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markets  
for canadian  
exporters

UNITED STATES

UPPER MIDWEST

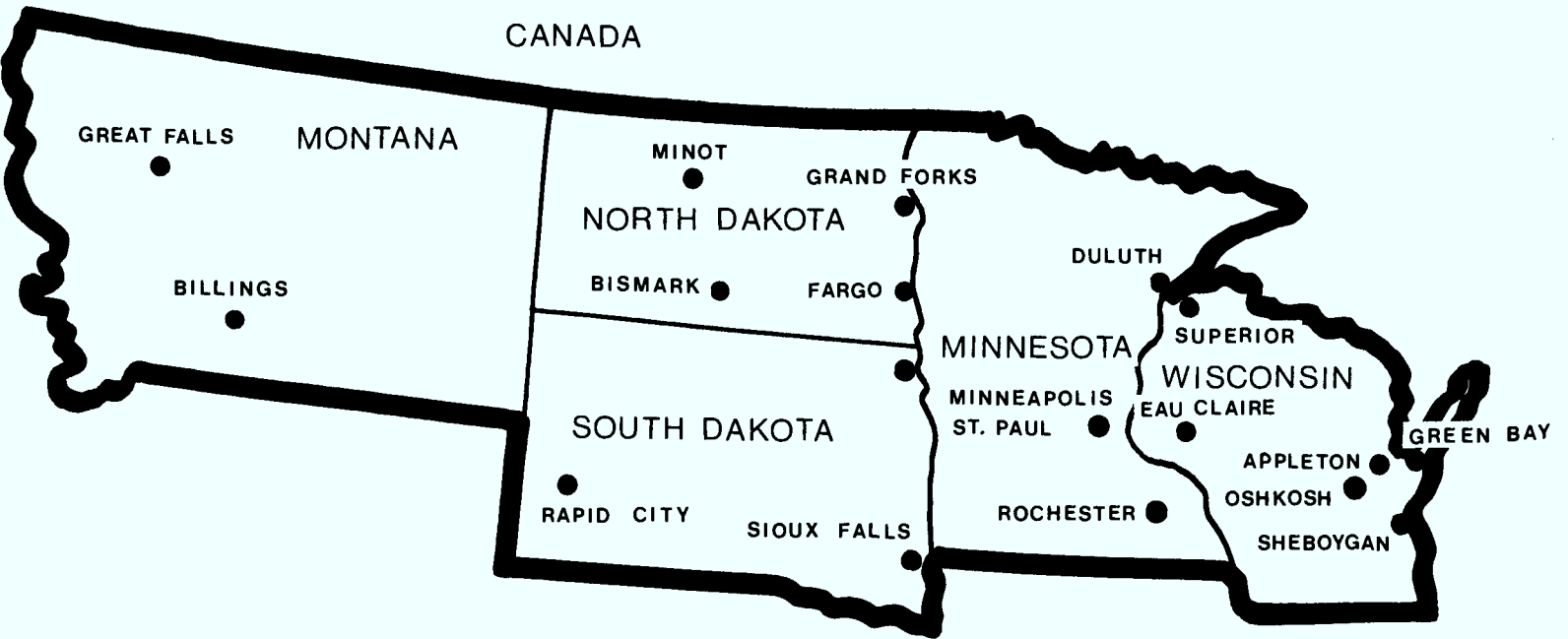


Government  
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du Canada

Industry, Trade  
and Commerce

Industrie  
et Commerce



# MARKETS FOR CANADIAN EXPORTERS UPPER MIDWEST

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	TRADE OFFICE RESPONSIBLE:	
	TOTAL TRADE TERRITORY:	
	MINNEAPOLIS	States of Minnesota, North and South Dakota, Montana (east of the Divide), Northern Wisconsin
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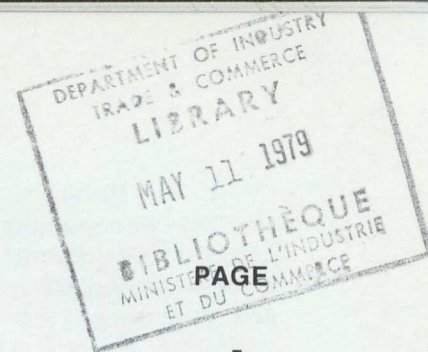
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Except for the forested and mineral-bearing hills in the northern parts of Minnesota and Wisconsin, the general topography of the area can be described as a combination of rolling pasturelands in the east and flat prairies and grasslands in the west. In the central portion lie some of the richest grain growing and livestock raising areas of the United States. In the southwest are thousands of square kilometres of dry desert-like terrain known as the Black Hills or Badlands. As well as shorelines in the east on two of the Great Lakes, Superior and Michigan, and more than 20,000 other lakes scattered throughout the eastern portion, the territory is traversed by two of the great rivers of America, the Mississippi and the Missouri.

## Climate

The climate of the area is generally similar to that of the Prairie Provinces, with temperatures sometimes more than 37°C (100°F) in the summer and under -31°C (-25°F) in winter. In the central portion the average temperature in July is 20°C (72°F) and in January -10°C (12°F), with annual average precipitation exceeding 81 cm (24 in.)

## Local Time

Minnesota, northern Wisconsin and the eastern half of both the Dakotas observe Central Standard Time, while the western portions of the Dakotas and that part of Minnesota lying east of the Great Divide are in the Mountain Time zone.

## Population

### States and Provinces Census

Minnesota	1970	1980 Estimate
Total	2,343,325	4,280,000
Rank among states	25	
Urban	25 + 92% rank	



## I. GENERAL

### Area

The Commercial Division of the Canadian Consulate in Minneapolis is responsible for assisting Canadian exporters and other Canadian businessmen in the following territory:

States	Area	Population
MINNESOTA	217,735 km <sup>2</sup> (84,068 sq. mi.)	3,965,000
SOUTH DAKOTA	199,551 km <sup>2</sup> (77,047 sq. mi.)	666,000
NORTH DAKOTA	183,021 km <sup>2</sup> (70,665 sq. mi.)	618,000
MONTANA	251,799 km <sup>2</sup> (97,220 sq. mi.)	318,000
(east of Divide)		
WISCONSIN	103,599 km <sup>2</sup> (40,000 sq. mi.)	860,000
(northern half)		
<b>Total</b>	<b>929,806 km<sup>2</sup> (359,000 sq. mi.)</b>	<b>6,427,000</b>

### Topography

Except for the forested and mineral-bearing hills in the northern parts of Minnesota and Wisconsin, the general topography of the area can be described as a combination of rolling pasturelands in the east and flat prairies and grasslands in the west. In the central portion lie some of the richest grain growing and livestock raising areas of the United States. In the southwest are thousands of square kilometres of dry desert-like terrain known as the Black Hills or Badlands. As well as shorelines in the east on two of the Great Lakes, Superior and Michigan, and more than 20,000 other lakes scattered throughout the eastern portion, the territory is traversed by two of the great rivers of America, the Mississippi and the Missouri.

### Climate

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### Local Time

Minnesota, northern Wisconsin and the eastern half of both the Dakotas observe Central Standard Time, while the western portions of the Dakotas and that part of Montana lying east of the Great Divide are in the Mountain Time zone.

