should receive a renewal invoice for 2010. There is no need to re-apply for a new SCAC Code.

Questions, please contact Brian Hughes bhughes@nzcconsulting.com or 317-435-1831



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Re: Canadian Border Crossing Process - 002

Due to changes made by the US Customs and Border Protection Agency, "e-manifests" are now required to be submitted prior to arrival at the US border upon your **RETURN** trip to the US from Canada. The laws require that all trip info, including truck/trailer details, manifest info, driver info, etc...be on file at the US border crossing point a minimum of 90 minutes prior to your truck arriving at the border port. Without an e-manifest on file at the US border crossing location, your truck may be detained, delayed, and possibly turned away by US Customs. An e-manifest is required for each vehicle crossing the border back **INTO** the USA.

Norman G. Jensen

IMSA has enlisted the services of Norman G. Jensen (www.ngjensen.com) to facilitate and help you with the e-manifest process. They are a 3rd party provider of this service. Interested parties must register with them using the attached (Setup Package 2010). The registration process takes approximately 24 hours provided the documents are completed properly. Please contact Jennifer Urick at (810) 989-5305 or via email at jurick@ngjensen.com with any questions regarding this service. In Jennifer's absence, please speak with Jenny Porritt (810) 989-5390 or via email at jporritt@ngjensen.com .

All participants must secure a SCAC code prior to registering with NG Jensen.

Participants that registered with NGJ in 2009 do not need to register again in 2010. However, if your team has acquired any new equipment that will be crossing the border (tractors / trailers) or new drivers / co-drivers, this new information must be submitted to NGJ no later than July 30, 2010.

Fees

The annual registration fee is \$75.00 and will be invoiced by NGJ directly to the team. The registration fee is per team.

The ACE manifest and formal entry fee is \$90.00 and will be invoiced by IMSA directly to the team. These fees are per vehicle per border crossing back into the USA.

Power of Attorney

Please complete the attached Power of Attorney and return to Mike Simons (msimons@imsaracing.net) 30, 2010.

Attachments

Setup Package 2010
IMSA Customs POA

Manifest Express

Norman G. Jensen, Inc.



New Carrier Information Form

READ THIS BEFORE USING OR SIGNING UP FOR MANIFEST EXPRESS.

Signing up and using Manifest Express and related documentation accompanying this Agreement indicates your acceptance of this Agreement's terms and conditions. Read all of the terms and conditions of this agreement prior to signup or usage of Manifest Express. If you do not accept these terms, do not use Manifest Express.

By selecting the "I agree to the above terms and agreements" checkbox, your organization and employees ("Licensee") are bound by the terms of this Agreement. If Licensee does not agree to the terms of this Agreement, Licensee must not signup or use Manifest Express.

Usage Agreement

Norman G. Jensen, Inc. hereby grants the Licensee non-exclusive use of Manifest Express subject to the following terms:

1. Licensee may: (a) transmit only information they consider valid and accurate; (b) understand and agree to Customs and Border Protection's (CBP) Trade Act Requirements (available through signup or CBP's Web site (www.cbp.gov)
2. Licensee may not: (a) rent, lease, sell, distribute, or otherwise transfer rights to use Manifest Express

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Manifest Express is provided on an "AS IS" basis without warranty of any kind. To the extent permitted by law, Norman G. Jensen, Inc. disclaims all warranties without limitation, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, and non-infringement. The entire risk arising out of the use of Manifest Express remains with the Licensee. To the extent permitted by law, Norman G. Jensen, Inc. shall in no event be liable for any consequential, incidental, indirect, special, or any other damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, loss of data or other pecuniary loss) arising out of the use of or inability to use Manifest Express. Norman G. Jensen, Inc. reserves the right to change Manifest Express, this Agreement, or the Norman G. Jensen, Inc. website at any time, without prior notice.

Manifest Express

Norman G. Jensen, Inc. 

New Carrier Information Form

Termination

Norman G. Jensen, Inc. may terminate this Agreement immediately should it decide to no longer support or update the Manifest Express. This Agreement shall terminate automatically if Licensee fails to comply with its terms and conditions and Norman G. Jensen, Inc. shall have no further obligation to Licensee. No notice shall be required from Norman G. Jensen, Inc. to effectuate termination for breach of the terms and conditions.

Applicable Law

Minnesota law shall govern all rights and obligations under this Software License Agreement.

Entire Agreement

This Agreement constitutes the complete and exclusive agreement between Norman G. Jensen, Inc. and Licensee with respect to the subject matter hereof and supersedes all prior oral or written understandings, communications, or agreements not specifically incorporated herein. This Agreement may not be modified except in writing duly signed by an authorized representative of Norman G. Jensen, Inc. and Licensee.

I agree to the above terms and agreements

Company Name

Date

Authorized Signature/Title

Contact Information

Norman G. Jensen, Inc.
3050 Metro Drive, Suite 300
Minneapolis, MN 55425-1545
<http://forms.ngjensen.com>

IMSA SET-UP **PACKAGE**



NEED SCAC BEFORE
PROCEEDING

Package to set up account for **individual teams**

These are the forms that need to be filled out by each team and sent back to us in order to set up their account on our E-manifest system.

