



ICPIC 2025
15th - 19th of September 2025

SHIPPING INSTRUCTIONS

Inter ExpoLogistics has been appointed as official on-site handling agent

INTER EXPOLOGISTICS 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 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.

All goods should be clearly consigned as follows:

By AIR or COURIER (Fedex, DHL, etc)

INTER EXPOLOGISTICS
Route François Peyrot 30
CH-1218 Grand Saconnex, Geneva
For **ICPIC 2025**
Exhibitor Name
Stand Number.....
Piece.....of.....pieces

Goods to reach Geneva Airport not later than **Wednesday 10th of September 2025.**

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 ExpoLogistics address. You will be liable for Customs and handling charges but this ensures your goods will be delivered to your stand.



Please make sure that Courier shipments to be imported permanently into Switzerland (no return to origin) are sent under **Delivery Duty Paid "DDP" incoterm.** All charges including any Duties & Taxes to be charged to the shipper.

BY TRUCK

INTER EXPOLOGISTICS
PALEXPO
Route François Peyrot 30
CH-1218 Grand Saconnex, Geneva
For **ICPIC 2025**
Exhibitor Name
Stand Number.....
Piece.....of.....pieces

Goods to reach Palexpo not later than **Wednesday 10th of September 2025.**

BAGS INSERT

Please make sure that the BAG'S INSERT parcels are marked with the appropriate label for bag inserts. Latest date of arrival for bag inserts is **Wednesday 10th of September 2025** addressed to Inter ExpoLogistics at air / courier address. Name of document must be shown on the label.



Please make sure that BAG'S INSERT shipments to be imported permanently into Switzerland (no return to origin) are sent under **Delivery Duty Paid "DDP" incoterm**. All charges including any Duties & Taxes to be charged to the shipper.

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 at **ICPIC 2025** can be imported duty-free.

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 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 CICG (Centre International de Congrès de Genève) facilities do not have its own Customs Office. Swiss import customs formalities have therefore to be done at our main office 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 all goods due to a permanent importation.**

DELIVERY TERMS

All consignments must be sent on freight prepaid terms.

INSURANCE

On-site handling of stand fitting materials and exhibits is at the exhibitor's risk. The same applies if goods should 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

Return transport to our warehouse will be organised by Inter ExpoLogistics who will contact each exhibitor separately.

EMPTIES

All empties will be removed from the stands as promptly as possible. 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 well labelled, showing your name and your booth number.

SERVICES OFFERED BY INTER EXPOLOGISTICS

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

CONTACT DETAILS

Main contact for ICPIC 2025: nicolas.strippoli@iel.ch
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michael.bouet@iel.ch

GENERAL

All transactions undertaken by **Inter ExpoLogistics** 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).