### Population

#### States and Principal Cities

Minnesota	1970	1980 Estimate
Total	3,905,000	4,280,000
Rank among states	20	
Urban	66.4 per cent	

Rural	33.6 per cent	
Minneapolis-St. Paul (five county area)	1,805,977	
Duluth (Superior, Wisc.)	100,578	
Rochester	51,568	
<b>South Dakota</b>		
Total	666,257	688,000
Rank among states	44	
Sioux Falls	72,468	
Rapid City	43,836	
<b>North Dakota</b>		
Total	640,000	660,000
Rank among states	45	
Urban	44.3 per cent	
Rural	55.7 per cent	
Fargo	53,365	
Grand Forks	40,060	
Bismarck	34,703	
Minot	32,290	
<b>Montana (east of Divide)</b>		
Total	318,000 (est.)	323,000
Urban	53.6 per cent	
Rural	46.3 per cent	
Billings	76,400	
Great Falls	73,100	
<b>Wisconsin (north half)</b>		
Total	860,000 (est.)	910,000
Urban	37.6 per cent	
Rural	62.4 per cent	
Green Bay	88,603	
Eau Claire/Chippewa Falls	81,900	
La Crosse	73,100	
Appleton	56,377	
Oshkosh	53,082	
Sheboygan	48,484	
<b>Total for Territory</b>	<b>6,367,087</b>	<b>6,837,000</b>

## Weights and Measures

Conversion to the metric system is moving at a much slower pace in the United States than in Canada. Meanwhile businessmen should use the old Canadian system for the U.S., keeping in mind that the only difference is that:

1 Imperial proof gallon	1.36 U.S. proof gallons	5.148 litres
1 U.S. pint	16 fluid ounces	454.6 millilitres
1 U.S. quart	32 fluid ounces	909.2 millilitres
1 U.S. gallon	128 fluid ounces	3,636.7 millilitres



## Energy

Electricity for domestic use is supplied at 115 volts, 60 cycles, AC. In Minnesota 95 per cent is generated from coal and uranium, with coal-fired plants supplying most of the electric energy requirements in the other areas. North Dakota is the only state self-sufficient in petroleum and gas; the other parts of the territory are almost completely dependent on Canada until such time as new pipelines are built from other sources.

## Public Holidays

Most firms observe the following public holidays:

January 1	New Year's Day
February (third Monday)	President's Day
May (last Monday)	Memorial Day
July 4	Independence Day
September (first Monday)	Labour Day
October (second Monday)	Columbus Day
November (fourth Thursday)	Thanksgiving
December 25	Christmas

The Canadian Consulate in Minneapolis observes the preceding holidays, together with Good Friday, Canada Day (July 1), and Boxing Day (December 26). In general it should also be noted that business activity usually slows down during the Christmas-New Year's period and, to a lesser extent, during the July-August holiday period.

## II. ECONOMY AND INDUSTRY

### Minnesota

Minnesota, long known as the growing commercial and industrial hub of the Upper Midwest, is one of the most affluent states in America (1976 per capita income \$6,183) and rich in natural resources, agriculture and high technology industries.

In the resource field, the state has about 63 per cent of the iron ore mines in the United States. Forest lands covering the northern portion of the state provide a significant pulpwood, paper and lumber industry. In agriculture, Minnesota ranked eighth among the states in cash receipts of crops, livestock and livestock products, totalling more than \$3.9 billion in 1976. Sales of livestock and livestock products accounted for 56 per cent of all cash receipts. Minnesota is ranked among the top states in the production of oats, timothy seed, wild rice, flaxseed, sugar beets, and sweet corn.

The food processing industry in Minnesota generates \$1.9 billion and is one of the state's key industries. Seven of Minnesota's food processing giants are listed among Fortune magazine's 500 publicly-held industrial companies, including General Mills, Pillsbury, International Multi-foods and Green Giant Company. In addition, one of the world's largest private companies, Cargill Inc., has headquarters here.

For all industrial sectors, the value added by manufacturing amounts to over \$8.5 billion annually (1976). Major international companies such as Honeywell Incorporated, Control Data Corporation, 3M Company have headquarters in Minnesota. With no one industry dominating the area, manufacturing is diversified and includes non-electrical machinery, fabricated metal products, electrical machinery, food products, primary metals and chemical manufacturing.

Minnesota is the marketing and distribution centre of the Upper Midwest. The largest grocery wholesaler in the United States, Supervalu, and one of the nation's largest consumer goods retailers, Gamble-Skogmo, operate from this state.

Transportation plays a vital role in keeping Minnesota the major commercial centre of the Upper Midwest. Because of its location at the head of the St. Lawrence Seaway and the Mississippi River, this state has direct links with the world's great seaports. The twin ports of Duluth and Superior rank second only to New York in annual tonnage. A total of 139 public and 127 privately-owned airports plus 27 sea plane bases serve the state. The Minneapolis/St. Paul International Airport is geared to handle nine million passengers, and in 1974 processed more than 312 million ton-miles of freight. Northwest Orient and North Central Airlines have their headquarters in Minnesota. The state is the third largest trucking distribution centre in the United States. The Twin Cities are served by six major railroads and are home base for the Burlington-Northern and the Soo line (controlled by Canadian Pacific). These cities are also well served by both surface and air freight forwarding companies. There is as well heavy barge traffic: 40 per cent of all grain from Minnesota moves to the Gulf coast ports via the Mississippi River.

## **North Dakota**

North Dakota's economy is based on agriculture with more than 90 per cent of the usable land in farms and ranches. It ranks first among the states in production of spring wheat, durum wheat, barley, and sunflower seeds. Livestock farming is practised in all parts of the state, but is centred in the dryer and more rugged western sections. Farm receipts for 1977 totalled \$1.5 billion. Per capita income for 1977 was \$6,190.

North Dakota's two most important mineral resources are petroleum and coal. The Williston Basin, in the northeast corner of the state contains rich petroleum deposits. Huge deposits of lignite coal underlie the western two-thirds of the state, with reserves estimated at more than 350 billion tons. Mineral production in 1977 was valued at \$277 million; petroleum accounted for \$192 million.

Although North Dakota has an abundance of natural resources, the state has attracted very little industry and is a manufactured and finished goods importer; however manufacturing, especially in the food processing industries, agricultural equipment, printing and publishing industries, has been growing and the value added by manufacturing is now over \$387 million.

## **South Dakota**

An agricultural state of the dryland plains, South Dakota's population does not exceed 670,000. Per capita income was \$5,957 in 1977. Farm cash income reached \$2 billion that year, with more than two-thirds from livestock. A leader in cattle production, South Dakota is also well established in hogs, sheep and lambs.

Dryland small grains include wheat (the major crop), rye, flaxseed, and oats.

Industrial activity in South Dakota consists primarily of the processing of food products and value added by manufacturing in 1976 was \$493.9 million. Other significant industries include lumber and wood products, printing and machinery. Forest production in South Dakota in 1976 was valued at \$32.9 million. Although the state ranks low in total value of mineral products, it has the largest gold mine in the western hemisphere, the Homestake Mine at Lead. The total value of mineral production in 1976 was \$102 million.

## Wisconsin (northern half)

Commonly referred to as America's dairyland, Wisconsin produces more milk and cheese than any other state and this has given the impression that it is basically an agricultural state. However, farm receipts total only \$3.2 billion but value added by manufacturing (including processing of farm products) is over \$15 billion a year. Per capita income in 1977 was \$6,890.

Wisconsin is not important as a source of minerals. However, its location on the Great Lakes has favoured industrial development, with the Lakes providing easy access to large resources of coal and iron ore and cheap transportation for finished products. Most of Wisconsin's industrial income is derived from production of machinery, processed foods, transportation equipment, paper products, electrical equipment and chemicals. Dairy products and beer are the leading food products. Altogether, northeastern Wisconsin represents the second largest concentration of manufacturing industries in the territory covered by the Canadian Consulate in Minneapolis.

## Montana (east of the Great Divide)

Montana's economy is dependent upon its natural resources. The state's soil, mineral wealth, natural beauty and forests provide the basis for its most important economic activities — agriculture, mining, tourism and lumbering. In the agricultural sector, wheat is the chief crop and other grains include barley, oats and rye. In the southern counties, livestock production is an important industry. Farm receipts totalled over \$1.2 billion in 1977 and the overall per capita income was \$6,125 that year. Mineral production in 1977 was valued at more than \$686 million with petroleum, coal and copper accounting for the largest portion of this total. Forest production in Montana in 1976 was valued at \$295 million.

