

**ExpoLog**  
GENEVA



***ExpoLog Geneva SA is the exclusive on-site freight handling contractor for EBACE 2023.***

***ExpoLog Geneva SA will be the only freight handling contractor allowed to work on-site during EBACE 2023. Please, make sure that your subcontractors are duly informed about this situation.***

# SHIPPING INSTRUCTIONS

## Shipping addresses / Deadlines

Please, note that the official **move in** for **EBACE '23** at Palexpo begins on **Tuesday 16<sup>th</sup> May 2023** and is based on a targeted move in date system. Exhibitors and stand builders must enquire what move in date has been allocated to their stand.

### **By Airfreight**

Goods to reach GVA Airport **no later than Wednesday 17<sup>th</sup> May 2023** addressed to :

#### **ExpoLog Geneva SA**

PALEXPO

CH-1218 Grand-Saconnex, Geneva, Switzerland

Attn. Mr. Lucas Fumani – for **EBACE '23**

**Notify : Exhibitor's name / Booth number**

Please, note that the freight received at GVA Airport before **Monday 15<sup>th</sup> May 2023** will be subject to additional airport storage charges.

### **By Truck**

Goods to reach Palexpo **no later than Friday 19<sup>th</sup> May 2023** addressed to :

#### **ExpoLog Geneva SA**

PALEXPO

30 route François Peyrot

CH-1218 Grand-Saconnex, Geneva, Switzerland

Attn. Mr. Lucas Fumani

**Notify : EBACE '23 - Exhibitor's name / Booth number**

Customs office code / NCTS code : CH 006521

### MANDATORY

To allow access to Palexpo's logistics area, all vehicles must pre-registered on *ExpoLog Geneva's* on line time slot booking platform. Access to the booking system via [www.expolog-geneva.ch](http://www.expolog-geneva.ch) Bookings for EBACE 2023 will go live from 1<sup>st</sup> May 2023.

### **By Sea**

Please, contact *ExpoLog Geneva SA* for shipping instructions. Goods must reach the port of Rotterdam or Antwerp **no later than 14 working days prior the requested delivery date on stand.**

### MANDATORY

To allow access to Palexpo's logistics area, all vehicles must pre-registered on *ExpoLog Geneva's* on line time slot booking platform. Access to the booking system via [www.expolog-geneva.ch](http://www.expolog-geneva.ch) Bookings for EBACE 2023 will go live from 1<sup>st</sup> May 2023.

**(UPS, DHL, FedEx, etc.)**

Please, be aware that Courier companies are not able to 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 shipments on *ExpoLog Geneva SA* at the address shown below. Against payment of the appropriate charges, *ExpoLog Geneva SA* will deliver your goods on stand.

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

Goods to reach ExpoLog's warehouse **from Tuesday 16<sup>th</sup> May 2023 for Courier shipments** consigned to :

**ExpoLog Geneva SA**

PALEXPO

30 route François Peyrot

CH-1218 Grand-Saconnex, Geneva, Switzerland

Attn. Mr. Lucas Fumani

**Notify : EBACE '23 - Exhibitor's name / Booth number**

**Deadline for Courier shipments is Friday 19<sup>th</sup> May 2023.**

**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 with either an ATA carnet or a Customs Bond which *ExpoLog Geneva SA* can supply against payment of a Bond fee.

Printed matter such as catalogues or brochures for free distribution at the show can be imported duty-free.

However, give-aways such as pens, lighters, T-shirts, etc. are subject to the payment of Swiss Duties & VAT. So does any kind of foodstuffs or alcoholic beverages.

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

## Documents

Commercial invoices/packing lists can be combined on one document. They must indicate the quantity and the nature of goods, the gross and the net weight, the value for each item shipped, as well as weight and dimensions of each package in the shipment. A separate invoice has to be done for the goods due to a permanent importation. In the case of an ATA carnet, the above documents are not required.

## Insurance

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

## Contacts

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## General

All transactions undertaken by *ExpoLog Geneva SA* are carried out under the "General Conditions" of the Swiss Freight Forwarding and Logistics Association -CG SPEDLOGSWISS- latest versions. Place of jurisdiction is Geneva. A copy of the general conditions are available on request.

**ExpoLog Geneva SA      Tel. +41 22 798 1301**  
**[www.expolog-geneva.ch](http://www.expolog-geneva.ch)**

