



# 2<sup>nd</sup> European Lung Cancer Conference

Geneva, Switzerland, 28 April – 1 May 2010



## SHIPPING INSTRUCTIONS



Inter ExpoLogistics Ltd. has been appointed to act as the official on-site handling agent for the:

**2<sup>nd</sup> European Lung Cancer Conference  
28 April – 1 May 2010  
Geneva, Switzerland**

Inter ExpoLogistics Ltd.  
GENEVA PALEXPO  
P.O. Box 30  
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website: [www.iel.ch](http://www.iel.ch)

## **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 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. If no local forwarder contacts you, please get in touch with Inter ExpoLogistics for further details.

### **Shipping addresses / Deadlines**

#### **By Airfreight**

Goods to reach Geneva Airport **not later than April 23<sup>rd</sup> 2010** addressed to :

##### **Inter ExpoLogistics Ltd.**

Geneva Palexpo

CH - 1218 Grand-Saconnex – Geneva

Attn: Mr. Roberto Fumani – for **ESMO- IASLC 2010**

Notify: Exhibitor's name / booth N°

#### **By truck**

Goods to reach GENEVA PALEXPO site **not later than April 26<sup>th</sup> 2010** addressed to :

##### **Inter ExpoLogistics Ltd.**

Geneva Palexpo – 30 route François Peyrot

CH - 1218 Grand-Saconnex – Geneva

Notify: Exhibitor's name / booth N° – for **ESMO-IASLC 2010**

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

#### **By Courier**

- a) Please be aware that Courier companies are not able to clear customs and deliver goods to your stand at Geneva Palexpo. They will only deliver to Geneva, Airport or Geneva Palexpo site. In order to keep costs to a minimum, we strongly advise that you consign your goods to Inter ExpoLogistics at the address shown above.
- b) On payment of appropriate customs and handling charges, Inter ExpoLogistics will deliver your goods to your stand. Inter ExpoLogistics will not release any courier shipments until the respective charges have been paid - in full, at their office in Geneva Palexpo by cash or credit card (VISA, MASTERCARD or AMEX).

#### **Delivery terms**

All consignments must be sent on freight prepaid terms.

## **Customs**

It is the sole responsibility of the Exhibitor to ensure the products and materials they will be exhibiting are lawfully brought into Switzerland and used and displayed only in accordance with the terms and conditions governing the entry of the products and materials into Switzerland and the use of such materials in Switzerland.

Booth fitting material and exhibits can be imported duty-free on a temporary basis against either a ATA carnet or a Customs Bond which Inter ExpoLogistics can supply against payment of a bond fee.

Printed matter such as catalogues for free distribution at the show 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 before shipping such goods in order to obtain precise details about the charges you will have to pay.

## **Documents**

Commercial invoices and packing lists (they can be combined on one document) 5-fold, indicating quantity and 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 is to be made out for printed matters and give-aways. In case of ATA carnets above documents are not required.

## **Insurance**

Handling of stand material and exhibits at Geneva Palexpo is performed at the exhibitors' risk. The same applies, should goods disappear in the halls. We, therefore, strongly recommend that insurance is covered for the above risks. Inter ExpoLogistics Ltd. will cover such insurance only by receiving a written request from the exhibitor.

## **Storage**

Limited storage space is available and can be rented from the official site-agent Inter ExpoLogistics Ltd. please contact Inter ExpoLogistics Ltd. directly.

## **Empties**

All empties will be removed from the stand as promptly as possible, at the latest on the day prior to the opening day and stored at the risks of the exhibitors. 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

labeled showing your name and your booth number. Labels for empties are at your disposal at Inter ExpoLogistics Ltd. Exhibition Office at Geneva Palexpo.

**Return transport** Return transports will be organized by the official on-site freight handler Inter ExpoLogistics Ltd. which will contact each exhibitor respectively.

**On-Site Facilities** Inter ExpoLogistics has its own permanent office at Geneva Palexpo, located in the service area.

Contacts : Roberto FUMANI - Manuel MAZZINI - Sibylle FLORY  
[Roberto.fumani@iel.ch](mailto:Roberto.fumani@iel.ch) [manuel.Mazzini@iel.ch](mailto:manuel.Mazzini@iel.ch) [sibylle.flory@iel.ch](mailto:sibylle.flory@iel.ch)

**Opening hours** Every day from 08:00 – 12:00 and from 13:30 - 17:30

**Services offered by Inter ExpoLogistics** - Swiss customs Clearance & bond guarantee  
- Transportation to and from points of origin  
- Transportation from Geneva Airport or truck-terminal to Geneva Palexpo  
- Site handling (labour, forklifts, cranes)  
- Storage of empty packing cases during the show  
- Insurance (transport/storage)  
- Storage of exhibits/stand material until next show

**General** All transactions undertaken by Inter ExpoLogistics Ltd. are carried out under the general conditions of the Swiss Freight Forwarding and Logistics Association (SPEDLOGSWISS) latest edition. (Copy of which is available on request).  
All goods are placed at the stand at the exhibitors' risk even in the absence of himself or the exhibitors' representatives.