Industry has been slow to develop in Montana. The state's remoteness from major markets and the resulting high cost for transportation together with the small size of the labour force have lessened Montana's appeal to manufacturing firms. The most important industries in the state are involved in the processing of raw materials from farms, forests and mines. More than four-fifths of its industrial workers are employed in food processing, lumber and wood products, smelting and refining of non-ferrous metals, and refining of petroleum.

## Major Canadian Exports to Upper Midwest States, 1977 (1977, Cdn. \$1,000)

	Minnesota, North and South Dakota	Montana 50 per cent*	Wisconsin 40 per cent*	Total
Live animals	34,666	2,715	5,001	42,382
Meat, fresh, chilled or frozen	7,611	40	2,365	10,016
Fish, whole, dressed fresh or frozen	1,461	16	588	2,065
Fish fillets and blocks fresh frozen	2,843	—	1,143	3,986
Barley	919	2	9,674	10,595
Other cereals unmilled	4,359	—	47	4,406
Cereal preparations	1,384	1	352	1,736
Other feeds of vegetable origin	3,954	22	68	4,044
Other fodder and feeds	1,595	303	245	2,143
Whisky	1,684	140	531	2,355
Seeds for sowing	4,583	96	120	4,799

\*Figures under these headings are for total Canadian exports to Montana and Wisconsin. It is estimated that, of those exports, only 50 per cent and 40 per cent respectively went to those parts of Montana and Wisconsin covered by the Minneapolis post.

	Minnesota, North and South Dakota	Montana 50 per cent *	Wisconsin 40 per cent *	Total
Flaxseed	11,576	249	—	11,825
Other oil seeds, oil nut, oil kernels	3,312	302	126	3,740
Pulpwood chips	411	—	1,602	2,013
Other crude wood products	2,718	32	58	2,808
Copper in ores concentrates and scrap	264	8,287	35	8,586
Lead in ores concentrates and scrap	—	2,782	—	2,782
Precious metal in ores concentrates and scrap	173	16,477	—	16,650
Crude petroleum	776,469	160,532	66,769	1,003,770
Natural gas	261,296	36,865	—	298,161
Other crude non-metallic minerals	875	6	349	1,230
Lumber, softwood	231,074	8,034	21,014	260,122
Shingles and shakes	2,703	168	386	3,257
Veneer	173	795	1,565	2,533
Other wood fabricated material	3,991	78	3,941	8,010
Wood pulp and similar pulp	63,780	—	117,471	181,251
Newsprint paper	55,999	2,433	21,212	79,644
Other paper for printing	18,794	7	1,892	20,763
Other paper	4,407	403	2,012	6,822
Chemical elements	1,957	20	1,000	2,977
Other inorganic chemicals	37,639	303	678	38,620
Fertilizers and fertilizer material	132,761	10,026	12,172	154,959
Synthetic rubber and plastic materials	1,532	—	580	2,112
Plastics basic shapes and forms	1,069	4	644	1,717
Petroleum and coal products	52,313	14,610	5,742	72,665
Castings and forgings steels	1,391	67	10,024	11,482
Plate, sheet and strip, steel	16,298	33	9,365	25,696
Railway track material	376	4	1,754	2,134
Other iron and steel and alloys	4,282	861	1,257	6,400
Aluminum including alloys	2,600	23	1,498	4,121
Copper and alloys	98	8	1,360	1,466
Nickel and alloys	825	—	1,286	2,111
Zinc including alloys	72	68	590	730
Metal fabricated basic products	3,921	118	1,175	5,214
Abrasive basic products	6,092	—	1,202	7,294
Other non-metal mineral basic products	5,952	626	168	6,746
Electricity	18,162	—	—	18,162
Other general purpose industrial machinery	3,539	154	1,109	4,801
Materials handling machinery and equipment	5,359	293	750	6,402
Drilling, excavating mining machinery	4,033	1,025	736	5,794
Metalworking machinery	1,110	10	498	1,618
Construction machinery and equipment	2,543	308	226	3,077
Other special industry machinery	944	46	682	1,672
Soil preparation seeding fertilizing machinery	16,901	1,311	1,922	20,134

	Minnesota, North and South Dakota	Montana 50 per cent *	Wisconsin 40 per cent *	Total
Combine reaper-threshers and parts	25,233	1,515	6,399	33,147
Other haying and harvesting machinery	18,543	800	2,679	22,022
Other agricultural machinery and equipment	15,510	947	1,147	17,604
Tractors	14,929	1,480	2,418	18,827
Passenger automobiles and chassis	8	8	51,234	51,250
Other motor vehicles	28,049	1,349	409	29,807
Motor vehicle engines and parts	303	57	1,452	1,812
Motor vehicle parts, except engines	33,064	226	26,674	59,964
Ships, boats, and parts	1,479	57	1,524	3,060
Other transportation equipment	1,300	74	384	1,758
TV, radio sets and phonographs	200	—	339	539
Other telecommunication and related equipment	4,042	42	803	4,887
Electric lighting and distribution equipment	1,700	16	417	2,133
Other measuring control lab medical and optical	3,318	74	657	4,049
Office machines and equipment	3,801	82	72	3,955
Other equipment and tools	3,037	24	1,467	4,528
Apparel and apparel accessories	5,540	88	556	6,184
Footwear	1,752	75	697	2,524
Toys games sporting and recreation equipment	838	6	183	1,027
Printed matter	856	9	120	985
Containers and closures	1,417	27	793	2,237
Prefabricated buildings and structures	5,059	177	72	5,308
Other end products	1,046	53	289	1,388
Other special transactions-trade	1,141	421	51	1,612
Other	24,159	1,722	11,659	37,540
	2,021,167	280,032	427,478	2,728,747

Source: Statistics Canada

### Summary of Canadian Exports to Upper Midwest (millions of Canadian dollars)

	1975	1976	1977
Agriculture/Food	16.3	87.9	103.9
Newsprint/Paper	42.4	80.1	107.2
Lumber (softwood)	46.0	162.3	260.1
Pulp/Other Forest	82.1	73.3	195.1
Petroleum	408.2	797.4	1,003.8
Natural Gas	79.6	262.7	298.2
Fertilizers	48.4	113.1	155.0
Automotive	64.5	132.8	142.8
Other	188.5	366.2	462.6
Total	976.0	2,075.8	2,728.7



Note: For 1978 it is expected that the final figures will show total exports of slightly more than the \$3.0 billion level, with individual product totals in approximately the same ratios as in 1977.

### Canadian Imports from Wisconsin, 1977

<b>Total Imports</b>	<b>\$792,043.5</b>
	<b>(\$'000)</b>
Motor vehicle parts	111,507.6
Wheel tractors, new	79,470.0
Miscellaneous equipment and tools	47,294.0
Power shovels	42,176.2
Marine engines and parts	28,697.9
Agricultural machinery	28,052.7
Tractor engines and tractor parts	23,172.6
Paper and paperboard	21,721.3
Motor vehicle engines	16,644.4
Engines and turbines, general purpose	14,722.0
Other motor vehicles	14,483.4

Source: Statistics Canada

### Canadian Imports from Minnesota, 1977

<b>Total Imports</b>	<b>\$546,852,097</b>
	<b>(\$'000)</b>
Electronic computers	37,848.9
Oilseed cake and meal	36,169.0
Other motor vehicles	26,749.2
Miscellaneous equipment and tools	25,322.9
Agricultural machinery	23,163.8
Other office machines and equipment	21,559.2
Iron ores and concentrates	18,252.4
Motor vehicle parts	13,240.9
Tractor engines and tractor parts	12,506.6
Electric generators and motors	11,281.7
Other telecommunication and related equipment	10,951.0
Corn	10,842.0
Crude wood materials	10,512.6
Paper and paperboard	8,289.2
Vegetable oils and fats	6,136.7

