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Enclosure:

- Appendix 1. Documentation on MANUTEXPO consortium

1. EXCLUSIVE ON-SITE HANDLING AGENT

Geneva Palexpo has appointed an Exclusive-Logistics firm to handle goods on its site, the MANUTEXPO consortium, which consists of the following three firms:

- DHL Express (Switzerland) LTD
- Inter Expologitics SA
- Pelichet Expositions SA.

Please see Enclosure N° 1 for documentation on MANUTEXPO consortium.

Each organiser of an event is entitled to appoint one of these firms as Exclusive-Logistics handler of his event. The documentation on the Exclusive-Logistics firm chosen by the organiser is available in the Exhibitors' file of the event (please see previous page).

The exhibitor will up-date himself through the Exhibitors' file under the heading «partner suppliers» of an event if an Exclusive-Logistics firm has been appointed by the organiser and will then inform his subcontractors accordingly.

2. FREIGHT FORWARDER

The members of the MANUTEXPO consortium also supply the following services: transport and customs clearing.

However, the exhibitors are free to choose a freight forwarder for transport to and from Geneva Palexpo and/or for customs clearance.

3. TRANSPORT OF GOODS

3.1 Special regulations for trucks

(no traffic at night, on Sundays and public holidays)

Road traffic is subject to the provisions of the Ordinance of November 3, 1962 on Road Traffic Regulations (OCR – RS 741.11).

Truck drivers must comply with the regulation prohibiting driving of heavy vehicles at night (between 10.00 pm and 5.00 am) and all day on Sundays and public holidays.

This prohibition concerns heavy motor vehicles whose gross weight exceeds 3.5 t as well as articulated vehicles and road trains whose overall weight exceeds 5 t.

Vehicles used for passenger transport are exempt from this prohibition.

3.2 Goods entrance and departure

The Geneva Palexpo goods area is reserved exclusively for loading and unloading. Vehicles must leave the area once these operations have been completed.

Unless otherwise stated by Palexpo SA, all goods must enter and leave Geneva Palexpo through the gate nearest the relevant stand.

3.2.1 Halls 1 to 6

Trucks and cars can access the exhibition halls at ground level.

3.2.2 Hall 7

Trucks and cars can access the exhibition hall at ground level. Hall 7 has a perimeter road that passes around the hall and the auditorium «Geneva Arena» and ends at the «Carrefour des Traz» crossroads.

The service area behind the hall, on the airport side, leads after the second half of the building to an exit road that is exclusively reserved for traffic. This road must not be used for loading, unloading or parking.

Stopping, loading and unloading in the area between the «Carrefour des Traz» crossroads and the building are subject to authorization during the assembly and dismantling of an exhibition, but forbidden while the show is open to the public.

3.3 Traffic within the buildings

3.3.1 Exhibition halls

The speed limit in the building is 10 km/h.

Truck drivers are requested to keep specifically to the routes specified by Geneva Palexpo's Technical Management, and to comply with the relevant instructions.

The emergency exits and service doors must always be kept clear, both inside and outside the buildings.

No vehicle is permitted to load or unload equipment or park in front of emergency exits, for any reason whatsoever.

Use of pallet transporters is forbidden on carpeted gangways and wooden floors. Drivers of forklift trucks (loaded or light) must ensure during operation that the floor is not damaged by the forks or the goods being carried.

3.3.2 Conference Centre, Hall 0, Entrance Hall, «Foyer» and Mezzanine included

Following vehicles are admitted:

- vehicles without engine, equipped with plastic-wheels (Nylon)
- hand-trolley (for hire at Geneva Palexpo, Help Desk); please do not overload, especially when using the ramp (risk of accidents).

Following vehicles are **strictly prohibited** in the entrance hall and the Conference Centre:

- lifting devices (except these from Geneva Palexpo)
- electrical trolleys
- bicycles
- pallet transporters equipped with metal or rubber wheels.

4. CUSTOMS

Exhibits, stand material, brochures, promotional gifts, etc. must be cleared.

