

# LINAC14 – Exhibitors

## Shipping Instructions & Swiss Customs Regulations

### *Shipping & Insurance*

---

The exhibitors can use the transportation company of their choice. Transportation companies can also handle the customs clearance. The exhibitors are strongly encouraged to arrange a round-trip all risk insurance for their exhibits.

### *Swiss Customs Regulations*

---

CICG is collaborating with Inter ExpoLogistics SA ([IEL](#)), who can handle the custom clearance on your behalf. Specific information (shipping instructions and the complete delivery address) can be provided upon request. Please find below the contact details of IEL:

Phone: +41 22 798 1328

Fax: +41 22 798 1387 (Contact person: Mr Manuel Mazzini)

E-Mail: [info@iel.ch](mailto:info@iel.ch)

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, giveaways such as pens, lighters, T-shirts, etc. are subject to the payment of duties and VAT. The same goes for any kind of foodstuff or alcoholic beverage.

Therefore, it is advisable to contact Inter ExpoLogistics Ltd. ([IEL](#)) before shipping such goods in order to obtain precise details about the charges you will have to pay.

Swiss import customs formalities must be performed at the airport, truck / rail terminals or at the Swiss border entry point and all customs formalities must be fulfilled before the material is delivered to CICG. Any delivery of goods that has not completed customs formalities will be refused by the CICG.

The exhibitors are free to collaborate with the company of their choice, and can opt for [temporary importation](#). The exhibitors are requested to provide a detailed list of all merchandise to be imported, along with the following information:

**Delivery address:**

Centre International de Conférences

Cour de livraison  
Chemin Louis-Dunant  
CH- 1202 Genève

**Marking:**

All cases/packages and invoices must bear a marking indicating the exhibitor's name and the conference, the stand's number, the net and gross weight, as well as the dimensions. See the example below:

EXPOSANT SA  
LINAC14  
Stand N° xxx  
Weight: xxxx (net), xxxx (gross)  
Dimensions : xxxx  
CICG  
Rue de Varembe 17  
CH-1211 Genève 20

**Material Storage:**

**Please take note that CICG has a limited storage capability and will not be able to accept material earlier than Friday 29th August;** if the exhibitor's shipped material exceeds the volume corresponding to one carton box (45cm x 45cm x 60cm) it is strongly recommended that the concerned exhibitor reserves some storage space at [IEL](#) premises and a transport to CICG on Sunday 31st August.

**Packing Material Request:**

All wooden packing of the exhibits from overseas must be marked by IPPC (International Plant Protection Convention). For more information, please visit IPPC [website](#).