Source: Statistics Canada

### Canadian Imports from North Dakota, 1977

<b>Total Imports</b>	<b>\$115,935.9</b>
	<b>(\$'000)</b>
Agricultural machinery	38,349.1
Tractors, tractor engines and parts	19,133.0
Other motor vehicles	12,425.5
Scrap iron and steel	4,424.1

Fertilizers and fertilizer materials	4,095.0
Fur skins	3,629.8
Soya beans	3,364.6
Front end loaders	2,814.4
Other oilseeds	2,609.4
Inorganic chemicals	2,344.8
Coal	2,033.9

Source: Statistics Canada

### **Canadian Imports from Montana, 1977**

<b>Total Imports</b>	<b>\$72,593.4</b>
	<b>(\$'000)</b>
Meat, fresh, chilled or frozen	15,335.7
Lumber	4,627.7
Agricultural machinery	4,502.2
Other crude non-metallic minerals	4,451.0
Tractors, tractor engines and parts	4,319.2
Other motor vehicles	3,193.3
Plywood and woodbuilding boards	2,339.5
Phosphate rock	1,932.8
Newspaper, magazines and periodicals	1,802.7
Drilling machinery and drillbits	1,644.4

Source: Statistics Canada

### **Canadian Imports from South Dakota, 1977**

<b>Total</b>	<b>\$27,753.4</b>
	<b>(\$'000)</b>
Meat, fresh, chilled or frozen	9,235.1
Fur skins, undressed	2,632.5
Agricultural machinery	2,858.0
Construction and maintenance machinery	1,584.1
Motor vehicle parts, except engines	1,076.0

Source: Statistics Canada

## **III. SELLING TO THE UPPER MIDWEST**

### **Market Characteristics**

The Canadian Consulate in Minneapolis covers the following trade territory: Minnesota, North and South Dakota, northern Wisconsin and Montana east of the Great Divide. The total population is over 6.4 million with the Twin Cities of Minneapolis and St. Paul in Minnesota representing the only major metropolitan centre in the territory. With a population of over two million, they form the most important distribution and manufacturing centre in the Post territory. The area in northeastern Wisconsin has the second largest concentration of manufacturing industries. The other parts of the territory, though geographically large, are very lightly populated and have no major manufacturing companies. For this reason they represent a limited market, with the exception of products related to agriculture and food processing.

## **An Ideal Test Market**

The Upper Midwest market presents excellent opportunities for a manufacturer wishing to test market a new product or for a beginning exporter. It is relatively small and manageable in size for a firm with limited production facilities. Distribution patterns are uncomplicated and efficient, largely radiating from the Twin Cities. The economy, based in agriculture, is generally more stable than in other more industrialized parts of the United States and disposable income is consistently above the national average.

## **The Canadian Image**

Businessmen in the Upper Midwest are generally quite receptive to learning about Canadian products. Such factors as proximity to the border, trade or corporate connections, and frequent travel to Canada for recreational purposes have led to a general climate of friendliness and a greater awareness of Canada than exists in many other areas of the U.S. Buyers are interested in almost any item that can compete in quality, distinctiveness and laid-down price. Many existing U.S. supply sources are more distant to the Twin Cities' market than potentially competitive Canadian ones. Generally Canada is not regarded as foreign and Canadian merchandise consequently is bought and invoiced through domestic purchasing departments.

## **Positive Sales Psychology**

Canadian exporters may face a double challenge: to sell as an American vendor does and to overcome misconceptions about Canadian capabilities. The buyer must be assured that there is nothing risky about doing business with Canada — or with a new supplier. Before selling in the United States, Canadian companies should commit themselves to:

- 1) Going after business on a continuing basis.
- 2) Making the first impression a positive one, to a degree they might not consider in Canada.
- 3) Quoting a laid-down price in U.S. dollars.
- 4) Delivering and following up aggressively as there is a great deal of competition with U.S. suppliers.

## **Initial Approach**

The best introduction is a personal visit. Some type of representative or distributor may be appointed later, but large volume buyers usually want to meet their prospective suppliers personally.

Appointments often are not necessary with individual buyers, but as a matter of good form it is usually advisable to start with the director of purchasing or his equivalent and through him meet the proper buyer. An advance notification in this case is suggested.

A complete presentation on the first call is most important. This should include literature, specifications, samples if possible, and all the price, delivery and quality control information a buyer needs to evaluate the seller's capabilities against his current sources. Many buyers keep up-to-date records on their suppliers, and a favourable impression is made if a resume similar to the following can be supplied at the time of the first visit:

- 1) Vendor's name, address and telephone number;
- 2) Name, address and telephone number of local representative, if applicable;
- 3) Date established;
- 4) Size of plant;

- 5) Number of employees;
- 6) Principal products;
- 7) Location of plants;
- 8) Description of production facilities and equipment;
- 9) Description of quality control facilities and procedures;
- 10) Transportation facilities;
- 11) Approximate yearly sales volume;
- 12) List of three representative customers;
- 13) Financial and credit rating.

## **Reciprocal Visits**

Many buying organizations check out new suppliers' facilities personally before placing continuing business. If they do not come as a matter of course, it is a good sales strategy to invite them anyway.

## **What to Do with an Inquiry**

Suppose you receive an inquiry from a U.S. firm about your product. What action should you take? Follow this checklist:

- 1) When inquiry is received:
  - a) check for correct address of the U.S. firm (don't discard the envelope until you are sure the complete address appears on the firm's letterhead),
  - b) check the nature of the inquiry to make sure it is clearly understood,
  - c) check type of quotation desired.
- 2) Acknowledge inquiry if quotation cannot be sent immediately.
- 3) Compute price according to the terms of quotation and check credit and reputation of customer.
- 4) When order is received:
  - a) check order to verify your ability to comply with the terms of the order,
  - b) acknowledge order and stipulate any deviations or corrections,
  - c) make sure all personnel involved with processing order fully understand their part,
  - d) if payment is by letter of credit, check terms carefully and if you cannot comply request change immediately.
- 5) Prepare the order for shipment.
- 6) When date that the order is to be ready for shipment is known:
  - a) contact freight forwarder and arrange shipping schedule,
  - b) make sure necessary shipping instructions and documents are completed correctly and distributed on time,
  - c) contact customs broker at border point if clearance charges are for exporter's account.
- 7) Prepare and submit collection documents to receive payment.

## **Following Up the Initial Call**

U.S. buyers expect to be called on more frequently than their Canadian counterparts. This may be as often as every two weeks at some periods of the buying year. The usual solution is to appoint a manufacturers' representative or to sell through brokers, jobbers or distributors as the situation warrants.

## **Price Quotations**

Submit quotations both on a laid-down basis buyer's warehouse or factory and an f.o.b. Canadian plant basis, exclusive of Canadian sales and excise taxes. Always quote in U.S. funds unless specifically requested to do otherwise. The landed price should include transportation charges; U.S. customs duties, if applicable; brokerage fees and insurance. The quotation should be comparable in format to quotations from U.S. sources. Buyers cannot be expected to understand or be sympathetic to customs duties or other matters peculiar to international transactions. This is solely the responsibility of the Canadian exporter and a "cost" of international business.

Canadian exporters may not be granted the same opportunities for renegotiating initial quotations as they have been accustomed to in Canada. This is because U.S. buyers must often work to tighter purchasing deadlines and to target prices. Hence, they may have to accept the first bid as final.

## **The Manufacturers' Representative**

The commission agent or salesman is more commonly used as a sales technique in the U.S. than in Canada. The better reps are highly qualified by education, training and experience. They know their customers and call regularly — not only at the buying level but also on engineering, design and quality control officers. The advantages of the rep can include economy, closer business and social contacts with buyers, and being on the scene immediately when problems arise. Reps are also more in tune with the local nuances of doing business in the Upper Midwest and reduce the foreign aspect of buying from a Canadian firm. The Minneapolis office maintains information on a large number of manufacturers' representatives operating in our market territory and can often make suitable suggestions for Canadian manufacturers. There are other levels of distribution depending on the nature of the product being marketed, and commissions, customers, number of salesmen and territories can vary considerably.

