

ExpoLog Geneva
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SHIPPING INSTRUCTIONS



ESMO Immuno-Oncology
Congress 2019

ExpoLog
— GENEVA

ExpoLog Geneva has been appointed to act as the official freight forwarder and on-site handling agent for **ESMO 2019** held at PALEXPO from 11th to 14th of December 2019

Shipping addresses & Deadlines

Transport by truck / courier company (Fedex, DHL, UPS...) / Bag insert

Goods to reach PALEXPO site **not later than December 5th 2019** addressed to:

ExpoLog Geneva

Palexpo
Route François-Peyrot 30
CH-1218 Grand-Saconnex – Geneva / Switzerland
Att: David Strippoli (+41 22 798 13 28)

Notify:

Immuno-Oncology Congress 2019

Exhibitor name:..... / booth number:.....

By Airfreight

Goods to reach Geneva Airport **not later than Dec 3rd 2019** addressed to:

ExpoLog Geneva

CH-1218 Grand-Saconnex
Geneva / Switzerland
Att: David Strippoli (+41 22 798 13 28)

Notify:

Immuno-Oncology Congress 2019

Exhibitor name:..... / booth number:.....

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 to be used and displayed only in accordance with the terms and conditions governing the entry and use of the products and materials into 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 ExpoLog Geneva 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 ExpoLog Geneva before shipping such goods in order to obtain precise details about the charges you will have to pay.

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

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. A separate invoice must 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. ExpoLog Geneva will cover such insurance only by receiving a written request from the exhibitor.

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 ExpoLog Geneva Exhibition Office at Palexpo.

On-Site Facilities

ExpoLog Geneva has its own permanent office located in the service area at Palexpo.

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

General

All transactions undertaken by ExpoLog Geneva 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.