



## SHIPPING AND FORWARDING INSTRUCTIONS

The Official Shipping and Site Handling Contractor is :

**INTER EXPOLOGISTICS SA.  
30 route François Peyrot  
CH-1218 Grand Saconnex / Geneva  
Switzerland**

**Telephone: +41 (0) 22 798 13 28**

**E-Mail: [info@iel.ch](mailto:info@iel.ch) or [david.strippoli@iel.ch](mailto:david.strippoli@iel.ch)**

**Contact: Mr David Strippoli**

### **INTER EXPOLOGISTICS SA. agent in your country**

In order to assist in the smooth transfer of your booth fitting material and exhibits, **Inter ExpoLogistics SA** have 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, Inter Expologistics recommend their services to you.

### **SHIPPING INSTRUCTIONS**

All goods should be clearly consigned as follows:

#### **By air / courier**

**INTER EXPOLOGISTICS SA.**  
30 route François Peyrot  
CH-1218 Grand Saconnex, Geneva  
for **ICPIC 2023**  
Exhibitor Name .....  
Stand Number.....  
Piece.....of.....pieces

### **Goods to reach Geneva Airport not later than Wednesday September 6<sup>th</sup> 2023**

The Courier Company might have difficulties locating your stand on site and there may be difficulties in receiving your courier shipments. To avoid this, it is advisable to consign the goods to the Inter Expo Logistics Airport address. You will be liable for customs and handling charges but this ensures your goods are delivered to your stand.

#### **By truck:**

**INTER EXPOLOGISTICS SA.**  
PALEXPO  
30 route François Peyrot  
CH-1218 Grand Saconnex, Geneva  
for **ICPIC 2023**  
Exhibitor Name .....  
Stand Number.....  
Piece.....of.....pieces

### **Goods to reach Palexpo not later than Friday morning September 8<sup>th</sup> 2023 (before noon)**



**ICPIC2023**

INTERNATIONAL CONFERENCE ON  
PREVENTION & INFECTION CONTROL

Geneva

12-15 September 2023



HUG  
Hospitals  
Universitäts  
Genève



WHO Collaborating Centre  
for Prevention and Control of  
Infectious Diseases, Geneva



UNIVERSITÉ  
DE GENÈVE

## BAG INSERTS

Please make sure that BAG INSERTS' parcels are marked with the appropriate label for bag inserts. **Latest date of arrival for bag inserts is Wednesday September 6<sup>th</sup> 2023** addressed to **Inter ExpoLogistics** at air/ courier address. Name of document must be shown on the label.

## CUSTOMS

Booth fitting material and exhibits can be imported duty free on a temporary basis against either a ATA carnet or a Customs Bond which Inter ExpoLogistics can supply against payment of a bond fee.

Printed matters such as catalogues for free distribution at **ICPIC 2023** 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 Inter ExpoLogistics Ltd. Before shipping such goods in order to obtain precise details about the charges you will have to pay.

**It is important to know that the CIGG (Centre International de Congrès de Genève) facilities do not have their own Customs Office. Swiss import customs formalities have therefore to be performed at the Airport, Truck or Rail Terminals or at the Swiss border entry points. Please allow sufficient time for these formalities and therefore respect the above deadlines. It is important in this respect to liaise with Inter ExpoLogistics.**

## DOCUMENTS REQUIRED

Commercial invoices and packing lists (they can be combined in one document) 5-fold, indicating quantity and exact 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 should be made out for printed matter and give-aways.

## DELIVERY TERMS

All consignments must be sent on freight prepaid terms.

## INSURANCE

Handling of stand material and exhibits on site is at the exhibitor's risk. The same applies should goods disappear on-site. It is therefore strongly recommended that insurance is taken out to cover the above risks. **Inter Expologistics SA** will supply such insurance only on receipt of a written request from the exhibitor.

## RETURN TRANSPORT



**ICPIC2023**  
INTERNATIONAL CONFERENCE ON  
PREVENTION & INFECTION CONTROL  
Geneva  12-15 September 2023



HUG  
Hospitals  
Universitäts  
Genève  
University of Geneva  
and Faculty of Medicine



WHO Collaborating Centre  
of Geneva  
Public Health and Safety, Vaccines



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DE GENÈVE

Return transport will be organised by **Inter ExpoLogistics** who will contact each exhibitor separately.

## EMPTIES

All empties will be removed from the stand as promptly as possible, at the latest on **Tuesday September 12<sup>th</sup> 2023 at noon** 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 labelled showing your name and your booth number.

## Services offered by Inter Expologistics SA

- Customs clearance
- Transport to and from Geneva Airport/Truck & Rail terminals
- Trucking to and from the CIGG
- Insurance (transport - storage)
- Storage of empty packing cases

## Your Contacts at Inter Expologistics SA

David Strippoli - Lucas Fumani - Nicolas Strippoli - Michael Bouet

[david.strippoli@iel.ch](mailto:david.strippoli@iel.ch)

[lucas.fumani@iel.ch](mailto:lucas.fumani@iel.ch)

[nicolas.strippoli@iel.ch](mailto:nicolas.strippoli@iel.ch)

[michael.bouet@iel.ch](mailto:michael.bouet@iel.ch)

## General

All transactions undertaken by **Inter ExpoLogistics SA** are carried out under the “General Conditions” of the Swiss Freight Forwarding and Logistics Association (CG SPEDLOGSWISS) latest versions. Place of jurisdiction is Geneva. (Copy of GC is available on request).