Please ensure that each team fills these out and send them back to Jennifer Urick either by email (jurick@ngjensen.com) or by fax (952-229-2759) If they have questions while filling them out they can reach Jennifer by phone at (810) 989-5305

The following information is required in order to set up a New Carrier account.

Team / Supplier Name: _____

Billing option B	
Address 1:	
Address 2:	
City, State Zip/Postal Code:	
Phone Number:	
Fax Number:	
Primary Contact(s):	
SCAC:	

Primary User Information	
User First Name	
User Last Name	
User Email Address	
Security Level (Check one)	<input type="checkbox"/> Printer User <input type="checkbox"/> Entry Check <input type="checkbox"/> Power User

Tractor Information	
Description	
VIN #	
DOT #	
License Plate	
Region/country of plate	

Trailer Information	
Description	
Type	
License Plate	

If Tractor carries HAZ-MAT the below information is required

Insurance company	
Policy #	
Liability Amount	
Year of Issuance	

For additional Tractors and Trailers see attached sheets.

Once this form is complete you can email it to Jennifer Urick jurick@ngjensen.com

Office Use Only		Account Number:	
Date Received:		Received By:	
Date Set Up:		Set Up By:	

The following information is required in order to set up Carrier's Drivers.

Company Name: _____

Driver First Name	
Driver Last Name	

Street Address	
City, State Zip/Postal Code	
Birthdate	
Gender	
Citizenship	
CDL license#	
HAZ-MAT (yes or no)	

Passport # & Country	
Birth Certificate # & Country	
Citizenship card # & Country	
U.S. Visa # and state	
Certificate of Naturalization #	
Laser Visa #	
Permanent resident card #	
Reentry permit #	
Refugee permit #	

Once this form is complete you can email it to jurick@ngjensen.com
Or fax it to 810-982-8530

Office Use Only		Account Number:	
Date Received:		Received By:	
Date Set Up:		Set Up By:	

Tractor Information	
Description	
VIN #	
DOT #	
License Plate	
Region/country of plate	
Insurance company	
Policy #	
Liability Amount	
Year of Issuance	

Tractor Information	
Description	
VIN #	
DOT #	
License Plate	
Region/country of plate	
Insurance company	
Policy #	
Liability Amount	
Year of Issuance	

Trailer Information	
Description	
Type	
License Plate	

Trailer Information	
Description	
Type	
License Plate	

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I agree to the above terms and agreements

Company Name

Date

Authorized Signature/Title

Contact Information

Norman G. Jensen, Inc.
3050 Metro Drive, Suite 300
Minneapolis, MN 55425-1545



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June 24, 2010

RE: US - Canadian Immigration & Customs – 003

IMMIGRATION

Canadian immigration requires proof of citizenship of all persons entering Canada. A passport or birth certificate is necessary for this identification. A driver's license is not acceptable.

ARE YOU CRIMINALLY IN-ADMISSIBLE TO CANADA?

<http://www.canadainternational.gc.ca/minneapolis/offices-bureaux/criminality-criminalite.aspx?lang=eng>

CUSTOMS

A departmental policy procedure has been established by Canada Border Services Agency to minimize collection of duty and tax and to reduce the paperwork normally associated with transporting goods from the U.S. into Canada for temporary use when the Canadian government feels there is a minimum risk involved in the temporary importation of such goods. As in the past, the ultimate authority to bring goods into Canada is the responsibility of the individual inspector at the border crossing. Therefore, it is necessary that all persons present themselves in an appropriate and orderly manner. In addition, non-appropriate items (any contraband, controlled substances, firearms, agricultural products or foodstuffs and alcoholic beverages in excess of import limitations) or any items in excess of the goods required for the event must not be carried across international borders. Provincial fuel permits are required for commercial carriers. To assure entry into Canada and return to the United States, those persons transporting racing equipment must follow the following procedures:

ENTRY INTO CANADA

Before crossing the Canadian border, report to U.S. Customs and present a completed U.S. Customs and Border Protection **Form 4455** and cargo manifest for validation. The manifest should include the make, model and serial numbers of all items of significant value, and the country of manufacture of items not manufactured in the U.S. This is important as the validated form must be retained with the transporting vehicle for presentation at U.S. Customs upon return to the U.S. Do not enter Canada with race cars, spares, tools, equipment, etc. without **proper validation of this form** (signature and US Customs stamp). Be advised that normal traffic flow may not direct persons through U.S. Customs when leaving the states. It is important to locate U.S. Customs prior to crossing into Canada. Failure to report may cause delay and considerable inconvenience upon returning to the states. Failure to report goods prior to leaving the U.S. may result in an assessment of import duties upon return to the U.S.

Report to Canadian Customs.

Present the validated U.S. Customs and Border Protection Form 4455 and attached cargo manifest. Explain to the inspector the nature of your visit and show the inspector a copy of the attached letter from the Canada Border Service Agency dated February 2, 2010. Provided the inspector finds everything in order, entry into Canada is complete. Any validated forms or permits must be retained with the transporting vehicle and presented to Canadian Customs when the vehicle and its contents depart Canada.

