



# Trade Fairs in Basel

## Exhibitor Information

### Important

- Upon entering Switzerland, all goods are subject to customs duty and it is compulsory that they are declared in accordance with customs procedures (temporary admission, definite import or transit).
- Goods intended for an exhibition at the convention centre must be delivered in transit direct to the customs office located at the convention centre (Messezollstelle). (Excluded are those who have already cleared customs using the customs declaration for temporary admission (CDTA) and Carnet ATA, whereby the customs clearance was explicitly requested at one of the customs border offices beforehand). Transit documents can be obtained direct from logistic companies or agents at the border crossings. (Separate transit documents are not necessary if you have a Carnet ATA with blue transit vouchers).
- Goods that are definite imports into Switzerland are subject to import duties and Value Added Tax (VAT is 8% of the sales value of the goods). Import declarations can be electronically submitted in the system using “e-dec” (only accessible through registered logistic companies, customs agents), or via the internet based platform “e-dec web” (also accessible to the public).
- **Before you decide to ship your goods, it is strongly advised that you contact a customs agent specialised in Swiss Customs procedures and have them take care of all the formalities for you. This will save both time and trouble.** (addresses of customs agents).

## Customs Procedures

### **Carnet ATA:**

The Carnet ATA can be used for the temporary import of goods for exhibitions and trade fairs (e.g. trade fair stands). An ATA Carnet can be obtained from the Chamber of Commerce and Industry in your country of origin.

The Carnet ATA document is not to be used for goods which are intended to be sold in Switzerland and therefore remain in the Swiss customs area.

Basically, the Carnet ATA provides an easy and quick solution for the temporary import and export of goods. It offers the following advantages:

- No cash deposit is required at the border. However, a deposit must be lodged in advance at your country's Chamber of Commerce.
- Import, export, transit, reimport and reexport vouchers are all included in one document.
- The flexibility respective to the border crossing area is higher. A Carnet ATA in principle can be cleared at any manned border crossing (opening times and road rules, etc. must be heeded).

Stop at the border crossing, go to the customs office of your country of origin and have customs certify the export voucher. Afterwards go to the Swiss customs office on the other side of the border and they will issue a blue transit voucher to your destination at the Convention Centre's customs office (Messezollstelle).

You are required to appear at the Customs Office at the Convention Centre (Messezollstelle) within the stipulated transit time limit, whereby customs will then certify the import voucher and end the transit.

For further information, please visit the following site:

[www.ezv.admin.ch/ezv/en/home/information-companies/declaring-goods/importation-into-switzerland/temporary-importation/ata-carnet.html](http://www.ezv.admin.ch/ezv/en/home/information-companies/declaring-goods/importation-into-switzerland/temporary-importation/ata-carnet.html)

### **Customs declaration for temporary admission (CDTA form 11.73 or form 11.74):**

The form 11.73 authorises you for a one-off importation and is valid for two years (from the date of the Swiss Customs stamp). You can contact a private customs agent to process the customs procedures and paperwork, and they will deal with all the customs formalities.

The form 11.74 can be used without requiring a customs agent, which is available during opening hours at the Swiss Customs Offices at the border crossings. Fill out the pre-printed form and give it to one of the customs workers for inspection and endorsement.

At this point in time, the value-added tax and any customs duties are to be paid as a security deposit until the definite re-exportation of the goods. The deposit can be paid in cash or by credit card. The form 11.74 is now your verification that the transported goods have been authorised for the temporary admission procedure.

For further information, please visit the following site:

[www.ezv.admin.ch/ezv/en/home/information-companies/declaring-goods/importation-into-switzerland/temporary-importation.html](http://www.ezv.admin.ch/ezv/en/home/information-companies/declaring-goods/importation-into-switzerland/temporary-importation.html)

## **Re-exportation after the exhibition**

Carnet ATA: As soon as possible before the end of the exhibition present yourself at the Convention Centre Customs Office, whereupon the re-exportation and transit papers will be issued and notarized to the border.

Form 11.73: Contact your customs agent, who will provide you with further instructions.

Form 11.74: This document must be cleared only at a Customs Office at the border using the form 11.87. Thereby you will be reimbursed the security deposit that was paid on importation.

## **Sold exhibition material / Exhibition material remaining in Switzerland**

In the event that a part of or the entire shipment remain in Switzerland, then this must be declared and assessed as a definite import.

For the items in question, it is important to know the sales price, weight and what type of goods and documented evidence must be provided (invoices, sales lists, inventory lists, etc.).

Upon declaration of the items, they become subject to customs import duties and 8% VAT.

There are two ways that goods can be declared. Either leave the complete customs formalities transactions to a private customs agent for a fee or prepare the electronic customs declaration yourself whereby there are no additional costs involved other than customs import duties and VAT.

