



Shipping Information & Handling Rates

SCR 2025
15.-17.05.2025
St. Gallen

IML - Messe Logistik GmbH
Mail: office@iml-vienna.at

CONSIGNMENT INSTRUCTIONS – ROAD

Shipments via groupage service to our advance warehouse:

Consignee:

[Name of Show]

[enter Exhibitor name and stand number]

IML MESSE LOGISTIK GMBH /
SWISS EXPO LOGISTICS AG
C/o Trans Sped AG Gebäude G1 /
Embraport 7 CH-8424 Embrach
Switzerland

Instructions for issuing the T-Document:

Consignee:

Trans Sped AG
c/o SWISS EXPO LOGISTICS AG
Gebäude G1 / Embraport 7 CH-
8424 Embrach Switzerland

NCTS Code:

CH002751 – (Zürich 1)

GUIDELINES – COURIER SHIPMENTS

Any shipments that are sent should be on a delivery duty paid (DDP) basis i.e. customs cleared and all charges including taxes and duties billed to the shipper.

Please consign all your courier shipments to the following address:

IML – Messe Logistik GmbH
c/o SWISS EXPO LOGISTICS AG
2. Stock
Zuercherstrasse 46
CH-8400 Winterthur
Switzerland

IML. can't be held responsible for any consignments addressed directly to your stand.

Please note that shipments sent through courier companies will not be placed under our Customs Guarantee. Exhibitors are advised not to send high value goods this way.

Please e-mail, details of your courier shipment (courier company used, tracking number, pieces & weight) prior to arrival of the shipment in Switzerland.

Courier shipments must arrive 4 working days prior to requested delivery date.

DOCUMENTATION

In order to assist you in the preparation of documents, we can supply a Combined Commercial Invoice and Packing List, for your use.

Explanatory notes on the completion of the Combined Commercial Invoice and Packing List form are as follows:

- All entries in these forms must be in English or German
- A FULL description of the item must be given. Do not just indicate the model name or model number. Describe the item. Pls. advise any serial number, if available.
- For all items please include the HS No. / Tariff Code, country of origin
- Every individual item, including giveaway items and brochures, is to be given a value based on 'CIF' road or airport arrival value.
- The CIPL must show as well the following items: Name of signee in bold letters, date and signature
- Please mark the items carefully that will be re-exported as well as the items that will be disposed of, consumed or given away during the exhibition.

INSURANCE

It is recommended that all exhibitors should arrange a comprehensive cover (all risk) for their goods which covers shipment to Switzerland, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition

There are 3 means of importing goods into Switzerland:

CARNET ATA

Entry for goods under ATA Carnet allows free movement of the goods within the EU, after the exhibition, for a period of up to 12 months or until the expiry of the Carnet, whichever occurs first, before which the goods must be re-exported (under Customs supervision).

TEMPORARY IMPORT

Goods may be temporarily imported under SWISS EXPO LOGISTICS AG Temporary Import Bond facility subject to a non-refundable bond fee.

Please be advised that all goods entered under our security bond, remain under our control and, at the end of the show, should either be re-exported, or subsequently permanently imported, by us.

PERMANENT IMPORT

This is for goods entered for consumption i.e. to remain in Switzerland, where import duty and VAT will apply. You can contact us for duty and VAT % rates.

Please Note: Goods that are given away may not be exempt from VAT and duty. VAT and duty may still be payable.

Courier Consignments must arrive 4 working days prior to requested delivery date

HANDLING TARIFF

ROAD FREIGHT & COURIER SHIPMENTS VIA WAREHOUSE

1 cbm = 333 kg

	Minimum unit	Unit rate in EUR
Offloading, intermediate storage and delivery to booth*	3,0 cbm	225,00
Reception, intermediate storage and delivery to stand of courier shipments Up to 20 kg	1 shipment	265,00
EXPORT / OUTBOUND TARIF SAME AS INBOUND		
* Prices based on delivered up to the Olma Messen St. Gallen, excluding Unload and Delivery to the Booth or Collection from the booth & and loading onto the truck		

1. AIRFREIGHT SHIPMENTS

	Minimum unit	Unit rate in EUR
Airport Arrival Fees 1 cbm = 167 kg	100 kg	9,00 / 100 kg
Airport Handling Fee 1 cbm = 167 kg	EUR 55,00	0.45 / kg
Transfer from airport up to delivered fairground 1 cbm = 333 kg	3,0 cbm	225,00 / cbm
Storage, airline charges, courier or agent fees, Customs inspection, X-ray etc.		As per outlay + 15% Min EUR 75,00
* Prices based on delivered up to the Congress Center, excluding Unload and Delivery to the Booth or Collection from the booth & and loading onto the truck		

2. ONSITE HANDLING

	Minimum unit	EUR
Storage of empties	3,0 cbm	190,00 / cbm
Direct unloading / reloading		On request

