

flown, seeing if it would be practical for you to ship by surface or asking your presenter to have the piece in question duplicated in his country.

However your freight is travelling, make sure that all the containers are sturdy enough to withstand the treatment they will receive from cargo handlers. Remember, as well, that if your goods get left out on the tarmac somewhere during a rainstorm, you stand the risk of water damage unless you have ensured that your containers are as waterproof as possible.

A representative of your company should be present for each customs inspection of your goods. If for security reasons any of your containers are locked, that person must have the keys. It is vital that you thoroughly check all the containers prior to each border crossing. Each piece must contain only those items listed. Explaining that something that was supposed to be in box #3 was accidentally put into box #17 will only cause problems and delays. If you are carrying make-up boxes or similar articles on behalf of your performers, you are strongly advised to check that no souvenirs or other goods purchased abroad find their way into the company's freight in such items.

Check, too, to ensure that nothing you are carrying (e.g. prop guns or blank ammunition) is on a restricted list for any of the countries you are going to visit. You will have to make special arrangements in advance if they are.

## THE A.T.A. CARNET

As you will be exporting your material temporarily from Canada, you can ease a lot of the stress of going through customs, both at home and abroad, and eliminate delays and requests for security deposits by carrying a document called an A.T.A. Carnet.

A carnet, or "merchandise passport" as it has been called, is an international customs document that demonstrates to foreign cus-

toms officials that you have fully declared all the goods you have with you to authorities in Canada before you left home and that you have made a security deposit based on the value of the goods which will only be returned to you when you return them to Canada.

Canada and about 40 countries around the world have signed a convention and agreed to ease the passage of goods accompanying a Carnet. You apply for a Carnet through the Carnet Canada division of the Canadian Chamber of Commerce. There are presently four issuing offices in Canada. You will have to give a complete listing of the items you will be exporting temporarily. If you have prepared your customs list following the suggestions in this document, you will already have all the information that you need. You will also have to make a security deposit equal to 40% of the declared value of the goods in the form of cash, a certified cheque, a bank letter of credit or an insurance bond. Most performing arts groups will find that the latter will be the most practical form of security deposit for them to make.

You will, of course, have to check that a Carnet is going to be accepted in all the countries that you are going to visit. Even if it is acceptable only in some of them, you will still find it very much in your interest to obtain a Carnet for those countries that do accept it.

A Carnet is, in fact, a series of vouchers, one for each entry and exit of your material into and out of all the countries you are going to visit with one additional voucher for use when the material leaves Canada and another for its return. You should request that two "transit sheets" are added for each country through which the goods will go border-to-border without being used. (It is also recommended that you request two "transit sheets" for each country that does *not* accept the Carnet procedure. The presence of the Carnet — and the evidence that you have paid a deposit — may well assist in clearing your material in other countries