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1. Exclusive on-site handling agent

Fondation Orgexpo has appointed an exclusive handling agent for GENEVA PALEXPO, the MANUTEXPO consortium.

The organizer has mandated one of the member companies as official handling agent (see preceding pages). Exhibitors are requested to inform their subcontractors accordingly.

2. Freight forwarder

However, the exhibitors are free to choose a freight forwarder for transport to and from GENEVA PALEXPO and/or for customs clearance.

3. Transport of goods

3.1 Special regulations for trucks (no traffic at night, on Sundays and public holidays)

Road traffic is subject to the provisions of the Ordinance on Road Traffic Regulations (OCR).

Truck drivers must comply with the regulation prohibiting driving of heavy vehicles at night (between 10 pm and 5 am) and all day on Sundays and public holidays.

This prohibition concerns heavy motor vehicles whose gross weight exceeds 3.5 t as well as articulated vehicles and road trains whose overall weight exceeds 5 t.

Vehicles used for passenger transport are exempt from this prohibition.

3.2 Goods entrances

The GENEVA PALEXPO goods area is reserved exclusively for loading and unloading. Vehicles must leave the area once these operations have been completed.

Unless otherwise stated by ORGEXPO, all goods must enter and leave GENEVA PALEXPO through the gate nearest the relevant stand.

Halls 1 to 6

Trucks and cars can access the exhibition halls at ground level.

Hall 7

Trucks and cars can access the exhibition hall at ground level. Hall 7 has a perimeter road that passes around the hall and the auditorium "Geneva Arena" and ends at the "Carrefour des Traz" crossroads.

The service area behind the hall, on the airport side, leads after the second half of the building to an exit road that is exclusively reserved for traffic. This road must not be used for loading, unloading or parking.

Stopping, loading and unloading in the area between the "des Traz" crossroads and the building are subject to authorization during the assembly and dismantling of an exhibition, but forbidden while the show is open to the public.

3.3 Traffic within the buildings

Exhibition halls

The speed limit in the building is 10 km/h.

Truck drivers are requested to keep specifically to the routes specified by GENEVA PALEXPO's Technical Management, and to comply with the relevant instructions.

The emergency exits and service doors must always be kept clear, both inside and outside the buildings.

No vehicle is permitted to load or unload equipment or park in front of emergency exits, for any reason whatsoever.

Use of pallet transporters is forbidden on carpeted gangways and wooden floors. Drivers of forklift trucks (loaded or light) must ensure during operation that the floor is not damaged by the forks or the goods being carried.

Conference Centre, Hall 0, Entrance Hall, "Foyer" and Mezzanine included

Following vehicles are admitted:

- vehicles without engine, equipped with plastic-wheels (Nylon)
- hand-trolley (for hire at GENEVA PALEXPO, Help Desk); please do not overload, especially when using the ramp (risk of accidents)

Following vehicles are **strictly prohibited** in the entrance hall and the Conference Centre:

- lifting devices (except these from GENEVA PALEXPO)
- electrical trolleys
- bicycles
- pallet transporters equipped with metal or rubber wheels

4. Customs

Exhibits, stand material, brochures, promotional gifts, etc. must be cleared.

Exhibitors are advised to carry out customs formalities at the customs office of GENEVA PALEXPO.

4.1 Customs Office at GENEVA PALEXPO

There is a customs office on the GENEVA PALEXPO premises. It is referred to as:

Inspection de douane Genève-Aéroport

Subdivision Palexpo

P.O.Box 1097

CH-1211 Geneva 5 Airport

Tel: +41 (0)22 798 00 05

Fax: +41 (0)22 788 77 90

E-mail: douane-palexpo@ezv.admin.ch

Customs clearing times:

Monday-Friday: 8.00 - 11.30 am

and: 1.30 - 17.30 pm

Saturday*: 8.00 - 11.30 am

* **Open on Saturday mornings only on previous request by a forwarding agent. Application must be made to GENEVA PALEXPO customs office by the preceding Thursday at the latest.**

Forwarding agents may obtain other derogations to official customs clearing times upon application to the office at least two days in advance.

For further information on customs-related matters and opening times, please call

Tel.: +41 (0)22 717 77 77

Fax: +41 (0)22 798 56 77

4.2 Surety for Swiss import duties / ATA carnet

With an ATA carnet

Exhibitors must provide a surety for prospective liability to import duties on exhibits and stand material, until the goods leave Switzerland. By far the easiest way of doing this is to use the ATA carnet; this speeds up customs formalities at the Swiss border, in the country of origin, and in transit countries.

Use of an ATA carnet is strongly recommended.

Exhibitors should obtain the ATA carnet from their Chamber of Commerce and complete it at their leisure. Please remember to list the exact weights of exhibits and stand material since, unlike most countries, Switzerland charges import duty on gross weight, not on value.

Please also bear in mind the following requirements:

- the completed ATA carnet must be attached to other documents sent with the goods;
- **the ATA carnet must be presented at the Swiss customs office. On entry into the Canton of Geneva the following frontiers are concerned:**
 - **Bardonnex (on the motorway; please note that a road tax disc is obligatory, CHF 40.-)**
 - **Ferney-Voltaire**
 - **Meyrin**
 - **Thônex-Vallard;**
- the ATA carnet has the following detachable unused sheets:
 - two blue transit sheets for the transiting of goods from the border to GENEVA PALEXPO customs office
 - two white sheets for clearance at the GENEVA PALEXPO customs office
 - two transit sheets for return transport to the border.

All goods declared at the border for transit must be registered immediately on arrival at the GENEVA PALEXPO customs office, by depositing the ATA carnet.

