



## FREIGHT HANDLING, TRANSPORT, CUSTOMS

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### Enclosure:

Appendix 1. Documentation on MANUTEXPO consortium

## 1. EXCLUSIVE ON-SITE HANDLING AGENT

All handling activities and use of handling plant and equipment as well as any lifting platforms on the Palexpo site must be conducted via the Manutexpo consortium, Palexpo's exclusive partner.

This includes:

- the loading and unloading of goods using handling equipment,
- plant hire and/or loan of lifting platforms and handling equipment, with or without a driver,
- the storage of goods.

Please see MANUTEXPO consortium info Enclosure No 1.

## 2. FREIGHT FORWARDER

The members of the MANUTEXPO consortium also supply the following services: transport and customs clearing.

However, the exhibitors are free to choose a freight forwarder for transport to and from 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 of November 3, 1962 on Road Traffic Regulations (OCR – RS 741.11).

Truck drivers must comply with the regulation prohibiting driving of heavy vehicles at night (between 10.00 pm and 5.00 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 entrance and departure

The 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 Palexpo SA, all goods must enter and leave Palexpo through the gate nearest the relevant stand.

Only the lifting and handling equipment supplied by the exclusive on-site handling agent may be used on the Palexpo site. This concerns in particular the following machines : forklift, cranes, aerial work platforms.

#### 3.2.1 Halls 1 to 6

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

#### 3.2.2 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 «Carrefour 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

### 3.3.1 Exhibition halls

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

Truck drivers are requested to keep specifically to the routes specified by 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.

### 3.3.2 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 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 Palexpo)
- electrical trolleys
- bicycles
- pallet transporters equipped with metal or rubber wheels.

## 4. CUSTOMS

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

Exhibitors are requested to carry out customs formalities at the Customs Office of Palexpo.

### 4.1 Customs Office at Palexpo

There is a Customs Office on the 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

[palexpo-cs.geneve-aero-id@ezv.admin.ch](mailto:palexpo-cs.geneve-aero-id@ezv.admin.ch)

#### 4.1.1 Customs clearing times:

- Monday to Friday: 8.00 - 11.30 am and 1.30 - 5.30 pm
- Saturday (\*): 8.00 - 11.30 am
- Sunday: closed

**(\*) Open on Saturday mornings only on previous request by a forwarding agent. Application must be made to 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 the **Customs office at the Airport**:

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

Fax: + 41 (0)22 717 77 07

## 4.2 Surety for Swiss import duties / ATA Carnet

### 4.2.1 With an ATA carnet

The ATA carnet (short for Admission Temporaire-Temporary Admission) is an international customs document for temporary admission and for national transit.

**The ATA carnet may not be used for goods imported for the purpose of sales.**

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.-)
  - Thônex-Vallard (on the motorway; road tax disc is obligatory)
  - Ferney-Voltaire (Limited opening hours Tel.: +41 (0)22 717 02 80).
- the ATA carnet has the following detachable unused sheets:
  - two blue transit sheets for the transiting of goods from the border to Palexpo Customs Office
  - two white sheets for clearance at the 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 Palexpo Customs Office, by depositing the ATA carnet.**

### 4.2.2 Without an ATA carnet

Swiss customs formalities are more complicated without an ATA carnet. A customs declaration for temporary admission (DDAT), 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, a DDAT can be issued only at 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 Palexpo and back, from Palexpo to the border, a common transit (T1/T2) must be obtained.

To obtain clearance with a DDAT 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 for transit at the border must be announced spontaneously to the Palexpo Customs Office upon arrival against deposit of the bond note**

### 4.2.3 Validity of ATA carnets and DDAT's

- under ATA carnet: duration of validity of carnet
- under a DDAT: maximum 24 months.