## **Delivery**

Delivery, of course, must be exactly to customers' specifications, and these are as rigid as any in the world. Many U.S. plants work on inventories as short as one or two days and could be shut down by a delay of a few hours. Failure to adhere to rigid delivery schedules is one of the surest ways of not being asked to quote again.

# **IV. SERVICES FOR EXPORTERS**

## **Banking**

Although there are no Canadian banks with representatives in the Twin Cities, banks in Canada have international departments to assist exporters shipping goods abroad. There are three banks in the Twin Cities with international departments that can handle foreign currency and a full range of foreign transactions. Please refer to Section VII of this booklet for a listing of prominent banks and customs brokers serving this market territory.

## **Patents, Copyrights and Trademarks**

An informative booklet entitled "General Information Concerning Patents", is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20302.



### **Patents**

All business with the Patent Office should be transacted in writing and all letters addressed to the Commissioner of Patents, Washington, DC 20231.

The patent laws of the U.S. make no discrimination with respect to the citizenship of the inventor. However, the application for patent in the U.S. must be made by the inventor, and the inventor must sign the papers (with certain exceptions).

Most inventors employ the services of persons known as patent attorneys or patent agents. The Patent Office cannot recommend any particular attorney or agent. The Patent Office does, however, publish a list of all registered patent attorneys and agents who are willing to accept new clients, arranged by states, cities and foreign countries.

### **Copyrights**

Copyright protects the writings of an author against copying. Literary, dramatic, musical and artistic works are included within the protection of the copyright law which in some instances also confers performing and recording rights. The copyright goes to the form of expression rather than the subject matter of writing. Note that copyrights are registered in the Copyright Office of the Library of Congress and that the Patent Office has nothing whatever to do with copyrights. Information concerning copyrights may be obtained by addressing Register of Copyrights, Library of Congress, Washington, DC 20540.

### **Trademarks**

A trademark relates to the name or symbol used in trade with goods to indicate the source or origin of the goods. Trademark rights will prevent others from using the same name on the same goods but will not prevent others from making the same goods without using the trademark.

The procedure relating to the registration of trademarks and some general information is given in a pamphlet called "General Information Concerning Trademarks", which may be obtained from the Patent Office on request.

### **Licensing and Joint Ventures**

If you wish to market a patented invention or product in the U.S., either under a joint licensing agreement or some other arrangement, there are a number of firms specializing in patent and marketing services. The Canadian Consulate in Minneapolis would be pleased to recommend such firms.

### **The Canadian-American Commercial Arbitration Commission**

Reference to the above commission is often made in standard commercial contracts between Canadian and American companies. In the event of disputes, the Canadian firm simply refers to the Canadian Chamber of Commerce, 530 Board of Trade Building, 300 St. Sacrement Street, Montreal, Quebec, and the American firm refers to the American Arbitration Commission, 140 West 51 Street, New York, NY 10020.

## **V. CUSTOMS REGULATIONS AND DOCUMENTATION**

### **U.S. Exports to Canada**

Enquiries concerning the importation of U.S. products into Canada should be referred to the United States Embassy, 100 Wellington Street, Ottawa or the U.S. Consulate or Consulate-General in Vancouver, Calgary, Winnipeg, Toronto, Montreal, Quebec, Saint John, Halifax or St. John's.

### **Canadian Export Documents**

All Canadian exports to the United States, even when accompanying returned American merchandise, must be accompanied by Canada customs export form B-13. Canada customs requires three copies at the same time of exportation, but it is wise to prepare at least five. Two numbered copies will then be returned to the exporter unless otherwise specified on the B-13. By doing this, the exporter avoids having to submit a form C-6 for additional certified copies of the B-13 should the goods be returned to Canada for any reason. Two numbered copies of the B-13 must always accompany the Canada customs entry as proof of export. B-13 forms may be obtained from Canada customs.

### **U.S. Customs and Market Access Information**

To enjoy success in the United States market, a Canadian exporter requires market access information which falls into two basic categories: customs and non-customs. The former covers subjects such as documentation, tariff classification, value for duty and rates of duty, while the latter relates to the many other U.S. laws affecting imports such as food and drugs, consumer product safety, environmental protection and so on. Exporters are strongly urged to obtain all market access information on new products to be marketed in the U.S. from the U.S. Division of the Department of Industry, Trade and Commerce, in Ottawa. The Division is constantly liaising with U.S. customs and other agencies on behalf of Canadian exporters, and over the years has developed an in-depth knowledge of the interpretation and implementation of regulations governing access for imports into the U.S. market.

The address is:

United States Division  
Western Hemisphere Bureau  
Department of Industry, Trade and Commerce  
235 Queen Street  
Ottawa, Ontario  
K1A 0H5  
Tel: (613) 996-5471

### **U.S. Customs Regulations and Documentation Tariff Classification and Value for Duty**

#### **Request for Prospective Rulings**

The U.S. Division can obtain a PROSPECTIVE CUSTOMS RULING from Washington on behalf of a Canadian exporter for articles which have not yet been exported and are not at present under consideration by the U.S. Customs Service, provided that the following information is supplied. Failure to supply all of this information will only result in delays and confusion for the exporter.

## General

- a) We require a written request signed by a person who has a direct and demonstrable interest in the question, also indicating that the merchandise or subject of the request has not previously, or is not now, under consideration by any U.S. Customs Service field office.
- b) Also, include a statement of all facts relating to the transaction such as names and addresses and other identifying information of all interested parties (if known), the probable port of arrival in the United States and a description of the transaction appropriate in detail to the ruling requested.

## Tariff Classification Ruling

In addition to A and B above, the following information is required for a tariff classification ruling:

- 1) A full and complete description of the article.
- 2) The chief use of the article in the United States.
- 3) The commercial, common or technical description.
- 4) Metal, wood and mineral objects and combinations thereof should include a statement of the relative quantity (by weight and volume) and the value of each in order to determine the material in chief value and weight.
- 5) Textile materials and articles should be identified as in (4) and include the method of construction such as knit or woven, the fibres present in percentage by value and if wearing apparel, for whom it is designed to be worn.
- 6) Chemical products should be identified by their specifications and chemical analysis including a sample for U.S. customs use. Particular reference should be made if any part of the formula consists of a benzenoid chemical or its derivative stating the function of such chemical in the product.
- 7) Photographs, drawings or other pictorial representations of the articles should be submitted when samples are not sent.

## Valuation Ruling

In addition to A and B above, the following information is required for a Valuation Ruling:

- 1) All information required on a U.S. special customs invoice form 5515.
- 2) The nature of the transaction, whether f.o.b./c.i.f., ex factory or some other arrangement.
- 3) Relationship of parties (if any), whether the transaction is at arms-length (i.e. between unrelated parties) and whether there have been other sales of the same or similar merchandise in the country of exportation, whether an agency situation exists and an explanation or copy of any agreement, contract or other relevant document.
- 4) A full description of the merchandise in order to determine if section 402 or 402(a) of the Tariff Act of 1930 applies and other relevant information required under the appropriate section.

**Note:** Privileged or confidential information should be clearly marked with an explanation as to why it is considered confidential.

## Request for Internal Advice Rulings

Part 177.1(a)(2) of the Customs Regulations of the United States requires that questions arising in connection with current or completed transactions should be resolved by means of the INTERNAL ADVICE PROCEDURE at the port where entry was made. The request for an internal advice ruling can be filed by either the importer or his customs broker. The field office personnel will review the request and notify the importer of any points with which they do not agree.

The U.S. Division can provide valuable assistance and suggestions regarding points of law and previous customs practice which may support the importer's case.

Requests for advice from the U.S. Division should contain:

- 1) Copies of *all* documents related to the entry of the merchandise to which the request refers including those issued by U.S. customs.