Without an ATA carnet

Swiss customs formalities are more complicated without an ATA carnet. **A customs exemption certificate or transire**, which guarantees the identity of the goods throughout the exhibition period, must be completed. Lists (four copies) are required containing precise details of the nature, material, net weight, gross weight and value of each item.

In principle, customs exemption certificates can be issued only at GENEVA PALEXPO customs office, since the necessary time and facilities are not usually available at frontier posts.

For the transport of goods from the border to the customs office of GENEVA PALEXPO and back, from GENEVA PALEXPO to the border, a transit with an ATA carnet (blue sheet) or a common transit (T1/T2) must be obtained.

To obtain clearance with a customs exemption certificate and a bond note, the value of the import duties must be deposited in cash, or **customs security** provided, e.g. by a forwarding agency domiciled in Switzerland.

All goods declared at the border for transit must be registered immediately on arrival at the GENEVA PALEXPO customs office by depositing the bond note.

Validity of ATA carnets and transires

- under ATA carnet: duration of validity of carnet
- under transire: maximum 12 months.

4.3 Goods admitted for provisional importation

The following goods can be cleared for provisional importation into Switzerland with the ATA carnet or the customs exemption certificate:

- exhibits such as machines, apparatus and display products, including demonstration models
- goods needed for demonstration of foreign machines or apparatus (e.g. yarn for demonstrating a knitting machine, iron rods for cutting or bending machines, etc.). Products of any kind resulting from demonstrations must be either re-exported, destroyed under customs supervision, or cleared through customs on entering Switzerland
- stand materials, i.e. goods, stand fittings or objects needed to present foreign exhibits, such as:
 - partitions, showcases, shelves, furniture (tables, chairs, desks, etc.), kitchen equipment (refrigerators, coffee machines, etc.), curtains, carpets etc., sound recordings, films, slides, and the equipment and installations needed in this respect.

Goods admitted for provisional importation may not be removed from the fair premises without authorization from the GENEVA PALEXPO customs office.

4.4 Duty-free goods

The following goods can be cleared entirely of customs duty if, in the opinion of the customs authorities, their total value and quantity are appropriate to the size of the stand and the exhibition:

- products provisionally imported for erecting and decorating foreign stands, such as nails, paints, lacquers, wallpaper, etc.
- goods that are themselves for demonstration or use, and are thereby consumed, e.g. when demonstrating foreign products such as paints, lacquers, washing powders, and so on
- **printed advertising material for foreign exhibits. This material must be stored at GENEVA PALEXPO**
- samples of foreign goods on exhibition, recognisable as such, of no commercial value, supplied free of charge, and available for tasting or as gifts to stand visitors.

4.5 Dutiable goods

In particular:

- those offered for sale
- all types of gift articles
- samples of alcoholic beverages, tobacco products, and fuels

are liable to import tax at the legal Swiss customs rate. These taxes may consist of customs duty, VAT (value added tax), proprietary duties, and other customs charges.

4.6 Other import restrictions

Furthermore, certain goods, particularly foodstuffs, may be subject to restrictions (licences) or import bans. The relevant information will be supplied, on a case-by-case basis, by the GENEVA PALEXPO customs office:

Tel.: +41 (0)22 798 00 05
Fax: +41 (0)22 788 77 90

or by the customs office at Geneva-Airport:

Tel.: +41 (0)22 717 77 77
Fax: +41 (0)22 798 56 77

www.ezv.admin.ch ■ www.blw.admin.ch

4.7 Goods of animal origin

All goods of animal origin must be mentioned clearly in the customs declaration. Goods covered by the Washington convention need a CITES licence issued by the country of origin; this should be sent to the customs office together with the import documents.

Veterinary inspection during exhibition

The frontier veterinary service can issue customs exemption certificates for goods of animal origin on his routine inspections to the show site.

Undeclared goods, or goods without the required documents, will be sequestered by the border veterinary service.

Exit

The veterinary service is empowered to issue re-export licences before exhibitors leave the site.

Additional information may be obtained from the

Service vétérinaire de frontière

P.O. Box 1001

CH-1211 Geneva 5 Airport

Tel.: +41 (0)22 798 13 37

Fax.: +41 (0)22 788 30 41

svf-aig@bvet.admin.ch

www.bvet.admin.ch

Importation restrictions for meat and meat products

It is forbidden to import:

- Meat and meat products from solidungulates (horses, donkeys, zebras etc) and hoofed animals (beef, sheep, pigs, goats, deer, stags, antelopes, etc) from countries in Africa and Asia (with the exception of Japan), South America (except Chile) and Moldavia, Russia, Turkey, the Ukraine and Belarus.
- Meat and meat products from domestic poultry (including feathered game, ostrich, etc.) and all poultry products (including eggs and feathers) from all African and Asian countries, as well as Moldavia, Russia, Turkey, the Ukraine and Belarus.

4.8 Protection of plants

All imported plants must be mentioned clearly in the customs declaration. Goods covered by the Washington convention need a CITES licence issued by the country of origin which should be sent to the customs office with the import documents.

The frontier phyto-sanitary (plant health) service will carry out an inspection on the exhibition premises.

For further information please contact the

Service phyto-sanitaire de frontière

Plate-forme douanière de Bardonnex

Chemin des Epinglis 20

CH-1257 La Croix-de-Rozon / Geneva

Tel.: +41 (0)22 771 44 49

Fax: +41 (0)22 771 44 48

4.9 Articles made of precious metals

Articles made of precious metals, gold plate, or imitations of any kind, may not be offered for sale unless they comply with Swiss legislation. They must therefore be submitted to the Precious Metals Inspection Department.

The French version of these Regulations is the authentic text.