

## GUIDELINES FOR INTERNATIONAL SHIPMENTS

### Your contacts

Co-ordination office: Expo-Cargo Ltd, Frachthof West, P.O. Box 194, CH-8058 Zurich airport  
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**→ FOR SMOOTH HANDLING OF YOUR CARGO, WE RECOMMEND TO CONTACT OUR GLOBAL NETWORK PARTNERS FOR TRANSPORTATION OF YOUR EXHIBITION GOODS TO SWITZERLAND. THE CONTACT OF OUR AGENT IN YOUR COUNTRY IS AVAILABLE UPON REQUEST.**

These shipping guidelines (point 1 to 9) must be followed carefully.  
Do not hesitate to contact us for any questions or concerns.

### 1) IMPORTANT DEADLINES

- 1.1 Arrival of **airfreight** shipments at Zurich (ZRH) airport:  
4 working days prior to stand delivery date
- 1.2 Arrival of **ocean freight** (LCL + FCL) shipments at Rotterdam or Antwerp seaport:  
12 working days prior to stand delivery date
- 1.3 Arrival of **truck** shipments in our warehouse at Zurich airport / Switzerland:  
4 working days prior to stand delivery date

→ Detailed pre-alert with copies of all shipping documents must reach us at least 3 working days before arrival of the airplane, vessel or truck.

### 2) CONSIGNEE INSTRUCTIONS

#### 2.1. Airfreight

AWB "freight prepaid" to be issued as follows:

Consignee: Expo-Cargo Ltd Frachthof West P.O. Box 194 8058 Zurich airport Switzerland	Notify: HUNKELER 2019 <i>Name of the Exhibitor</i> <i>Hall Number</i>
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Description of goods: exhibition goods / must fly as booked  
Destination airport: Zurich (ZRH)

#### 2.2. Ocean freight

Bill of Lading "freight prepaid" to be issued as follows:

Consignee: Expo-Cargo Ltd Frachthof West P.O. Box 194 8058 Zurich airport Switzerland	Notify: HUNKELER 2019 <i>Name of the Exhibitor</i> <i>Hall Number</i>
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Description of goods: exhibition goods  
Destination port: Rotterdam or Antwerp (Northern Europe)

### 2.3. Truck shipments

Transit document (T1) to be issued as follows:

Consignee: ATS Air Transport Service AG (Expo-Cargo Ltd, ZRH) Spedihalle F6, Tore 130-133 Fracht Ost 8058 Zürich airport Switzerland	Notify: HUNKELER 2019 <i>Name of the Exhibitor</i> <i>Hall / Booth Number</i>
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Description of goods: exhibition goods  
NCTS-code: CH002771  
Customs office: Zurich airport

### 3) REQUESTED DOCUMENTS / PRE-ALERT

Please send us copies of the following documents at least 3 days before arrival of your shipment:

- Bill of Lading / Air waybill / Transit document T1
- Proforma-invoice / Original (see point 5.2.)
- Packing list
- Carnet ATA
- Special documents / permits

### 4) CASE MARKING

Please mark your cases on 2 sides as follows:

Hunkeler Innovationdays 2019, Messe Luzern

EXHIBITOR: *Name of the exhibitor*

HALL NO.:

CASE NO.: *please use specific project- or reference number*

GROSS WEIGHT: *with unit (kgs)*

DIMENSIONS: *length x width x height in cms*

→ Expo-Cargo has printed specific exhibitions labels, which are available upon request.

### 5) CUSTOMS CLEARANCE FORMALITIES

#### 5.1. Temporary clearance

All goods returning to origin after the show can be cleared temporary. Please issue a detailed Proforma-invoice mentioning number of pieces, description of goods, customs tariff number (HS-number), net weight, gross weight and value of goods. The other option is to obtain a Carnet ATA from your local Chamber of commerce.

#### 5.2. Permanent entry

Goods not returning after the show must be cleared permanently. If you are sending brochures for free distribution during the show, give-aways, advertising materials, etc. please issue a detailed original invoice mentioning number of pieces, description of goods, customs tariff number (HS-number), net weight, gross weight, value of goods, name, date, stamp and signature.

The following declaration should be found on all your original invoices:

*"The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of \_\_\_\_\_'country'\_\_\_\_\_ preferential origin."*

**→ Please issue separate invoices for goods returning to origin after the show (Temporary entry) and for Goods being distributed or used during the show (Permanent entry). If you are using a CARNET ATA please do not include any goods for distribution!**

→ Goods such as alcohol, tobacco, food and goods under CITES-license may require a special permit from Swiss customs. Please check in advance.

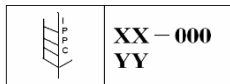
→ Please issue an EUR.1 at Origin if a Free Trade Agreement is valid

## 6) INSURANCE

Your goods are not insured through Expo-Cargo Ltd and our liability is limited as per our terms and conditions. We strongly recommend covering an ALL-RISK insurance for roundtrip to Switzerland including time of show. Please also bear in mind that in case of loss of goods (or theft during the show) the Swiss duty and VAT is payable immediately.

## 7) WOODEN PACKING MATERIALS

With the exception of shipments coming from EC countries, all wooden packing materials must be treated according to ISMP 15 standard and signed with the IPPC stamp.



Sample of the official IPPC stamp

## 8) COURIER SHIPMENTS

Please do not send any dutiable exhibition goods by courier (DHL, Fedex, UPS etc.) directly to the exhibition. This may cause delays in delivery of your shipment. Instead, please contact Expo-Cargo Ltd (Phone +41 43 816 61 80 or Email ZRH@expo-cargo.ch) or our agent in your country for additional information.

For further details please see *Guidelines for courier shipments*.

## 9) PAYMENT OF CHARGES

Please understand that all handling and transportation charges, as well as bond-fees and/or duties and taxes must be paid well in advance.

The Expo-Cargo Ltd bank account details are:

Bank Account number: 108307-21

Sort Code: 4835

IBAN Code: CH02 0406 0010 8307 2100 0

Bank Address: CREDIT SUISSE, CH-4002 BASEL