- 2) A statement of *all* facts relative to the transaction from a commercial point of view such as domestic and foreign billing practices, price-list terms, end use of the goods, literature, drawings, pictures, method of shipment and all other pertinent facts.
- 3) A statement generally following the outline under "Request for Prospective Ruling". The U.S. Customs Service may, at its discretion refuse to consider a request for internal advice if, in its opinion, there is a clear and definitive precedent that supports its position. If the importer is not in agreement with this position, he may request a "Protest Review Decision".

## **Request for Protest Review**

When an importer does not agree with a decision of the U.S. Customs Service, he may request a PROTEST REVIEW within 90 days from the date of liquidation. The U.S. Division can assist the importer and his broker by providing advice and suggestions on what information can be used to support the importer's case.

## **Entry at Customs**

Goods may be "entered for consumption" at the port of arrival in the United States, whether at seaboard or on a land border, or the goods may be transported in bond to an inland port of entry and there entered for consumption.

For such transportation in bond to an interior port, an immediate transportation entry (I.T.) must be filled out at the port of arrival by either the consignee, the carrier, the U.S. customs broker or any other person having a sufficient interest in the goods for that purpose. In cases where the Canadian exporter assumes responsibility for entering the goods through U.S. customs, he may find that there are advantages in having shipments entered for consumption at the nearest or most convenient port of arrival. In this way he can remain in close touch with the broker and U.S. customs at that port of entry. However, where the U.S. purchaser intends making his own entries, it may be more convenient to have the goods transported in bond from the port of arrival to the interior port nearest the importer.

## **Who May Enter Goods**

Goods may be entered by the consignee, his authorized employees or his agent. The only agents who can act for importers in customs matters are licensed U.S. customhouse brokers. They prepare and file the necessary customs entries, arrange for payments of duties and release of goods.

The railway express companies or other transport companies may be prepared in certain cases to enter packages through customs for the account of the exporter. If there is some difficulty or special problem connected with a shipment, the carriers may turn the matter over to a U.S. customs broker at the exporter's expense.

Goods may be entered by the consignee named on the bill of lading under which they are shipped or by the holder of the bill of lading duly endorsed by the consignee. When the goods are consigned "to order" they may be entered by the holder of the bill of lading duly endorsed by the consignor. In most instances entry is made by a person or firm certified by the carrier to be the owner of the goods for customs purposes. When goods are not imported by a common carrier, possession of the goods at the time of arrival in the United States is sufficient evidence of the right to make entry.

A non-resident of the United States may make entry of his own goods as may a non-resident partnership or a foreign corporation. But the surety on any customs bond required from a non-resident individual, partnership or corporation must be incorporated in the United States. When

merchandise is entered in the name of a Canadian corporation, that corporation must have a resident agent in the state of entry who is authorized to accept service of process in the corporation's behalf.

In general, to facilitate clearance of customs it is advisable to contact a licensed U.S. customs broker who will outline the services he can provide, together with particulars on brokerage fees and other related matters.

## **Documentation**

Normally the only documents required when shipping to the United States are a bill of lading as well as a special U.S. customs invoice 5515 and/or commercial invoice (preferably both). The use of a typewriter in preparing documents is preferred; in any case, they should be legible.

Note: Do not use red ink to fill out documents.

## **Bill of Lading**

Normally a bill of lading for Canadian shipments is required by U.S. customs authorities. In lieu of the bill of lading the shipping receipt may be accepted if customs is satisfied that no bill of lading has been issued. Entry and release of merchandise may be permitted without the bill of lading if satisfactory bond is given in a sum equal to one and one-half times the invoice value of the merchandise. A carrier's certificate or duplicate bill of lading may, in certain circumstances, be acceptable.

## **Invoice**

Shipments in excess of \$500 and subject to an ad valorem rate of duty, conditionally free of duty or subject to duty depending in some manner upon its value, should be accompanied at entry by a U.S. special customs invoice form 5515. However, copies of the commercial invoice are sufficient for shipments with an aggregate value of less than \$500, duty-free shipments or shipments of articles subject to specific rates of duty.

## **Completion of Form 5515**

U.S. customs forms 5515 are available free of charge from U.S. consular offices in Canada or can be obtained from commercial stationers. While only one copy is required by U.S. customs, it is usual to forward three: one for the use of U.S. customs when the goods are examined, one to accompany the entry and one for the U.S. custom broker's file. District directors of U.S. customs are authorized to waive production of special and commercial invoices if satisfied that the importer, because of conditions beyond his control, cannot furnish a complete and accurate invoice; or that a classification, appraisement and liquidation can properly be made without the production of such an invoice. In these cases, the importer must file the following with the entry:

- 1) any invoice received from the seller or shipper
- 2) a statement pointing out in exact detail any inaccuracies or omissions in such invoice
- 3) an executed pro forma invoice
- 4) any other information required for classification or appraisement.

Special information with respect to certain classes of goods is sometimes required when either the customs or commercial invoice does not give sufficient information to permit classification and appraisal.



## **Packing List**

U.S. customs authorities require three copies of a detailed packing list. This should indicate what is in each box, barrel or package in the shipment. If the shipment is uniformly packed, this can be stated on the invoice indicating how many items are in each container.

## **Payment of Duties**

There is no provision for prepayment of duties in Canada before exportation to the United States but it is feasible for the Canadian exporter to arrange for payment by a U.S. customs broker or other agent and thus be able to offer his goods to U.S. buyers at a duty-paid price.

Liability for payment of duty usually becomes fixed at the time an entry (either for consumption or warehouse) is filed with U.S. customs. The liability is fixed, but not the amount of duty which is only estimated at the time of the original entry. When the entry is liquidated, the final rate and amount of duty is ascertained. Obligation for payment is upon the person or firm in whose name the entry is filed.

## **Temporary Free Importation**

Certain articles not imported for sale may be admitted into the United States under bond without the payment of duty.

Such articles must in most cases be exported within one year of the date of importation. Upon application to the district director, this period may be extended for a period not to exceed a total of three years.

Such articles may include the following:

- articles for repair, alterations or processing (not manufacture)
- models of women's wearing apparel by manufacturers
- not for sale samples for order-taking (not to include photo-engraved printing plates for reproduction)
- motion picture advertising films
- articles for testing, experimental or review purposes (plans, blueprints, photographs for use in study or for experimental purposes may be included). In the case of such articles satisfactory proof of destruction as a result of the tests with the production of a proper affidavit of destruction will relieve the obligation of exportation
- containers for merchandise during transportation
- models imported by illustrators and photographers for use solely in illustrating
- professional equipment, tools of trade, repair components for equipment or tools admitted under this item and camping equipment; all the foregoing imported by or for non-residents sojourning temporarily in the United States and for use by such non-residents
- articles of special design for temporary use exclusively in the production of articles for export
- works of art, photographs, philosophical and scientific apparatus brought into the U.S. by professional artists, lecturers or scientists for use in exhibition and promotion of art, science and industry
- automobiles, automobile chassis, automobile bodies — finished, unfinished or cutaway when intended solely for show purposes. The temporary importation bond in the case of these articles is limited to six months with no right of extension.

## **Commercial Travellers — Samples**

Samples accompanying a commercial traveller may be admitted and entered on the importer's baggage declaration. In such cases, an adequate descriptive list or a U.S. special customs invoice

must be provided. The personal bond of the commercial traveller is usually accepted to guarantee the timely exportation of the samples under U.S. customs supervision. Penalty for failure to export the samples entails loss of the privilege on future trips.

## **U.S. Anti-Dumping and Countervail Statutes**

Due to the complexity of these statutes, exporters are encouraged to contact the U.S. Division of the Department of Industry, Trade and Commerce for answers to any specific questions.

### **Anti-Dumping**

If a U.S. company has reason to believe that a product is being sold in the U.S. at a price lower than the price at which it is sold in its home market, an anti-dumping complaint may be filed with the U.S. Treasury Department. The anti-dumping petition must contain information to support the dumping allegations along with evidence of injury suffered by the U.S. industry affected.

