SHIPPING INSTRUCTIONS

ExpoLog Geneva SA has been appointed to act as the official on-site handling agent for :

ESMO IMMUNO-ONCOLOGY CONGRESS 2024

DECEMBER 11th – 13th 2024

Palexpo, Geneva, Switzerland

In order to assist in the smooth transfer of your stand fitting materials and exhibits, *ExpoLog Geneva SA* has set up a worldwide network of freight forwarders who are experienced in the movement of goods to and from exhibitions. Whilst the use of these forwarders is by no means mandatory, *ExpoLog Geneva SA* recommends their services to you. Please, get in touch with *ExpoLog Geneva* SA for further details.

Shipping addresses / Deadlines

Air **Goods can reach Geneva Airport 5 working days prior the requested delivery on stand consigned to :**

ExpoLog Geneva SA
Palexpo
CH - 1218 Grand-Saconnex – Geneva / Switzerland
Attn: Mr. Lucas FUMANI – **ESMO I-O Congress 2024**

Notify : Exhibitor's name / Booth N°

The shipments reaching Geneva Airport before Monday 2nd December will be subjected to additional storage fees.

Road groupage **Goods can reach our warehouse from Monday 2nd December consigned to :**

ExpoLog Geneva SA
Palexpo – 30 route François Peyrot
CH - 1218 Grand-Saconnex – Geneva / Switzerland
Attn: Mr. Lucas FUMANI – **ESMO I-O Congress 2024**

Notify : Exhibitor's name / Booth N°

The shipments reaching our warehouse before Monday 2nd December will be subjected to additional storage fees.

By Sea Please contact *ExpoLog Geneva SA* and ask for shipping instructions. **Latest date of arrival at Rotterdam or Antwerp ports must be 14 business days prior the requested delivery date on stand**.

By Courier The courier companies are not able to deliver goods to your stand at Palexpo. They only deliver to ExpoLog's warehouse.

Please, make sure to ship under the incoterm DDP (Delivered Duty Paid). We don't accept shipments under DDU incoterm (Delivered Duty Unpaid). All Swiss Customs charges including any Swiss Duties & VAT to be charged to the shipper.

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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.

Customs office code (NCTS) for T-forms : CH 006521

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.

Storage   Limited storage space is available and can be rented only from the official on-site agent *ExpoLog Geneva SA.* Please, contact *ExpoLog Geneva SA* directly.

Empties   All empties will be removed from the stands as promptly as possible, and stored at the exhibitors' risk. 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 SA* on-site office container.

Return transport   *ExpoLog Geneva SA* will contact each costumer in order planning their shipments' return.

On-Site facilities   *ExpoLog Geneva SA* has its own permanent office at Palexpo, located in the service area.

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Lucas FUMANI   lucas.fumani@expolog-geneva.ch

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Opening hours   Every day   from 08:00 - 12:00 and from 13:30 - 17:30

Services offered by ExpoLog Geneva SA

- All kind of Swiss Customs clearance
- Transportation to and from the point of origin
- Transportation to and from Geneva Airport
- Transportation to and from Rotterdam/Antwerp Seaports
- On-site handling (labours, forklifts, cranes)
- Storage of empty/full packaging's during the show
- Insurance (transport, storage)

All transactions undertaken by ExpoLog Geneva SA are carried out under the general conditions of the Swiss Freight Forwarding and Logistics Association, SPEDLOGSWISS, latest edition. A copy is available on request.