

**AN OPEN LETTER TO ALL CONFERENCE 2014 EXHIBITORS**

Thank you to all of the organizations who have so far signed up to take part as exhibitors in our upcoming Conference 2014 this July in beautiful (and sunny!) Lisbon, Portugal. We are looking forward to the many more who have expressed interest to complete the process, and become an ISAAC 2014 Exhibitor!

We are thrilled to see all of the organizational details for the Conference starting to come together now. We have also now opened our online conference registration portal and, based on the enquiries so far, we are anticipating a very good response.

I wanted to also use this as an opportunity of providing all current and prospective Conference 2014 Exhibitors with an update on the final invoicing details for ISAAC Conference 2014 booth spaces. We anticipate beginning the process of creating and distributing invoices in the next couple of months.

**In addition, we also received feedback from an inquiry made with the Government of Portugal (Ministry of Finance) relating to the applicability of Portuguese VAT/IVA (value-added or goods and services tax) on invoices from ISAAC for exhibitor booth spaces. As you may be aware, ISAAC is headquartered in Toronto, Canada, and holds registered charitable status with the Canada Revenue Agency (CRA, Canada) and 501 c.3 status with the Internal Revenue Service (IRS, USA). ISAAC is currently not registered with the European Union (EU) for VAT.**

The Portuguese Ministry of Finance has indicated that ISAAC is required to register for VAT/IVA, and charge that tax to exhibitors purchasing booth spaces for Conference 2014. The current applicable VAT/IVA rate in Portugal is 23%. As a result, that tax amount will be specifically charged and highlighted in your final invoice.


**There is some good news here:** companies who operate and remit VAT/IVA within Portugal can deduct the amount of VAT/IVA paid to ISAAC against their total amount owing (input tax credit). Companies that operate and remit VAT in non-Portuguese EU countries can apply for a refund of the ISAAC VAT/IVA paid and, likewise, companies that are considered to be “non-EU companies” (ie. companies in Canada, USA, etc.) can do the same. In any event, I would encourage you to navigate to, and review the information contained at, the following EU url:

[http://ec.europa.eu/taxation\\_customs/taxation/vat/traders/vat\\_refunds/index\\_en.htm](http://ec.europa.eu/taxation_customs/taxation/vat/traders/vat_refunds/index_en.htm)

I would also recommend you share this letter and information with your own auditors.

Please do not hesitate to email should you have any additional questions.

Regards and thanks.



Franklin Smith, MBA, CMC  
Executive Director