Goods beyond the scope necessary for participation.

A Canada Border Services Agency form for Temporary Admission Permit (E29B Form) may be required in the unlikely event that the inspector determines that additional paperwork and bond is necessary to admit goods beyond the scope necessary for participation in the Canadian event. If you anticipate the possibility of importing goods that are beyond the scope of those goods required for participation in the event, it is advisable to complete the known information on the Canadian Customs E29B Form prior to reporting to Canadian Customs at the border crossing or through Custom Brokers.

RETURN TO THE UNITED STATES

Report to Canadian Customs. Present all validated forms or permits issued by Canadian Customs or other documentation used to gain entry into Canada. If applicable, make application for the return of any bond posted upon entry. Be advised that normal traffic flow may not direct persons through Canadian Customs when leaving Canada. It is most important to locate Canadian Customs prior to crossing into the U.S. and before reporting to U.S. Customs and Immigration. The Canadian government may investigate all parties not in compliance. In addition to forfeiture of any applicable bond, re-entry into Canada by persons or organizations not complying will be restricted.

Report to U.S. Customs. Present the validated U.S. Customs and Border Protection Form CF4455 and cargo manifest. In addition, present your "ACE ELECTRONIC MANIFEST" sheet.

ENCLOSURES

U.S. Customs and Border Protection Form 4455
Manifest Form
Canada Border Services Agency Letter-File # CSPL-3443



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ACE Manifest Cover Sheet

SCN#: _____

Team Name: _____

Date: _____

Driver's First & Last Name: _____

Driver Cell Phone #: _____

Tractor License Plate #: _____

Trailer License Plate #: _____

US Port of Arrival: _____

Date & Time of Arrival: _____

Complete the following if you have a passenger or co-driver in the vehicle

Passenger First & Last Name: _____

Passenger D/L #: _____

Passenger Passport #: _____

For NGJ use only

PLEASE E-MAIL THE TRIP ID TO:

BHUGHES@NZRCONSULTING.COM



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Team Name: _____

Team Address: _____

Team SCAC: _____

Driver Information

First Name	
Last Name	
Street Address	
City, State, Zip	
Birth date	
Gender	
Citizenship	
Driver License #	
Passport # & Country	
If no passport Birth Certificate #	

Tractor / Vehicle Information

Description (Yr, Make, Model)	
VIN #	
DOT # (not required)	
License Plate #	
Region / State of plate	

Trailer Information

Description (Yr, Make, Model)	
License Plate #	
Region\ State of plate	



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Mosport International Raceway

3233 Concession Road # 10
Bowmanville Ontario
L1C 3K6

Compliance Verification and Services

P.O. Box 7000, Station "A"
1980 Matheson Blvd East
Mississauga, Ontario
L5A 3A4

Attn: Mr. Myles Brandt
President, General Manager

File #CSPL -3443
February 18, 2010

Dear Mr. Brandt:

I have received your letter of February 18, 2010 advising of the following six events that will be held at your racetrack during 2010 season:

Victoria Day SpeedFest Weekend - May 21st-23rd, 2010
Mosport High Octane Weekend – June 11th-13th, 2010
31st International Vintage Racing Festival - June 18th-20th, 2010
Parts Canada Superbike Doubleheader Weekend – July 9th-11th, 2010
Porsche Race Weekend—July 30th- August 1st, 2010
Mobil 1 presents the Grand Prix of Mosport—August 26th-29th, 2010

I am pleased to advise you that the use of **Tariff Item 9993.00.00.00** is being extended to you for this event.

Goods imported temporarily under tariff item 9993.00.00.00 cannot be sold, leased or further manufactured or processed while in Canada. The goods must be imported in a reasonable quantity pertaining to their use while in Canada. The goods must be exported within a reasonable time after the conclusion of the event. Should participants decide to give away, sell or otherwise dispose of any temporarily imported goods, they must contact the nearest Canada Border Services Agency office or their Customs Broker to arrange for the proper accounting for those goods. After the event, any goods that remain in Canada are subject to the payment of duties and taxes regardless of whether or not the goods are sold.

I recommend that any event participants who may be coming to this event from outside of Canada and be bringing in goods, be provided with a copy of this letter for presentation to Canada Border Services Agency Officials at time of entry into Canada.

This letter does not preclude the necessity for possession of appropriate documentation to satisfy **Immigration requirements** at time of arrival in Canada. **Please visit www.cic.gc.ca/english/visit/index.asp for more information or contact Citizenship and Immigration Canada at 1-888-242-2100.**

I note that while you have not appointed a Customs Broker, you have posted **Bond # M10023219** for use by your participants, as necessary.

I wish you every success with your event and if I can be of further assistance, please contact me by telephone at (905) 803-5261 or by fax at (905) 803-5353.

Yours truly,

Mau'veen Dayrell-Johnson
Regional Coordinator, Southern Ontario Region
International Events and Convention Services Program