Exhibitors are advised to carry out customs formalities at the Customs Office of Geneva Palexpo.

4.1 Customs Office at Geneva Palexpo

There is a Customs Office on the Geneva Palexpo premises: It is referred to as:

Inspection de douane Genève-Aéroport Subdivision Geneva Palexpo

P.O. Box 1097
CH-1211 Geneva 5 Airport

Tel.: + 41 (0)22 798 00 05

Fax: + 41 (0)22 788 77 90

douane-palexpo@ezv.admin.ch

4.1.1 Customs clearing times:

- Monday to Friday: 8.00 - 11.30 am and 1.30 - 5.30 pm
- Saturday (*): 8.00 - 11.30 am
- Sunday: closed

(* Open on Saturday mornings only on previous request by a forwarding agent. Application must be made to Geneva Palexpo Customs Office by the preceding Thursday at the latest.

Forwarding agents may obtain other derogations to official customs clearing times upon application to the office at least two days in advance.

For further information on customs-related matters and opening times, please call the **Customs office at the Airport**:

Tel.: + 41 (0)22 717 77 77

Fax: + 41 (0)22 717 77 07

4.2 Surety for Swiss import duties / ATA Carnet

4.2.1 With an ATA carnet

The ATA carnet (short for Admission Temporaire-Temporary Admission) is an international customs document for temporary admission and for national transit.

The ATA carnet may not be used for goods imported for the purpose of sales.

Exhibitors must provide a surety for prospective liability to import duties on exhibits and stand material, until the goods leave Switzerland. By far the easiest way of doing this is to use the ATA carnet; this speeds up customs formalities at the Swiss border, in the country of origin, and in transit countries.

Use of an ATA carnet is strongly recommended.

Exhibitors should obtain the ATA carnet from their Chamber of Commerce and complete it at their leisure. Please remember to list the exact weights of exhibits and stand material since, unlike most countries, Switzerland charges import duty on gross weight, not on value.

Please also bear in mind the following requirements:

- the completed ATA carnet must be attached to other documents sent with the goods;
- the ATA carnet must be presented at the Swiss Customs Office. On entry into the Canton of Geneva the following frontiers are concerned:
 - Bardonnex (on the motorway; please note that a road tax disc is obligatory, CHF 40.-)
 - Thônex-Vallard (on the motorway; road tax disc is obligatory)
 - Ferney- Voltaire (Limited opening hours Tel.: +41 (0)22 717 02 80).

- the ATA carnet has the following detachable unused sheets:
 - two blue transit sheets for the transiting of goods from the border to Geneva Palexpo Customs Office
 - two white sheets for clearance at the Geneva Palexpo Customs Office
 - two transit sheets for return transport to the border.

All goods declared at the border for transit must be registered immediately on arrival at the Geneva Palexpo Customs Office, by depositing the ATA carnet.

4.2.2 Without an ATA carnet

Swiss customs formalities are more complicated without an ATA carnet. A customs declaration for temporary admission (DDAT), which guarantees the identity of the goods throughout the exhibition period, must be completed. Lists (four copies) are required containing precise details of the nature, material, net weight, gross weight and value of each item.

In principle, a DDAT can be issued only at Geneva Palexpo Customs Office, since the necessary time and facilities are not usually available at frontier posts.

For the transport of goods from the border to the Customs Office of Geneva Palexpo and back, from Geneva Palexpo to the border, a common transit (T1/T2) must be obtained.

To obtain clearance with a DDAT and a bond note, the value of the import duties must be deposited in cash, or **customs security** provided, e.g. by a forwarding agency domiciled in Switzerland.

All goods declared for transit at the border must be announced spontaneously to the Geneva Palexpo Customs Office upon arrival against deposit of the bond note

4.2.3 Validity of ATA carnets and DDAT's

- under ATA carnet: duration of validity of carnet
- under a DDAT: maximum 24 months.

