

GUIDELINES FOR COURIER SHIPMENTS

Your contacts

Co-ordination office: Expo-Cargo Ltd, Frachthof West, P.O. Box 194, CH-8058 Zurich airport
Mr Roger Bütikofer / Ms Dilek Degirmenci
Phone +41 43 816 61 80, Fax +41 43 816 61 82, Email ZRH@expo-cargo.ch
On-site in Lucerne: Expo-Cargo Ltd, Mobile +41 79 753 76 54 or Mobile +41 76 419 29 03

Expo-Cargo Ltd will be responsible to pick-up or receiving your courier shipments for Hunkeler innovationdays 2019. Please consider the following instructions carefully:

→ Company Hunkeler cannot be used as importer of your goods.
Please contact Expo-Cargo Ltd if you are unsure about customs procedures in Switzerland!

1) **CUSTOMS CLEARANCE / SHIPPING TERMS**

- a) If you are sending your shipment from outside of Switzerland, please note that your shipment must arrive at our Zurich-airport office already customs cleared and duties and taxes paid (Incoterm: DDP). Please consider point #4 below.
- b) Alternatively, you may instruct Expo-Cargo Ltd to arrange transport and/or customs clearance. In this case, please consider our "shipping guidelines" and contact us immediately.

2) **MARKING / LABELLING**

Please mark your cases or cartons properly on 2 sides as follows:
"COURIER SHIPMENT" for Hunkeler innovationdays 2019 c/o Name of the exhibitor

3) **PICK-UP OF YOUR "COURIER SHIPMENTS" BY EXPO-CARGO**

For pick-up of your shipments in your office, please contact Expo-Cargo Ltd as soon as possible.

4) **SHIPPING YOUR "COURIER SHIPMENTS" TO EXPO-CARGO:**

Consignee: EXPO-CARGO LTD
Ref. *Your company Name* / Hunkeler innovationdays 2019
OFFICE 3-313
FRACHT WEST
8058 ZURICH-AIRPORT / SWITZERLAND
attn. Roger Bütikofer / Phone +41 43 816 61 80 / Email: ZRH@expo-cargo.ch

Important: Please send us a copy of the courier waybill and all other shipping docs before arrival of your shipment. Upon arrival in our office, we will arrange transfer to your stand in Lucerne as soon as possible, usually within a couple of hours.

5) **CONDITIONS**

- Costs for courier shipments up to 20 kg, DDP cleared by courier: lump-sum CHF 50.00
- All other shipments, more than 20 kg, customs clearance required and/or express deliveries will be charged as per our tariff

EXPO-CARGO LTD CANNOT BE HELD RESPONSIBLE FOR ANY DELAYS OR LOSS OF COURIER SHIPMENTS.