## 4.3 Goods admitted for provisional importation

The following goods can be cleared for provisional importation into Switzerland with the ATA carnet or a DDAT:

- 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 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 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, are liable to import tax at the legal Swiss customs rate according to the Swiss Law of October 9, 1986 on the customs charges (LTaD – RS 632.10):

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

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 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)22 717 77 27

[www.ezv.admin.ch](http://www.ezv.admin.ch) - [www.blw.admin.ch](http://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 as well as an OVF (Federal Veterinary Office); these should be presented to the Customs Office together with the import documents.

##### 4.7.1 Veterinary inspection

Regulations for import or re-export of animals and animal goods may be downloaded from the official Federal Veterinary Office: [www.bvet.admin.ch/index.html?lang=en](http://www.bvet.admin.ch/index.html?lang=en)

Further information may be obtained from the

##### Service vétérinaire de frontière

P.O. Box 1001  
CH-1211 Geneva 5 Airport

Tel.: +41 (0)22 717 73 45  
Fax: +41 (0)22 717 73 49

[svf-aig@bvet.admin.ch](mailto:svf-aig@bvet.admin.ch) - [www.bvet.admin.ch/index.html?lang=en](http://www.bvet.admin.ch/index.html?lang=en)

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

#### 4.8 Protection of plants

Import of all plants must comply with the regulations in force as they appear in Notice N° 1 of the federal Agriculture Office: [www.blw.admin.ch.themen/00012](http://www.blw.admin.ch.themen/00012) and 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 phytosanitaire fédéral

Geneva Airport  
Voie-des-Traz 20  
P.O. Box 1089  
CH-1211 Geneva 5

Tel.: +41 (0)22 771 44 47  
Fax: +41 (0)22 771 44 48

[jacques.humbert-droz@blw.admin.ch](mailto:jacques.humbert-droz@blw.admin.ch)

#### 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 Law of June, 20 1933 on the control of the commerce of precious metal and articles made of precious metals (Loi sur le contrôle des métaux précieux, LCMP – RS 941.31).

They must therefore be submitted to the:

##### Precious Metals Inspection Department of Geneva

Rue des Gares 12  
P.O. Box 2294  
CH - 1211 Geneva 2 Cornavin

- **In Town:**  
Tél.: +41 (0)22 748 28 28  
Fax +41 (0)22 748 28 29
- **In Geneva Airport:**  
Tél.: +41 (0)22 717 77 81  
Fax +41 (0)22 717 77 83

##### Enclosure:

Appendix 1. Documentation on MANUTEXPO consortium

*The French version of these Regulations is the authentic text.*

# MANUTEXPO

Manutentionnaire exclusif de PALEXPO

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DHL LOGISTICS (SUISSE) SA

INTER EXPOLOGISTICS SA

PELICHET EXPOSITIONS SA

## Appendix 1

The Consortium **MANUTEXPO**, formed by the following three Companies

### **DHL Logistics (Suisse) SA**

Contact: Isabel Grande

### **INTER EXPOLOGISTICS SA**

Contact: Roberto Fumani  
Manuel Mazzini  
Sibylle Flory  
Philippe Muller  
David Strippoli

### **PELICHET EXPOSITIONS SA**

Contact: Marco Trippi  
Valérie Martin

acts on behalf of PALEXPO as

## **EXCLUSIVE ON-SITE FREIGHT HANDLER**

Its members manage and carry out all on-site handling operations of cargo and this for any event taking place at PALEXPO.

The exclusivity of **MANUTEXPO** covers services such as **unloading resp. reloading** of goods as well as the rental of equipment such as

- Forklifts
- Cranes
- Cherry pickers
- as well as any kind of other lifting equipment and the respective labour.

For further information please contact the persons in charge of the three aforementioned Companies.

#### Membres

DHL Logistics (Suisse) SA  
Rte François-Peyrot 30 - 1218 Gd-Saconnex  
Tél. 022 798 23 39 - Fax 022 788 02 05  
fairs.geneva@dhl.com - www.dhl.com

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Rte François-Peyrot 30 - 1218 Gd-Saconnex  
Tél. 022 798 13 28 - Fax 022 798 13 87  
info@iel.ch - www.iel.ch

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