3. OTHER CHARGES

	Minimum unit	EUR
Consignment-Agent Service Fee, per exhibitor		110,00

4. CUSTOMS CLEARANCE

	Unit	EUR
Clearance under temporary import bond incl. 3 HTS Codes	0 – 2'500 kg	245,00
	Over 2'500 kg	310,00
Clearance under permanent import incl. 3 HTS Codes	Per clearance	195,00
Additional HTS Codes	per code	15,00
Temporary import bond fee	2,5% of CIF-value	Min. 75,00 Max. 2090,00
Customs Import clearance with Carnet ATA	per Carnet ATA	195,00
Issuing of T-document, based on CIF-value	Up to CHF 20'000.00	120,00
	Up to CHF 100'000.00	170,00
	Over CHF 100'000.00	230,00
VAT / Excise / Duty		As per outlay + 15% Min EUR 75,00
Customs Examination		As per outlay + 15% Min EUR 75,00
Cancellation temp. Import clearance incl. 3 HTS Codes	0- 2'500 kg	245,00
Perm. CH Export Customs clearance	Per clearance	195,00
Issuing E-DEC EXPORT	Incl. 3 HTS	75,00
Customs Export clearance with Carnet ATA	per Carnet ATA	195,00

5. SURCHARGES BEYOND OFFICE HOURS

Office hours: Monday – Friday 08:00 a.m. – 05:00 p.m.	
Forklifts can only be rented during office hours on official build up and break down days!	
05:00 p.m. – 08:00 p.m.	50%
08:00 p.m. – 06:00 a.m.	100%
Saturday, Sunday and public holidays	100%

6. EXCLUDED

8.1% VAT Full risk insurance Any other services required and not mentioned above
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Miscellaneous

1. All services must be booked in advance.
2. All charges per exhibitor and shipment.
3. All cargos must be consigned "**FREIGHT PREPAID**".
4. All claims must be reported to the exhibition forward's office in written form and immediately upon receipt of the exhibition goods. Verbal notification will not constitute any rights against the agent.
5. Responsibility for losses, damages, etc., will be accepted only within the framework of the AÖSp, which are resting in our office.
6. All business is undertaken subject to the terms and conditions for Austrian Forwarding Agents „Allgemeine Österreichische Spediteurbedingungen AÖSp“, in the wording subject to the relevant publication in „Wiener Zeitung“. Payable and actionable in Vienna.
7. SVS prohibition customers must announce this in writing before/while placing the order.
8. It is the exhibitors responsibility to label all empties properly. Empty labels will be distributed during move-in period. We will provide empties on a regular basis.
9. It is the exhibitors responsibility to repack and label all outbound packages.
10. It is also the exhibitors responsibility to give clear instructions on how to return your packages. All necessary forms will be provided during the event. Please take special note of the instructions for documentation.
11. Returning of empties takes time. A certain delivery time cannot be guaranteed.
12. Return transport arrangements may take some days. On top of this comes the transit time for transport. Please take this into account when planning the return. A quicker handling is possible, but information must be received well in advance. Express handling charges may apply.
13. The handling tariff is valid for all services at the SCR 2025
14. Basis of calculation is 1 cbm = 333 kgs
15. All cargo must be consigned FREIGHT PREPAID. A 25% commission will be charged on freight collect shipments arriving at our warehouse
16. The exhibition forwarders liability ends with the delivery of the exhibition goods or empties to the exhibition booth, even if the exhibitor or his representative is not present. Liability for return transport begins upon the collection of the exhibition goods from the booth, even if the shipping documents and/or a transport order has been handed over to the exhibition forwarder prior to the collection.
17. Early cancellation of orders / cancellation of events etc.
General cargo / air freight / courier – shipments (all shipments via warehouse IML)
As soon as your shipment arrives at our terminal, 100% of the handling costs are invoiced without any deductions.
In the event of early cancellation of orders / cancellation of events before delivery of the shipment, 80% of the outbound handling will be invoiced as ordered.
If the goods have already been delivered or are on their way to delivery, 100% of the costs are invoiced for inbound and outbound handling as ordered.
Please note that customs formalities have not been taken into account here and 100% will be invoiced for inbound & outbound as ordered.
Direct deliveries (not via IML warehouse handling)
If the event is cancelled or cancelled by the client 5 working days before the start of the service, no costs will be charged.
4 to 3 days before the service date, 20%,
2 to 1 day (s) before the service date 40% and on the same day 100% default service were invoiced.
If the service is currently being carried out Inbound handling and outbound handling will be invoiced 100% as ordered. Please note that customs formalities have not been taken into account here and 100% will be invoiced for inbound & outbound as ordered

Terms of Payment

1. **Invoices will be sent by e-mail only.**
2. The invoicing is per shipment.
3. **Full payment of the incoming handling charges must be received prior the delivery to the booth.**
4. **The outgoing handling charges are payable immediately after receipt of our invoice.**
5. **Payment can be made in cash, by credit card (AMEX, VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.**
6. **Prices are net +20% VAT, no VAT for exhibitors from outside the EU or EU exhibitors providing their VAT registration no.**
7. **1,5% interest per month will be charged on overdue payments**