

VORSORGE



Sempex

# SYMPOSIUM

DE PREVOYANCE

## SHIPPING GUIDELINES



## I. CONTACT | LOCATION | SERVICES

### CONTACT:

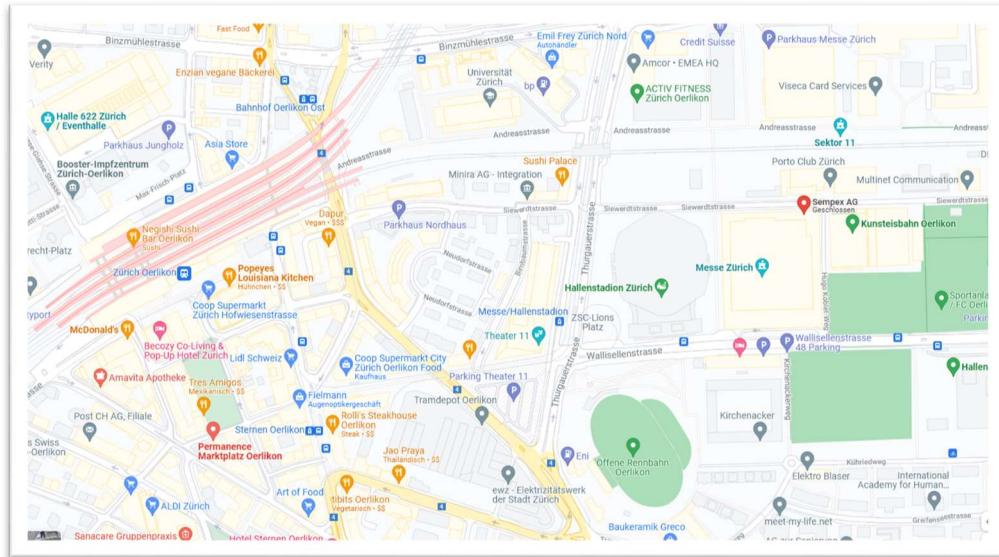
MR. ROGER BRÄNDLI  
PROJECT MANAGER

EMAIL: [R.BRAENDLI@SEMPLEX.COM](mailto:R.BRAENDLI@SEMPLEX.COM)  
TEL.: +41 (0) 58 307 77 64

### GROUP EMAIL LOGISTIC SERVICE CENTER:

[exhibitions.zuerich@sempex.com](mailto:exhibitions.zuerich@sempex.com)

Our office is located next to Zurich fairground directly linked with local handling-platform and warehouse.



### SEMPLEX 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 if necessary) needs to be sent 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.

## Arrival of **ROADFREIGHT SHIPMENTS** at Sempex warehouse:

Courier | Groupage shipments until 5<sup>th</sup> June 2026

Direct Deliveries to venue (for routing please see point III):

All deliveries / Build up **8<sup>th</sup> / 9<sup>th</sup> June 2026**  
All pick ups / Break down **11<sup>th</sup> / 12<sup>th</sup> June 2026**

## ADDRESSES FOR SHIPPING DOCS / SEMPEX WAREHOUSE

**CONSIGNEE ADDRESS:** Sempex AG  
c/o Fachmesse 2. Säule 2026  
Siewerdtstrasse 60  
CH – 8050 Zürich  
Tel.: +41 (0)58 307 7760

**NOTIFY ADDRESS:** \_\_\_\_\_ Fachmesse 2. Säule 2026  
exhibitors name: \_\_\_\_\_  
Hall No.: \_\_\_\_\_ Booth No.: \_\_\_\_\_

### III. EXHIBITION SITE INFORMATION | CONDITIONS

## DIRECT DELIVERIES TO EXHIBITION HALLS

**A booking in the SMARTLOG logistics tool is required for access to the delivery zones at Messe Zürich.** The login for this can be requested via [helpline@sempex.com](mailto:helpline@sempex.com). Once a slot has been booked, a corresponding "Ticket Checkpoint" will be sent. The driver must present this ticket on arrival at Messe Zürich in order to gain access to the delivery zone at the booked time.

## ONSITE HANDLING SERVICES

Sempex offers forklift services for unloading / loading assistance of vehicles. All handling services will be charged according to the valid logistic handling tariff of Fachmesse 2. Säule 2026.

## STORAGE OF EMPTIES AND FULL PACKINGS

Sempex offers the storage of material during the show.

To arrange the storage service, no pre-booking is necessary. Sempex Scouts are onsite during build up times and will accept the orders directly.

After a storage order have been made, every customer will receive labels with their company details and booth number to mark the pieces which need to be stored.

Only when these labels are sticked on each single package, goods will be removed from the booth and stored locally until the requested return date after the end of the show.

Dimensions will be taken by Sempex Scouts and will be saved for each order.

The service will be charged according to the valid logistic handling tariff of Fachmesse 2. Säule 2026.

## TERMS OF DELIVERY

All shipments have to be sent **Freight prepaid / DDP** up to venue / Sempex warehouse.

Shipments which are not sent **Freight prepaid**, will not be accepted. Additional costs may apply.

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, if necessary.

All shipments will be positioned on the booth regardless of the presence of the exhibitor or a representative.

Sempex will not accept any responsibility or liability for subsequent damages or losses.

## IV. CUSTOMS CLEARANCES

### EMAIL FOR CUSTOMS CLEARANCES:

[exhibitions.zuerich@sempex.com](mailto:exhibitions.zuerich@sempex.com)

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
- ✓ CMR | Courier waybill
- ✓ If applicable: certificates (EUR 1, Form A, CITES, Fumigation certificate, DGR certificate)

Attention: Please note that customs clearances for Fachmesse 2. Säule 2026 can be done only by the local exhibition customs office. It might be necessary to arrange a national transit document at the borders to reach exhibition site. 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

## CONSUMABLES / GIVEAWAYS

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. TRANSPORT SERVICES

Sempex is glad to assist you for your national / international transports from your address up to your exhibition booth and vice versa. Please send your transport request by Email to the Logistic Service Center to receive your personal quotation. Email: [exhibitions.zuerich@sempex.com](mailto:exhibitions.zuerich@sempex.com)

## VI. 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](http://www.spedlogswiss.com/pdf/ab_spe_e.pdf), Jurisdiction is in Basel). The complete conditions are available upon request.

Goods will be handled up to the exhibition booth and will be placed there even the absence of the exhibitor. 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 in these cases.

### TRANSPORT INSURANCE

It is the exhibitors 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 prices 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  
IBAN EURO: CH63 0076 9042 3941 7200 1  
Swift: BLKB CH 22