

## ExpoLog Geneva

Route Francois Peyrot 30

Palexpo

CH -1218 Grand-Saconnex / Geneva

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e-mail: info@expolog-geneva.ch

# SHIPPING INSTRUCTIONS



## ExpoLog Geneva agent in your country

In order to assist in the smooth transfer of your booth fitting material and exhibits, **ExpoLog Geneva** have set up a worldwide network of freight forwarders who are experienced in the movement of goods to and from exhibitions. Whilst the use of these forwarders is by no means mandatory, **ExpoLog Geneva** recommends their services to you. If no local forwarder contacts you, please get in touch with **ExpoLog Geneva** for further details.

## Shipping addresses / Deadlines

### By Airfreight

Goods to reach Geneva Airport **not later than Thursday October 3<sup>rd</sup> 2019** to:

#### **ExpoLog Geneva**

Palexpo - Route François Peyrot 30  
CH - 1218 Grand-Saconnex – Geneva / Switzerland  
Attn: Mr. David STRIPPOLI – **FEFCO 2019**

**Notify: Exhibitor's name / booth N°**

### By truck

Goods to reach PALEXPO site **not later than Monday October 7<sup>th</sup> 2019** addressed to:

#### **ExpoLog Geneva**

Palexpo – Route François Peyrot 30  
CH - 1218 Grand-Saconnex – Geneva / Switzerland  
Attn: Mr David STRIPPOLI – **FEFCO 2019**

**Notify: Exhibitor's name / booth N°**

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

### By Courier

Please be aware that Courier companies are not able to clear customs and deliver goods to your stand at Palexpo. They will only deliver to Geneva Airport or Palexpo site. In order to keep costs to a minimum, we strongly advise that you consign your goods to **ExpoLog Geneva** at the address shown above. On payment of appropriate customs and handling charges, **ExpoLog Geneva** will deliver your goods to your stand.

Please make sure that shipments to be imported permanently into Switzerland (no return to origin) are sent Delivery Duty Paid "**DDP**". All charges including any Duties & Taxes to be charged to the shipper.

### Delivery terms Customs

All consignments must be sent on freight prepaid terms.

It is the sole responsibility of the Exhibitor to ensure the products and materials they will be exhibiting are lawfully brought into Switzerland and used and displayed only in accordance with the terms and conditions governing the entry of the products and materials into Switzerland and the use of such materials in Switzerland.

Booth fitting material and exhibits can be imported duty-free on a temporary basis against either a ATA carnet or a Customs Bond which **ExpoLog Geneva** can supply against payment of a bond fee.

Printed matter for free distribution at the show can be imported duty-free. This also refers to CD-ROM catalogues.

However, give-away such as pens, lighters, T-shirts, etc. are subject to the payment of duties and VAT. So does any kind of foodstuff or alcoholic beverage.

Therefore, it is advisable to contact **ExpoLog Geneva** before shipping such goods in order to obtain precise details about the charges you will have to pay.

### Documents

Commercial invoices and packing lists (they can be combined on one document) 5-fold, indicating quantity and nature of goods, gross and net weight and value for each item shipped, as well as weight and dimensions of each package in the shipment. A separate invoice is to be made out for printed matters and give-away. In case of ATA carnets above documents are not required.

### Insurance

Handling of stand material and exhibits at Palexpo is performed at the exhibitors' risk. The same applies, should goods disappear in the halls. We, therefore, strongly recommend that insurance is covered for the above risks. **ExpoLog Geneva** will cover such insurance only by receiving a written request from the exhibitor.

### Storage

Limited storage space is available and can be rented from the official site-agent **ExpoLog Geneva**, please contact directly.

### Empties

All empties will be removed from the stand as promptly as possible, at the latest on the day prior to the opening day and stored at the risks of the exhibitors. After the show, they will be returned to the stands. Please allow sufficient time for their return to your stand. Do not plan too early departures. Please make sure all empties are labeled showing your name and your booth number. Labels for empties are at your disposal at **ExpoLog Geneva** Exhibition Office at Palexpo.

### Return transport

Return transports will be organized by the official on-site freight handler **ExpoLog Geneva** which will contact each exhibitor respectively.

**On-Site Facilities** **ExpoLog Geneva** has its own permanent office at Palexpo, located in the service area.

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**Opening hours** Every day from 08:00 – 12:00 and from 13:30 - 18:00

**Services offered by ExpoLog Geneva**

- Swiss customs Clearance & bond guarantee
- Transportation to and from points of origin
- Transportation from Geneva Airport or truck-terminal to Palexpo
- Site handling (Labours, forklifts, cranes)
- Storage of empty packing cases during the show
- Insurance (transport/storage)
- Storage of exhibits/stand material until next show.

**General**

All transactions undertaken by **ExpoLog Geneva** are carried out under the general conditions of the Swiss Freight Forwarding and Logistics Association (SPEDLOGSWISS) latest edition. (Copy of which is available on request).

All goods are placed at the stand at the exhibitors' risk even in the absence of himself or the exhibitors' representatives.

