SHIPPING GUIDELINES 2019
I. CONTACT | LOCATION | SERVICES

CONTACT FOR CONGRESSES:

MRS. KATRIN WITZKE
DIRECTOR SALES & MARKETING

EMAIL: K.WITZKE@SEMPEX.COM
TEL.: +41 (0) 58 307 7713

GROUP EMAIL CONTACT: exhibitions.basel@sempex.com

Our branch is located next to Basel fairground and Congress Center in the City Center of Basel, directly linked with local handling-platform and warehouse.

SEMPEX SERVICES
Sempex is generally offering the following services:

- Transports to and from the fairground
- Handling of empties and full packings
- Unloading and loading services
- Rental of lifting equipment
- Supervisor and labour
- Material movements on the fairground
- Shuttle transfers from fairground
- Handling via advanced warehouse
- Warehousing (long-term storage and transhipment)
- Customs services
- Creation of documentations
II. BOOKING | TIME SCHEDULES

To ensure an on-time delivery, it is necessary that all shipments meet the arrival deadline. Your detailed pre-alert (incl. desired customs clearance procedure when necessary) needs to be send in written to your named Sempex contact person prior to the departure of the transporting truck / airplane / vessel.

Failure to comply with latest arrival dates could result in non-delivery, late arrival or extra charges. Delayed shipments, arriving after stated deadlines may result in non-deliveries and incur additional costs.

DEADLINES OF ARRIVAL

Arrival of SEAFREIGHT SHIPMENTS at port of Hamburg | Bremerhaven:

- LCL shipments  15 working days prior booth delivery date
- FCL shipments  12 working days prior booth delivery date

Arrival of AIRFREIGHT SHIPMENTS at Basel (BSL) airport:

- All shipments  3 working days prior booth delivery date

Arrival of ROADFREIGHT SHIPMENTS at Sempex warehouse:

- Courier|Groupage shipments  2 working days prior booth delivery date

ADDRESSES

DELIVERY / NOTIFY ADDRESS:

Sempex AG
Bleichestrasse 7
CH – 4058 Basel
Tel.: +41 (0)58 307 7720

CONSIGNEE ADDRESS:

Sempex AG
c/o name of exhibition
exhibitors name: _______ Hall: ________ Booth: _______
Isteinerstrasse 76
CH-4058 Basel
III. CONGRESS SITE INFORMATION | CONDITIONS

DIRECT DELIVERIES TO CONGRESS CENTER

Trucks for direct deliveries and pick ups to / from the booth can be routed directly to the Congress Center during the official move in and move out dates of the specific exhibition. Access via address: Clarahofweg, CH – 4058 Basel

Sempex will arrange the pre-registrations and check-in procedures when necessary according to written pre-alerts. The released Slot numbers will be transmitted and need to be known by the driver to get access to the delivery zone at the booked time.

Please see specific routing and delivery information for your specific event (Pre-registration at a Checkpoint, delivery restrictions for vehicles, etc.)

TERMS OF DELIVERY

All shipments have to be sent freight prepaid up to named air- and seaport or to Sempex warehouse. Shipments which are not sent freight prepaid, will not be accepted.

Please make sure that every package is clearly marked with the name of the exhibition, name of the exhibitor, hall and booth number.

Sempex will deliver the shipments to the selected booth according to the booking details and after effected customs clearance procedure, when necessary.

All shipments will be positioned on the booth regardless of the presence of the exhibitor or an representative. Sempex will not accept any responsibility or liability for subsequent damages or losses.

STORAGE OF EMPTIES AND FULL PACKINGS

Sempex offers you the storage of material during the show and furthermore for temporary or long-term period in our local warehouses.

To confirm and arrange storage services, please send your booking by Email or call our Sempex office to get further instructions about marking and pick up service.

All items need to be packed properly and marked with specific exhibitor details.

Please ask for assistance and dedicated rates according to your needs.

RETURN SHIPPING

Sempex is glad to arrange the pick up of shipments from the booth after the end of the exhibition and organise the return transport to a desired destination.

All packages need to be clearly marked with the exhibitor name and booth number and final delivery address. Sempex labels can be used for the correct marking.

The service needs to be booked in writing at least two days prior to the official end of the exhibition.

Exhibitors leaving the booth before handing over the shipment officially to Sempex will do this on their own risk. Sempex will not accept any responsibility or liability for subsequent damages or losses.
IV. CUSTOMS CLEARANCES

For any customs clearances, please provide the following documentation **along with your booking**:

- Copy of Transit document (T1 or T2)
- When used: Copy of the valid Carnet ATA
- Commercial or proforma invoice
- Bill of Lading | AWB | CMR | Courier waybill
- If applicable: certificates (EUR 1, Form A, CITES, Fumigation certificate, DGR certificate)

Attention: Please note that customs clearances for the Congress Center in Basel can be done only by the local customs office. It might be necessary to arrange a national transit document at the borders to reach the Congress Center. Carnet ATAs need transit pages included.

The commercial or proforma invoice **must include** the following information:

- Name of the exhibition, hall and booth number
- Addresses of the shipper and the consignee
- Detailed description of each product
- Customs codes (Harmonized customs codes)
- Value per item and total value of the shipment
- Number of pieces, dimensions and weight
- Place, date, signature and stamp

Please keep consumable items and exhibits always separated also as packing units.
For goods which are supposed to stay in Switzerland, a final customs clearance procedure must be released and Duties and VAT have to be paid.

**The final import clearance and payment of Duties and VAT must be confirmed and effected prior to pick up from exhibition booth. Disregard of this procedure may incur high penalties!**
V. GENERAL TERMS AND CONDITIONS

LIABILITY

We work exclusively according to the most recent version of the General Terms and Conditions of the Swiss Freight Forwarding and Logistics Association (GC SPEDLOGSWISS), http://www.spedlogswiss.com/pdf/ab_spe_e.pdf, Jurisdiction is in Basel). The complete conditions are available upon request.

TRANSPORT INSURANCE

It is the exhibitor’s responsibility to ensure that all goods are covered by a fully-comprehensive insurance policy for the complete journey, i.e. from the exhibitor’s premises up to exhibition booth and vice versa. For an adequate protection against damages and loss, we recommend the coverage of a transport insurance. Sempex is glad to offer a specific quote and give further information about it. Please send your request by email.

PAYMENTS

All rates / charges are net prizes and are valid plus the applicable value added tax. Any charges not mentioned in the tariff and / or return shipping rates are available upon request.

Our service invoice needs to be paid within 14 days based on invoice date. For delay of payment we invoice interest on late payment in the event of 1,0% per month.

Our bank details:
Bank: Basellandschaftliche Kantonalbank
IBAN: CH18 0076 9016 1432 1995 1
Swift: BLKB CH 22