

**Inter ExpoLogistics Ltd.**

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## **SHIPPING INSTRUCTIONS**

### **Shipping addresses / Deadlines**

#### **By Airfreight**

Goods to reach Geneva Airport **not later Sunday May 6<sup>th</sup> 2018** to :

**Inter ExpoLogistics Ltd.**

Palexpo  
CH - 1218 Grand-Saconnex – Geneva / Switzerland  
Attn: Mr. David STRIPPOLI – **ESPGHAN 2018**

Notify: Exhibitor's name / booth N°

#### **By truck**

Goods to reach PALEXPO site **not later than Monday May 7<sup>th</sup> 2018** addressed to :

**Inter ExpoLogistics Ltd.**

Palexpo – 30 route François Peyrot  
CH - 1218 Grand-Saconnex – Geneva / Switzerland  
Attn: Mr David STRIPPOLI – **ESPGHAN 2018**

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 **Inter ExpoLogistics Ltd** at the address shown above. On payment of appropriate customs and handling charges, Inter ExpoLogistics Ltd 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

All consignments must be sent on freight prepaid terms.

### Customs

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 **Inter ExpoLogistics Ltd** 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 **Inter ExpoLogistics Ltd** 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. **Inter ExpoLogistics Ltd.** 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 **Inter ExpoLogistics Ltd.** please contact **Inter ExpoLogistics Ltd.** 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 **Inter ExpoLogistics Ltd.** Exhibition Office at Palexpo.

### Return transport

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

### On-Site Facilities

**Inter ExpoLogistics Ltd** has its own permanent office at Palexpo, located in the service area.

Roberto FUMANI  
[Roberto.fumani@iel.ch](mailto:Roberto.fumani@iel.ch)

Manuel MAZZINI  
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Nicolas STRIPPOLI  
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### Opening hours

Every day from 08:00 – 12:00 and from 13:30 - 17:30

**Services offered by  
Inter ExpoLogistics Ltd.**

- 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 *Inter ExpoLogistics Ltd.* 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.