4.3 Goods admitted for provisional importation

The following goods can be cleared for provisional importation into Switzerland with the ATA carnet or a DDAT:

- exhibits such as machines, apparatus and display products, including demonstration models
- goods needed for demonstration of foreign machines or apparatus (e.g. yarn for demonstrating a knitting machine, iron rods for cutting or bending machines, etc.). Products of any kind resulting from demonstrations must be either re-exported, destroyed under customs supervision, or cleared through customs on entering Switzerland
- stand materials, i.e. goods, stand fittings or objects needed to present foreign exhibits, such as partitions, showcases, shelves, furniture (tables, chairs, desks, etc.), kitchen equipment (refrigerators, coffee machines, etc.), curtains, carpets etc., sound recordings, films, slides, and the equipment and installations needed in this respect

Goods admitted for provisional importation may not be removed from the fair premises without authorization from the Geneva Palexpo Customs Office.

4.4 Duty-free goods

The following goods can be cleared entirely of customs duty if, in the opinion of the customs authorities, their total value and quantity are appropriate to the size of the stand and the exhibition:

- products provisionally imported for erecting and decorating foreign stands, such as nails, paints, lacquers, wallpaper, etc.
- goods that are themselves for demonstration or use, and are thereby consumed, e.g. when demonstrating foreign products such as paints, lacquers, washing powders, and so on
- printed advertising material for foreign exhibits. This material must be stored at Geneva Palexpo
- samples of foreign goods on exhibition, recognisable as such, of no commercial value, supplied free of charge, and available for tasting or as gifts to stand visitors.

4.5 Dutiable goods

In particular, are liable to import tax at the legal Swiss customs rate according to the Swiss Law of October 9, 1986 on the customs charges (LTaD – RS 632.10):

- those offered for sale
- all types of gift articles
- samples of alcoholic beverages, tobacco products, and fuels.

These taxes may consist of customs duty, VAT (value added tax), proprietary duties, and other customs charges.

4.6 Other import restrictions

Furthermore, certain goods, particularly foodstuffs, may be subject to restrictions (licences) or import bans. The relevant information will be supplied, on a case-by-case basis, by the Geneva Palexpo Customs Office:

Tel.: +41 (0)22 798 00 05
Fax: +41 (0)22 788 77 90

or by the Customs Office at Geneva-Airport:

Tel.: +41 (0)22 717 77 77
Fax: +41 (0)22 798 56 77

www.ezv.admin.ch - www.blw.admin.ch

4.7 Goods of animal origin

All goods of animal origin must be mentioned clearly in the customs declaration. Goods covered by the Washington Convention need a CITES licence issued by the country of origin as well as an OVF (Federal Veterinary Office); these should be presented to the Customs Office together with the import documents.

4.7.1 Veterinary inspection

Regulations for import or re-export of animals and animal goods may be downloaded from the official Federal Veterinary Office:

www.bvet.admin.ch

Further information may be obtained from the

Service vétérinaire de frontière

P.O. Box 1001
CH-1211 Geneva 5 Airport

Tel.: +41 (0)22 717 73 45

Fax: +41 (0)22 717 73 49

svf-aig@bvet.admin.ch - www.bvet.admin.ch

Undeclared goods, or goods without the required documents, will be sequestered by the border veterinary service.

4.8 Protection of plants

Import of all plants must comply with the regulations in force as they appear in Notice N° 1 of the federal Agriculture Office: www.blw.admin.ch.themen/00012 and must be mentioned clearly in the customs declaration.

Goods covered by the Washington Convention need a CITES licence issued by the country of origin which should be sent to the Customs Office with the import documents.

The Frontier Phyto-sanitary (plant health) Service will carry out an inspection on the exhibition premises.

For further information please contact the

Service phytosanitaire fédéral

Geneva Airport
Voie-des-Traz 20
P.O. Box 1089
CH-1211 Geneva 5

Tel.: +41 (0)22 771 44 47

Fax: +41 (0)22 771 44 48

jacques.humbert-droz@blw.admin.ch

4.9 Articles made of precious metals

Articles made of precious metals, gold plate, or imitations of any kind, may not be offered for sale unless they comply with Swiss Law of June, 20 1933 on the control of the commerce of precious metal and articles made of precious metals (Loi sur le contrôle des métaux précieux, LCMP – RS 941.31).

