



## **Gondrand AG**

Exhibitionground Zurich

**8050 Zurich**

Telefon +41 44 315 44 10

Telefax +41 44 315 44 15

exhibitions.zh@gondrand.ch

www.gondrand.ch



Member of  
INTERNATIONAL  
EXHIBITION  
LOGISTICS  
ASSOCIATES

---

# **Shipping Instructions**

**Addressing and Customs Clearance  
- Exhibitionground Zurich -**

**Despatching addresses for:**

**Complete  
Railway Wagons**

**Container**  
to railway-station Zurich-HB-Containerterminal  
addressed to:

**Gondrand AG**  
Exhibitionground Zurich / Domizilrevision  
8050 Zürich

for exhibitor: \_\_\_\_\_  
\_\_\_\_\_

**Groupage /  
Truck-Loads**

**Gondrand AG**  
Exhibitionground Zurich  
Siewerdstrasse 60  
8050 Zurich

for exhibitor: \_\_\_\_\_

Customs-house: **Zurich-exhibitionground**

**GONDRAND is offering groupage services all over Europe.**

**Airfreight**

**Gondrand AG**  
8058 Zurich-airport

for exhibitor: \_\_\_\_\_

**Mail-Parcels /  
Courier**

**Gondrand AG**  
Exhibitionground Zurich  
Siewerdstrasse 60  
8050 Zurich

for exhibitor: \_\_\_\_\_

**All consignments must be sent *freight paid*.**

**Customs formalities will be made through the office at the Zürich-exhibitionground.**

**Documents**

Carnet ATA or proforma invoices with all details of packages and their content and measurements or detailed packing-lists are required for a smooth customs clearance. Packing-lists or invoices must state clearly the exact net and gross weights of each package or machine as swiss customs taxes are evaluated on the weights and not on the values. Failure to observe the above instructions may cause considerable delay in customs clearance.

**Insurance**

We recommend that a transport insurance be made to cover the goods against all risks while in transport to and from the exhibition and during the exhibition. By written request the necessary insurance police can be arranged through the exhibition forwarding agent GONDRAND.

**All off- and unloading as well as all manoeuvring of the exhibition goods are executed at the exhibitors risk and will be no responsibility of the exhibition organizers and forwarding agents.**

**Empty packages**

All empty packages will be removed from the stand as promptly as possible, at the latest on the day prior to the opening day, and stored in a suitably convenient place on risks of the exhibitor. On the closure of exhibition all empty packages will be returned immediately to the stands.

**Attention:** Empty packages will be protected as best as possible. But it is suggested that extra caution be taken in the case of delicate packages. The facilities of the exhibition forwarding agent Gondrand will be made available to the exhibitors for these purposes.

**Return transport**

Return transports will be organized through the exhibition forwarding agent Gondrand, who will contact each exhibitor respectively.

**Offices**

The offices of the customs and the official exhibition forwarding agent Gondrand are located beside the entrance. See attached map.

The official working hours are as follows:

Monday - Friday 7:30 - 12 a.m. and 1:15 - 5 p.m.

Outside of these hours additional charges will be incurred.

**Phone, Fax**

The official exhibition forwarding agent Gondrand can advise the exhibitor of all necessary information regarding customs formalities and transport facilities.

Phone No. +41 44 315 44 10 Fax +41 44 315 44 15

E-mail: [exhibitions.zh@gondrand.ch](mailto:exhibitions.zh@gondrand.ch)

**General**

All transactions undertaken by the exhibition forwarding agent are carried out under the General Terms and Conditions of the Swiss Freight Forwarders and Logistics Association (GC SPEDLOGSWISS), most recent edition.

All goods are placed at the stand at the exhibitors risk even in the absence of him or his representatives, if not given other orders.

**Important:** In the case of goods being imported without the necessary customs clearance formalities the exhibitor will be held responsible for customs tax of CHF 3'999.-- per 100 kg gross weight.



## GONDRAND AG

Exhibitionground Zurich

8050 Zurich

Tel. +41 44 315 44 10

Fax +41 44 315 44 15

exhibitions.zh@gondrand.ch

## Customs clearance of exhibition goods of duty free

---

The following goods will not pay tax and duty:

1. Small samples, including test-samples of foodstuff and drinks, representing the foreign goods shown on the exhibition and having imported as finished samples or made on the exhibition out of unpacked imported goods, thus provided.
  - a) the goods are supplied from abroad without invoice and distributed to the visitors of the exhibition for their personal use and free of charge,
  - b) the goods are marked as samples and that they are of a low individual value,
  - c) they are unsuitable for commercial purposes and that they are packed in unities considerably smaller than the smallest unity sold in the retail trade,
  - d) the unpacked (see ciffer c) distributed samples are consumed on the spot,
  - e) total value and total quantity of the samples are, according to the Swiss customs authorities, in a sound relation to the expected number of visitors and the size of exhibitor's participation.
2. Goods utilised exclusively for their demonstration or for the demonstration of exhibited foreign machinery or apparatuses and which goods will be used or destroyed during the exhibition. The total value and total quantity of these goods should, according to the opinion of the Swiss customs authorities, be in a sound relation to the expected number of visitors and to the size of the exhibitors participation at the fair.
3. Goods of low value, used for the construction of exhibition stands, such as paints, wall papers etc.
4. Printed matters, catalogues, leaflets, pricelists, posters, calenders (also with pictures) and unframed photos, all utilized obviously for publicity in connection with the exposed goods, provided.
  - a) these goods are supplied from abroad without payment and distributed to visitors of the fair free of charge,
  - b) the total value and quantity are, according to the Swiss customs authorities, in a sound relation to the expected number of visitors and the size of exhibitors participation.

This facility does not apply to alcoholic drinks, tobacco, tobacco goods, nor to fuel and propellants.