A U.S. anti-dumping investigation must be conducted within specified time frames:

1. Within 30 days of receipt of an anti-dumping petition, the Secretary of the Treasury must decide whether or not to initiate an investigation.
2. Within six months (nine months in complicated cases) of the initiation of an investigation, the Secretary of the Treasury must issue a preliminary determination on whether or not there are sales at less than fair value, i.e. dumped prices.
3. If sales were made at less than fair value, the matter would be referred to the U.S. International Trade Commission (ITC) for an injury determination which must be made within three months of the date of referral to the commission.
4. If the International Trade Commission (ITC) finds injury to a U.S. industry, an anti-dumping finding would be issued.

### **Countervail**

Under the U.S. Countervailing Duty Statute, an additional duty may be imposed upon dutiable articles imported into the United States if any bounty or grant upon their manufacture production or export has been made. The U.S. Trade Act of 1974 enlarged the scope of the U.S. Countervailing Duty Statute to include duty-free goods. This amendment brings within the purview of the law the 70 per cent of Canadian exports to the U.S. which were previously exempt. Application of countervailing duty against free merchandise will in most cases be subject to an injury determination by the U.S. International Trade Commission.

## **Marking of Goods**

### **Country of Origin Marking**

All goods must be legibly and conspicuously marked in English to show country of origin.

The use of stickers or tags is permitted if used in such a manner as to be permanent, unless deliberately removed, until receipt by the final purchaser.

Certain small instruments and utensils must be marked by die-stamping or cast-in-the-mould lettering, engraving or by means of metal plates securely attached to this article.

The U.S. Customs Service may exempt certain articles from this marking. In such cases, the container must be suitably marked.

### **Composition Marking**

Any product containing woollen fibre (except carpets, rugs, mats and upholsteries, or articles made more than 20 years before importation) must be clearly marked with the name of the manufacturer or the person marketing the product together with a statement of the fibre content of the product. If not suitably marked, an opportunity to mark under U.S. customs supervision is granted.

When the fabric contained in any product is imported, it is necessary to state the fabric's country of origin.

Fur products must be marked as to type (particular animal), country of origin and manufacturer's name; in addition they must be marked if they are used, bleached or artificially coloured, composed substantially of paws, tails, bellies or waste.

### **Food Labelling**

All imported foods, drugs and cosmetics are subject to inspection by the Food and Drug Administration of the United States at the time of entry. The Food and Drug Administration is not authorized to pass upon the legality of specific consignments before they arrive and are offered for entry. However, the administration may offer comment on proposed labels or answer other enquiries from importers and exporters.

Advice on prospective food labels may also be obtained from the U.S. Division of the Department of Industry, Trade and Commerce in Ottawa.

## **Import Prohibitions and Restrictions**

In addition to goods prohibited entry by most countries in the world, such as obscene or seditious literature, narcotics, counterfeit currency or coins, certain commercial goods are also prohibited or restricted. Moreover, various types of merchandise must conform to laws enforced by government agencies other than the United States Customs Service. Fur products are also subject to the Endangered Species Act and importation of certain fur skins would be prohibited.

### **Animals**

Cattle, sheep, goats, swine and poultry should be accompanied by a certificate from a salaried veterinarian of the Canadian government to avoid delays in quarantine.

Wild animals and birds, or products thereof, are prohibited if captured, taken, shipped, possessed or exported contrary to laws of the country of origin. In addition, the purchase, sale or possession of such animals is prohibited if contrary to the laws of any part of the United States.

### **Plants and Plant Products**

Permits issued by the Department of Agriculture are required.

Regulations may restrict or prohibit importation.

Shipments of agricultural and vegetable seeds and screenings are detained pending the drawing and testing of samples and are governed by the regulations of the U.S. Federal Seed Act.

## **Postal Shipments**

Parcels of aggregate value not exceeding one dollar (U.S. value) may be entered free of duty.

Commercial shipments of more than one dollar value must include a commercial invoice and a customs declaration on the form provided by the Canadian Post Office and give an accurate description and value of the contents. The customs declaration must be securely attached to the package.

If the shipment comprises two or more packages the one containing the commercial invoice should be marked "Invoice Enclosed;" other packages of the same shipment may be marked as "No. 2 of 3, Invoice Enclosed in Package No. 1."

A shipment in excess of \$500 aggregate value must include a U.S. special customs invoice (form 5515) and any additional invoice information required. A shipment under \$250 aggregate value will be delivered to the addressee. Duties and delivery fees for each package are collected by the postman. Parcels containing bona fide gifts excluding alcoholic beverages, tobacco products and perfumes to persons in the United States will be passed free of duty provided the aggregate value received by one person on one day does not exceed \$10. No postal delivery fee will be charged. Such parcels should be marked as a gift and the value and contents indicated on the parcel.

## **American Goods Returned**

U.S. products returned without any evidence of advanced value or improved condition may be entered duty free.

Articles exported from the United States for repair or alteration shall be subject to duty upon the value of the repairs or alterations. The term "repairs or alterations" means restoration, change, addition, renovation, cleaning or other treatment which does not destroy the identity of the article exported or create a new or different article. Any article of metal (except precious metal) manufactured in the United States and exported for processing and again returned to the United States for additional processing is subject to a duty upon the value of processing outside the United States provided the material which has been processed in Canada is returned to the original exporter for the further processing of the goods.

The cost or value of U.S. origin component parts used in the production of goods imported into the U.S. may be deducted from the value for duty provided the parts have not been subject to any change except operations incidental to the assembly process such as cleaning, lubricating and painting.

Special U.S. customs procedural requirements must be followed upon the exportation and return of American goods. Details may be obtained from United States Import Specialists at border points or from the U.S. Division, Western Hemisphere Bureau, Department of Industry, Trade and Commerce, Ottawa.

## **Duty on Containers**

If used in shuttle service, the following types of containers may enter free of duty:

- 1) U.S. containers and holders including shooks and staves of U.S. production when returned as boxes or barrels containing merchandise
- 2) foreign containers previously imported and duty paid if any
- 3) containers of a type specified by the Secretary of the Treasury as instruments of international traffic.

One-trip containers are included in the dutiable value of goods.

## **VI. YOUR BUSINESS VISIT TO THE UPPER MIDWEST**

There is no substitute for the personal visit. Correspondence, while better than nothing, does not excite the sophisticated Upper Midwest businessman. In a few words, he wants to be shown the product and to discuss the potential transaction with the exporter on a face-to-face basis.

### **Services of the Trade Commissioner**

The Commercial Division of the Canadian Consulate in Minneapolis is equipped to function as the liaison between Canadian and local U.S. business and industry. It actively seeks business opportunities for Canada in the post territory and relays these to firms thought to be interested and capable. Potential buyers and sellers are introduced with guidance provided to either as required. Market surveys of reasonable proportions are conducted on behalf of Canadian firms and agents, distributors or other outlets recommended. The reception room of the Consulate is available for product displays and in-office shows. Hours of the Consulate are 8:30 a.m. to 4:30 p.m., Monday through Friday.

### **Advise and Consult the Trade Commissioner**

When planning your first business visit to the Upper Midwest, advise the Commercial Section of the Consulate well in advance of your arrival. Inform the section of the objective of your visit and include several copies of your product brochures. It is extremely helpful if you work out the c.i.f. prices on at least a part of your product range. You should also list any contacts you may already have made with the local business community. With this information at their disposal, the commercial staff will be pleased to arrange a tentative itinerary and make appointments on your behalf which you can confirm on your arrival.

### **When to Go**

The best time to visit Minneapolis-St. Paul is during the spring or fall as many businessmen are unavailable during the Christmas/New Year and the July/August holiday periods.

### **How to Get There**

#### **Airlines**

Northwest Orient Airlines has direct flights from Edmonton and Winnipeg to Minneapolis/St. Paul.

