

Inter ExpoLogistics Ltd.
PALEXPO
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SHIPPING INSTRUCTIONS



February 22nd 2018



Inter ExpoLogistics Ltd. have been appointed to act as the official on-site handling agent for **Salon SETA 2018**

Shipping addresses / Deadlines

By Airfreight

Goods to reach Geneva Airport **not later than February 16th 2018** addressed to :

Inter ExpoLogistics Ltd.

Palexpo

CH - 1218 Grand-Saconnex – Geneva

Attn: Mr. David Strippoli – for **Salon SETA 2018**

Notify: Company name / booth number

By truck

Goods to reach PALEXPO site **not later than February 21st 2018** addressed to :

Inter ExpoLogistics Ltd.

Palexpo

30 route François Peyrot

CH 1218 Grand-Saconnex – Geneva

Notify: Company name / booth Nr – for Salon SETA 2018

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

By Courier

- a) 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 at the address shown above. Please make sure the waybill is issued on “**DDP**” basis, all charges including eventual import Duties & Taxes to be charged to shipper.
- b) On payment of appropriate customs and handling charges, Inter ExpoLogistics will deliver your goods to your stand.

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 can supply against payment of a bond fee.

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

However, give-aways 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 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 (see enclosed specimen). A separate invoice is to be made out for printed matters and give-aways. 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.

On-Site Facilities Inter ExpoLogistics has its own permanent office located in the Services Centre at Palexpo.

Contacts : Roberto FUMANI - Manuel MAZZINI -
Sibylle FLORY - David Strippoli - Nicolas Strippoli

Opening hours Monday to Friday from 08:00 - 18:00

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.