They must therefore be submitted to the:

Precious Metals Inspection Department of Geneva

Rue des Gares 12
P.O. Box 2294
CH - 1211 Geneva 2 Cornavin

- **In Town:**
Tél.: +41 (0)22 748 28 28
Fax +41 (0)22 748 28 29
- **In Geneva Airport:**
Tél.: +41 (0)22 717 77 81
Fax +41 (0)22 717 77 83

Enclosure:

Appendix 1. Documentation on MANUTEXPO consortium

The French version of these Regulations is the authentic text.

MANUTEXPO

Manutentionnaire exclusif de GENEVA PALEXPO

Case postale 30 – CH 1218 Grand-Saconnex – Tél. +41 22 788 0140 – Fax +41 22 788 01 41

DHL LOGISTICS (SUISSE) SA

INTER EXPOLOGISTICS SA

PELICHET EXPOSITIONS SA

Appendix 1

The Consortium **MANUTEXPO**, formed by the following three Companies

DHL Logistics (Suisse) SA

Contact: Isabel Grande
David Strippoli

INTER EXPOLOGISTICS SA

Contact: Roberto Fumani
Manuel Mazzini
Sibylle Flory
Philippe Muller

PELICHET EXPOSITIONS SA

Contact: Marco Trippi
Valérie Martin

acts on behalf of Geneva Palexpo as

EXCLUSIVE ON-SITE FREIGHT HANDLER

Its members manage and carry out all on-site handling operations of cargo and this for any event taking place at Geneva Palexpo.

The exclusivity of **MANUTEXPO** covers services such as **unloading resp. reloading** of goods as well as the rental of equipment such as

- Forklifts
- Cranes
- Cherry pickers
- as well as any kind of other lifting equipment and the respective labour.

For further information please contact the persons in charge of the three aforementioned Companies.

Membres

DHL Logistics (Suisse) SA	Rte des Jeunes 23	1227 Carouge	Tél. 022 798 23 39	Fax 022 788 02 05	fairs.geneva@dhl.com	www.dhl.com
INTER EXPOLOGISTICS SA	R. François-Peyrot 30	1218 Gd-Saconnex	Tél. 022 798 13 28	Fax 022 798 13 87	info@iel.ch	www.iel.ch
PELICHET EXPOSITIONS SA	Rte des Jeunes 55	1227 Carouge	Tél. 022 827 80 00 Tél. 022 791 85 90	Fax 022 823 08 18 Fax 022 791 85 99	palexpo@pelichet.ch	www.pelichet.ch

MANUTEXPO

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DHL LOGISTICS (SUISSE) SA

INTER EXPOLOGISTICS SA

PELICHET EXPOSITIONS SA

Beilage 1

Das Konsortium **MANUTEXPO**, welches aus den drei folgenden Unternehmen besteht:

DHL Logistics (Suisse) SA

Kontakten: Isabel Grande
David Strippoli

INTER EXPOLOGISTICS SA

Kontakten: Roberto Fumani
Manuel Mazzini
Sibylle Flory
Philippe Muller

PELICHET EXPOSITIONS SA

Kontakt: Marco Trippi
Valérie Martin

handelt im Geneva Palexpo Auftrag als

EXKLUSIVER HANDLING AGENT

Seine Mitglieder befassen sich mit sämtlichen Dienstleistungen im Zusammenhang mit dem Güterfluss mittels motorisierten Maschinen und dies für sämtliche im Geneva Palexpo stattfindenden Anlässe.

Die Exklusivität der **MANUTEXPO** betrifft Dienstleistungen wie den **Ablad resp. Wiederverlad** der Güter, sowie das Vermieten von

- Staplern
- Kränen
- Steiger
- sowie sonstigen technischen Geräten und den Einsatz der entsprechenden Arbeitskräfte.

Für weitere Auskünfte wollen Sie sich bitte an die verantwortlichen Personen eines der obenstehenden Unternehmen wenden.