

20th IMSC
International Mass Spectrometry Conference
Geneva, Switzerland

24-29 August 2014
CICG Geneva Switzerland

The Official Shipping and Site Handling Contractor is :

INTER EXPOLOGISTICS LTD
30 route François Peyrot
CH-1218 Grand Saconnex
Telephone: +41 (0) 22 798 1328
Fax: +41 (0) 22 798 1387
E-Mail: info@iel.ch

Please note that if your goods arrive in Geneva before AUGUST 15th 2014, they will be placed in a bonded warehouse and this will accrue storage charges. It is therefore advisable to liaise closely with Inter ExpoLogistics Ltd at all times.

INTER EXPOLOGISTICS LTD agent in your country

In order to assist in the smooth transfer of your booth fitting material and exhibits, Inter ExpoLogistics have set up a world-wide network of freight forwarders who are experienced in the movement of goods to and from exhibitions. Use of these forwarders is by no means mandatory. If you do not have contacts with local forwarders, please get in touch with Inter ExpoLogistics for further details.

SHIPPING AND FORWARDING INSTRUCTIONS

All goods should be clearly consigned as follows:

By air / courier : (see notes for courier shipments on next page)

INTER EXPOLOGISTICS Ltd.
30 route François Peyrot
CH-1218 Grand Saconnex, Geneva
For : **IMSC 2014 / CICG**
Exhibitor Name
Stand Number.....
Piece.....of.....pieces

Goods to reach Geneva Airport not later than August 19th 2014

By truck :

INTER EXPOLOGISTICS Ltd.
c/o BOTE SA
6 route de Jeunes
Gare La Praille
CH-1211 Geneva 26
For : **IMSC 2014 / CIG**
Exhibitor Name.....
Stand Number
Piece.....of.....pieces

Goods to reach Geneva Truck Terminal not later than August 20th 2014

CUSTOMS

Booth fitting material and exhibits can be imported duty free on a temporary basis against either an 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 during the exhibition 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 **CIG** (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 / Rail Terminals or at the Swiss border entry point. Please allow sufficient time for these formalities and therefore respect the above deadlines. It is important in this respect to liaise with Inter ExpoLogistics.

COURIER

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 Inter Expo Logistics (By Air address). **Please make sure your courier shipments are send on a delivery duty paid (DDU) basis i.e. customs cleared and all charges including taxes and duties billed to shipper.** You will therefore only be liable for handling charges but this will ensure your goods are delivered to your stand.

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 will supply such insurance only on receipt of a written request from the exhibitor.

RETURN TRANSPORT

On request, return transport can be organised by Inter-Expologistics.

Services offered by INTER EXPOLOGISTICS LTD

- Customs clearance
- International freight forwarding
- Transport to and from Geneva Airport/Truck & Rail terminals
- Trucking to and from the CICG
- Insurance (transport - storage)
- On-site handling, unloading and re-loading
- Storage of empty packing cases

■ Your Contacts at INTER EXPOLOGISTICS LTD

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|-----------------|--|
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