North Central Airlines has direct flights from Thunder Bay, Toronto, and Winnipeg to Minneapolis/St. Paul.

#### **Railways**

At present there is no rail passenger service to Minneapolis/St. Paul and other rail service throughout the Upper Midwest is limited.



### **Buses**

Greyhound Bus Lines maintain routes to Minneapolis/St. Paul from major Canadian cities.

### **Where to Stay**

The Consulate will be pleased to make hotel reservations or recommend suitable hotels in our territory. Rates for a single room vary from \$15 to \$20 in the smaller centres to \$30 to \$45 per night in major hotels in the Twin Cities (1978).

## **VII. USEFUL ADDRESSES**

### **Government Organizations**

Canadian Consulate  
Chamber of Commerce Building  
15 South Fifth Street  
12th floor  
Minneapolis, MN 55402  
Tel: (612) 336-4641  
Telex: 29-0229

Manitoba Government Travel  
220 Cargill Building  
Minneapolis, MN 55402  
Tel: (612) 339-3017

### **Banks Offering International Services in Minnesota**

First National Bank of Minneapolis  
International Division  
120 South 6 Street  
Minneapolis, MN 55402  
Tel: (612) 370-4829

American National Bank and Trust Company  
5th and Minnesota Street  
St. Paul, MN 55101  
Tel: (612) 298-6003

Northwestern National Bank of Minneapolis  
International Division  
7th Street and Marquette Avenue  
Minneapolis, MN 55402  
Tel: (612) 372-8110

Note: Most of the other banks in the territory can supply international services through correspondent banks.

### **Custom House Brokers**

Ingham, M. B. & Son  
7400 24 Avenue South  
Minneapolis, MN 55423  
Tel: (612) 726-1555

Skar, Jerome Inc.  
7900 12 Avenue South  
Minneapolis, MN 55420  
Tel: (612) 854-1498

Norman G. Jensen, Inc.  
3006 Hennepin Avenue South  
Minneapolis, MN 55408  
Tel: (612) 827-3761

Robert A. Buchanan Jr.  
625 Board of Trade  
Duluth, MN 55802  
Tel: (218) 722-5853

Kuehne & Nagel Inc.  
7420 24 Avenue South  
Minneapolis, MN 55423  
Tel: (612) 726-1390

## **Foreign Freight Forwarders**

Airborne Freight Corp.  
Minneapolis-St. Paul  
International Airport  
St. Paul, MN 55111

Kuehne & Nagel Inc.  
7420 24 Avenue South  
Minneapolis, MN 55423

Emery Air Freight Corp.  
Minneapolis-St. Paul  
International Airport  
St. Paul, MN 55111

REA Express  
2950 Lone Oak Circle  
St. Paul, MN 55118

Ray C. Fischer Co.  
Midland Bank Building  
401 2nd Avenue South  
Minneapolis, MN 55401

Skar, Jerome Inc.  
7900 12 Avenue South  
Minneapolis, MN 55420

M. B. Ingham & Son  
7400 24 Avenue South  
Minneapolis, MN 55423

Wings & Wheels — AEI  
Minneapolis-St. Paul  
International Airport  
St. Paul, MN 55111

Norman G. Jensen, Inc.  
3006 Hennepin Avenue South  
Minneapolis, MN 55408

## **Railway Companies**

Burlington Northern Inc.  
176 E. 5th Street  
St. Paul, MN 55101

The Milwaukee Road  
3rd Avenue South & Washington  
Minneapolis, MN 55401

Chicago & North Western  
Railway Company  
730 2nd Avenue South  
Minneapolis, MN 55402

Soo Line Railroad Company  
Soo Line Building  
Minneapolis, MN 55402

## REGIONAL OFFICES

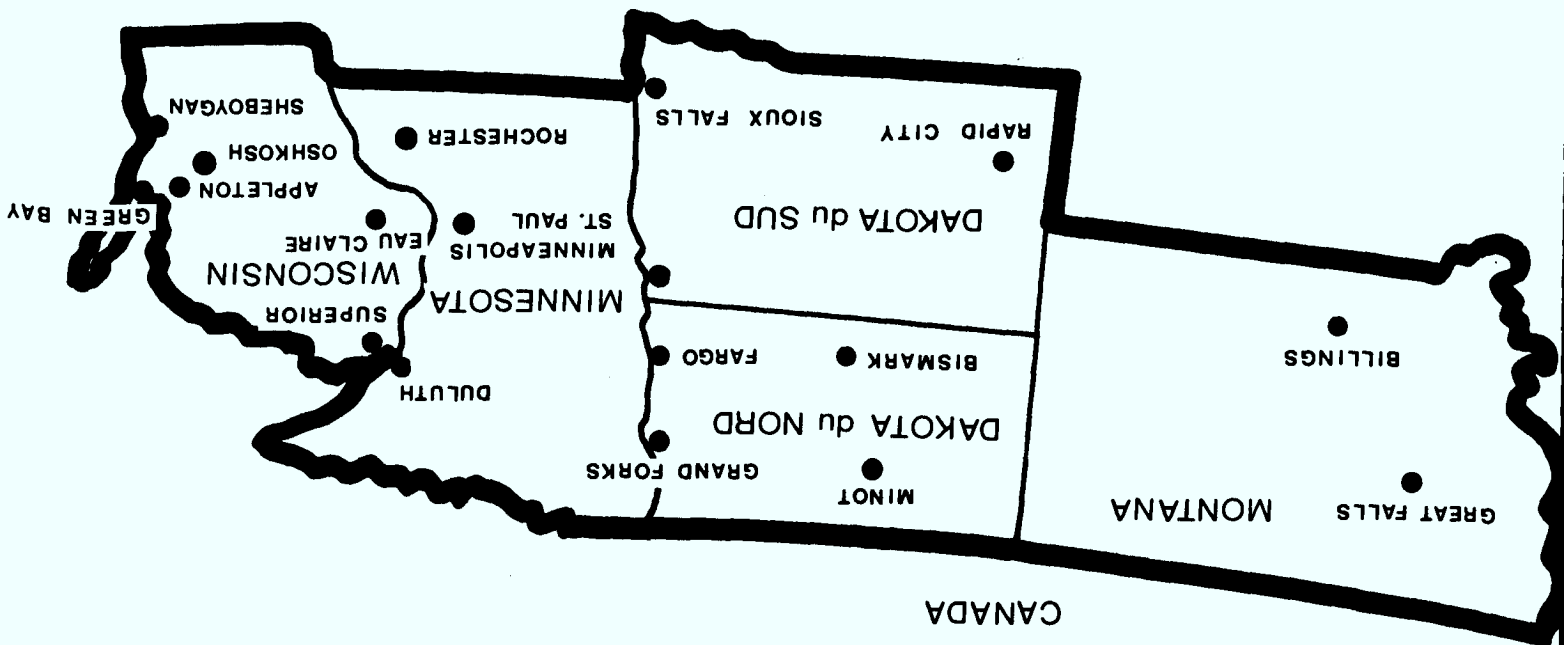
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NEW BRUNSWICK	Suite 642, 440 King Street Fredericton, New Brunswick E3B 5H8	Tel: (506) 452-3190 Telex: 014-46140
PRINCE EDWARD ISLAND	P.O. Box 2289 Dominion Building 97 Queen Street Charlottetown Prince Edward Island C1A 8C1	Tel: (902) 892-1211 Telex: 014-44129
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	Suite 620, 2, Place Québec Québec (Québec) G1R 2B5	Tél: (418) 694-4726 Télex: 051-3312
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SASKATCHEWAN	Room 980 2002 Victoria Avenue Regina, Saskatchewan S4P 0R7	Tel: (306) 569-5020 Telex: 071-2745
ALBERTA NORTHWEST TERRITORIES	500 Macdonald Place 9939 Jasper Avenue Edmonton, Alberta T5J 2W8	Tel: (403) 425-6330 Telex: 037-2762

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