

Zurich exhibition venue customs formalities

Dear Exhibitors

In the past, questions kept re-emerging about customs procedures in connection with importing and exporting goods for the show. We have collected the most important facts on the customs process and herewith present them for your benefit. We hope that you find them helpful and look forward to your participation in the exhibition.

Exhibition Customs Office

There is no longer a staffed customs office at Messe Zurich. To avoid having to wait, we would ask foreign exhibitors/stand builders to notify the official Messe Zurich forwarding agent, Sempex AG (T +41 58 307 77 60), in advance. The forwarding agent will then provide this service for the corresponding costs.

For specific enquiries regarding Messe Zürich the <EVO Airport> customs team, which is the team responsible, is available at T +41 58 480 64 41.

Guaranteeing of customs duties

Customs duties must be guaranteed for temporarily imported exhibition goods (customs + VAT). This concerns:

- Stand material, furniture, carpets, etc.
- Exhibits such as plants, machines, tools, appliances, accessories, etc.
- All kinds of goods for sale, samples, and leaflets/advertising material for free distribution to visitors at the show.

A basic distinction is made between goods that are imported to be exhibited and then re-exported (see item 1), or whether the imported goods are intended for sale and thus to remain in Switzerland (see item 2).

1. Stand-construction material and exhibits

A. With Carnet ATA

The Carnet ATA is an international customs document with which you can handle the customs formalities for transit and temporary import and export in your country of origin, in any transit countries, as well as in Switzerland. Goods for sale or free distribution to exhibition visitors are not suitable for the Carnet ATA.

For stand-construction material, limiting regulations apply regarding VAT (possible compensation tax). You can obtain the Carnet ATA from your chamber of commerce.

For Swiss customs clearance, the following sheets are needed:

- **4 blue transit sheets** for transit border-venue and venue-border (2 sheets each)
- **1 white import sheet or re-exportation sheet**, respectively, for clearance by the Exhibition Customs Office

Each exhibition object must be indicated individually and **numbered consecutively** and **identified** in the list of goods of the Carnet.

Important: The Carnet must be certified by the chamber of commerce and initiated by your inland customs office.

To speed-up the clearance process, we kindly ask you to fill in and sign the sheets for transit and import while you are at home.

B. With a Customs Declaration for Temporary Admission (ZAVV), which supersedes the Freipass Transit to Exhibition Customs Office and back

You initiate a NCTS transit form (informatisiertes gemeinschaftliches Versand-Verfahren [igVV]) at your inland customs office, issued directly for the Zurich Exhibition Customs Office CH002771 (= DA Zürich-Airport). This enables you to cross the border quickly. Where this (igVV) is not possible, you must go to a border forwarding agent at the border. They will issue you with the national Transit NTV for Messe Zürich.

The exhibitor must pay the forwarding agent the security, and depending on the arrangements made, this will be refunded by the forwarding agent following correct deletion by the Messe Zürich customs office.

To clear the transit, provisional clearance must be implemented on the national ZAVV (Form. 11.75) for the duration of the exhibition, however, only by arrangement by the official Exhibition Customs Office, which charges a fee for guaranteeing the customs duty. For Swiss customs clearance, a detailed list of goods is required **with indication of the sales price (incl. 7.7% VAT)** and the net weight.

The official exhibition forwarding agent guarantees the customs and VAT duties as well as any possible fees.

2. Goods for sale, goods for free distribution, leaflets and other advertising material

The Carnet ATA can not be used for goods for sale or goods for free distribution and leaflets and advertising material for exhibition visitors.

With a Customs Declaration for Temporary Admission (ZAVV), which supersedes the Freipass

These goods must be declared for transit clearance as described in item 1.B. and cleared by the Exhibition Customs Office.

At the Exhibition Customs Office only, the following possibilities exist:

- **Goods for sale, leaflets, other advertising material**
„National ZAVV“ by arrangement through the official exhibition forwarding agent (as in second paragraph of 1.B.).

After the exhibition:

- **Leaflets and other advertising material for free distribution to exhibition visitors**
Duty-free import clearance (duty-free, no VAT);
- **Goods for sale**
Import-tax clearance of the sold goods according to sales receipts and list on ZAVV.
- **Remaining goods for sale, leaflets and other advertising material (stickers etc.)**
Dutiable import, or
return to abroad through transit clearance

3. General regulations

A. Customs clearance at the exhibition venue

The transit customs documents (incl. Carnet ATA) must be given to the official exhibition forwarding agent immediately upon arrival for deletion of transit (through exhibition ZAVV or import tax clearance). The intervention time is 20 minutes as of notification of arrival. The vehicle can then be unloaded after this time.

B. Duty-free items

Company-own advertising material of all kinds for free distribution to exhibition visitors, material for use in stand installations. Exception: Alcoholic beverages, tobacco goods and advertising gifts (each worth over CHF 5.-) are subject to normal import duties. These articles may not be listed on a Carnet ATA, but have to be declared separately when crossing the border (item. 2).

C. Precious-metal control (EMK) Tel. +41 58 467 60 72; Fax +41 58 467 61 96

The Swiss precious-metal control (EMK) forgoes an examination if you undertake to re-export the entire consignment. Goods sold in Switzerland must be presented to the EMK in advance (Attention: stamp and responsibility sticker).

D. Plant protection measures and CITES species (ivory, tortoise-shell, reptile leather, roses, orchids etc.)

As from 1 May 2007, the phytosanitary customs clearance on importation no longer applies for plants and plant products originating in the EU. Plants and plant products imported into Switzerland by air from third countries are still examined, as in the past, by the Plant Protection Agency (EPSD), tel. +41 58 464 33 93) at the airport at the time of importation.

A licence is required for the importation of **CITES-listed** species.

For re-exportation, one of the following documents must be presented: (a) either a newly-issued CITES certificate; or (b) an export licence/re-importation certificate issued by the CITES authority in the country of origin; this is simultaneously valid for returning the goods, i.e. re-importing them to the country of origin. Export control is carried out by the customs office at the exhibition centre.

At the same time, either the **original invoice** or a **delivery note** bearing the following details must be presented at the time of importation:

- NAME OF GENUS and SPECIES (correct botanical name)
- ABBREVIATIONS in accordance with the International Code of Botanical Nomenclature (ICBN) and the International Code of Nomenclature for Cultivated Plants (ICNCP).
- The PLANT NAMES must be CLEARLY IDENTIFIABLE and should not be abbreviated in any way due to a lack of space in the columns.

E. Exhibits remaining in Switzerland

Sold goods must be reported via the forwarding agent to the Exhibition Customs Office at the end of the show for import customs clearance (see item 2)

F. Important:

The value entered must be the amount at which an item will be offered for sale at the exhibition in Swiss francs, i.e. the Swiss

selling price. Value added tax must be paid as well as the duties.

4. Return transport

Return transport must be arranged with the exhibition forwarding agent before the end of the show.
The exhibition forwarding agent is available from Monday to Friday (8:00 am - 5:00 pm) or by arrangement.

For all ZAVV (Freipass-) goods (e.g. goods for sale, leaflets and other advertising material), either

- a national transit process (this applies for small volumes only, with cash deposit) to the border, or
- a igVV (NCTS) transit procedure through mediation by the official exhibition forwarding agent (guarantee) to your inland customs office must be initiated.

Please discuss all further customs questions concerning the Exhibition with the official exhibition forwarding agent Sempex AG Zürich T +41 58 307 77 60 or e-mail: exhibitions.zuerich@sempex.com directly.

Zurich, January 2020

Customs Inspectorate Zurich-Airport / Exhibition Customs Office

Enquiries

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