

## GUIDELINES FOR SWISS SHIPMENTS

### Your contacts:

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### 1) IMPORTANT DEADLINES / SCHEDULE

- |     |  |  |
|-----|--|--|
| 1.1 | Returning of our shipping order form                     | <b>3 days before the pick-up date to be agreed</b> |
| 1.2 | Pick-up from foreign countries (other than Switzerland)  | <b>2 working days before move-in to be agreed</b>  |
| 1.3 | Pick-up from your domicile Switzerland for consol cargo  | <b>2 working days before move-in to be agreed</b>  |
| 1.4 | Pick-up from your domicile Switzerland for express cargo | <b>to be agreed</b>                                |
| 1.5 | Pick-up from your domicile Switzerland for express cargo | <b>to be agreed</b>                                |

→ Please contact us earlier, if you are not able to match these dates or if your cases are exceeding the following dimensions Length: 300 cms, Width: 240 cms, Height: 240 cms.

→ The pick-up date for shipment ex other countries will be communicated on request (ocean freight, airfreight and trucking)

### 2) REQUESTED DOCUMENTS

- 2.1 Shipping order  
→ form is available by Email or on the Hunkeler Innovationdays homepage
- 2.2 Customs documents / Invoice  
→ for foreign shipments only
- 2.3 Packing list (see point 5)
- 2.4 Special documents for dangerous goods

→ We can help you with any customs clearance issues for shipments ex foreign countries, also with the help of our worldwide agents. Please contact us in advance.

### 3) PICK-UP OF YOUR GOODS

Expo-Cargo Ltd can arrange shipment of your exhibition goods to Lucerne fairground and back after the exhibition. Please use our shipping order form.

→ Please keep in mind, that the delivery to the stand is only possible during the official move-in days. Should there be no representative of the exhibitor on-site at the agreed date and time of the stand delivery, Expo-Cargo Ltd cannot be held responsible for any damage or loss.

### 4) PACKING AND LABELLING

Please pay special attention to a seaworthy and re-usable packing device. If you need to arrange packing, do not hesitate to contact us for information.

Specific exhibition labels for your cases are available. Please inform us about name of the exhibitor, number of cases and we will send you the labels by mail. However, do not forget to mark your cases with a waterproof pen as follows:

**Hunkeler Innovationdays 2019, Messe Luzern****EXHIBITOR:** *Name of the exhibitor***HALL NO.:****CASE NO.:** *please use specific project- or reference numbers***GROSS WEIGHT:** *with unit (kgs)***DIMENSIONS:** *length x width x height in cms***COUNTRY OF ORIGIN:****5) ISSUING THE PROFORMA INVOICE / PACKING LIST**

We kindly ask you issuing a packing list for your exhibition goods. The packing list should show where and how you have packed your goods. The packing list should bear the following information:

5.1 Description of goods

5.2 Net weights

5.3 Details about the packing, gross weight, dimensions (length x width x height) in cms

In addition to the packing list and for customs clearance purposes, we will need a proforma invoice for any goods coming from foreign countries (other countries than Switzerland). Please contact us well in advance to discuss the specific procedures. We can send you drafts of any documents.

**6) ON-SITE CO-ORDINATION**

Expo-Cargo Ltd will be on-site with own co-ordination staff in order to support the exhibitors. We will be at your assistance during the whole build-up and break-down as well as during the exhibition period.

Should you require any additional logistics services, please do not hesitate contacting us. We will do our up most for your satisfaction.

**7) RETURN SHIPMENT**

In order to arrange for a smooth return shipment, we will require the following information at least 1 day before the end of the show:

7.1 Number of packages

7.2 Weights and dimensions

7.3 Case number (as per the inbound shipment)

7.4 Date and time of pick-up from the stand ("move-out" date)

7.5 Contact person of the exhibitor with mobile phone number on-site

→ Expo-Cargo Ltd will provide return labels to the exhibitors at the last exhibition day. Please fulfill these labels and attach them on your returnable packages. Should there be no representative of the exhibitor on-site at the agreed date and time of the pick-up from stand, Expo-Cargo Ltd cannot be held responsible for any damage or loss. We will ship packages that are properly labeled only.

**8) INSURANCE / TRANSPORT COSTS**

The liability of Expo-Cargo Ltd is limited as per the actual "General Conditions" of the Swiss freight forwarder and logistic association „SPEDLOGSWISS". Therefore, we strongly recommend your goods to be insured for the whole exhibition roundtrip. On special demand, we can arrange the insurance on your behalf.

Our partners request pre-payment of all transportation charges. Therefore, we kindly ask you to arrange payment of our invoice as per the mentioned payment terms. Thanks a lot.