## **Definite Import (CDTA not possible or items sold)**

If the customs declaration is done through a customs agent, contact them before the start of the exhibition and clarify all processing formalities. Further information is available online or upon request.

The customs agent will submit the completed customs import declaration according to the information you provided together with all the necessary documents. Upon completion of the goods clearing customs you will receive a bill.

A customs declaration can also be submitted without the help of a customs agent. In this case, you can use the online electronic declaration tool of Swiss Customs called "e-dec web".

Take note, that a copy of the electronically prepared declaration must be given to the Convention Centre Customs Office for inspection.

You will be given a receipt for paid customs duty and VAT following the customs clearance approval, which is the valid evidence that your items have correctly cleared customs, so keep this receipt safe.

For further information regarding the self-declaration-principle and the link to the online tool "e-dec web", please visit:

[www.ezv.admin.ch/ezv/en/home/customs-declaration/declaration-companies/e-dec-import/import-customs-declaration-e-dec-web.html](http://www.ezv.admin.ch/ezv/en/home/customs-declaration/declaration-companies/e-dec-import/import-customs-declaration-e-dec-web.html)

## More Information

General information:

[www.ezv.admin.ch/ezv/en/home.html](http://www.ezv.admin.ch/ezv/en/home.html)

Information about road taxes:

[www.ezv.admin.ch/ezv/en/home/information-individuals/documents-for-travellers-and-road-taxes.html](http://www.ezv.admin.ch/ezv/en/home/information-individuals/documents-for-travellers-and-road-taxes.html)

Information about border crossings and customs office opening hours:

[www.ezv.admin.ch/ezv/en/home/the-fca/organization/border-crossings-and-customs-offices--opening-hours.html](http://www.ezv.admin.ch/ezv/en/home/the-fca/organization/border-crossings-and-customs-offices--opening-hours.html)

Information about bans, restrictions and conditions:

[www.ezv.admin.ch/ezv/en/home/information-companies/bans--restrictions-and-conditions.html](http://www.ezv.admin.ch/ezv/en/home/information-companies/bans--restrictions-and-conditions.html)

Information about the Swiss Customs tariff:

[www.ezv.admin.ch/ezv/en/home/information-companies/customs-tariff---tares.html](http://www.ezv.admin.ch/ezv/en/home/information-companies/customs-tariff---tares.html)

Swiss Customs Tariff:

[www.tares.ch](http://www.tares.ch)

## Important Information / Checklist

- Always stop at the border Customs Office when importing into Switzerland.
- Tell the border customs personnel that you are an exhibitor at the Basel Convention Centre and then follow their instructions.
- Always have the transport vehicle papers and your identification documentation ready when transporting goods across the border.
- Go direct to the Basel Convention Centre Customs Office (Messezollstelle) as soon as possible after entry.
- Ensure that you have all the necessary documentation proving your customs declaration is true and correct. During the exhibition/ trade fair you must have your all your customs documents and other paperwork (copies are acceptable) at your booth. In the event of a possible inspection by customs authorities during the fair they must be submitted (within a reasonable period).

It is essential that staff working at the booth are informed about the formalities, procedures and regulations.

You can be held accountable and be subject to criminal proceedings if it is determined during a controlled inspection by customs, that any undeclared or falsely declared items were brought into Switzerland.

- If you are planning to enter Switzerland carrying products of plant or animal origin, which may be on the protected species list, please contact the Plant Protection Service (Pflanzenschutzdienst) or the Border Veterinary Service (grenztierärztlicher Dienst).
- If you are planning to enter Switzerland carrying items made from precious metals or partially thereof, please contact the Swiss Precious Metal Control (Edelmetallkontrolle).
- If you are planning to transport weapons or dangerous items, which are subject to Swiss Weapon Control Law, please contact the Federal Police Department for Weapon Control (Bundesamt für Polizei Zentralstelle Waffen).
- Please be advised that the use of the motorways / freeways in Switzerland for vehicles that weigh less than 3.5 tons a road-tax sticker must be purchased (40.00 CHF). The stickers can be purchased direct from the manned border crossings.
- During your stay in Switzerland you must obey Swiss laws and regulations. Any violations of Swiss law will be officially prosecuted.

## Contact Information

### **Messezollstelle Basel St. Jakob**

Messeplatz 7

4058 Basel

Postadresse:

Postfach 133

4019 Basel

Tel.: +41 (0)58 467 18 26

Fax: +41 (0)58 206 21 81

[www.ezv.admin.ch/ezv/en/home.html](http://www.ezv.admin.ch/ezv/en/home.html)

### **Zentralamt für Edelmetallkontrolle**

Oberzolldirektion

Monbijoustrasse 40

3003 Bern

Tel. +41 (0)58 462 66 22

Fax +41 (0)58 464 84 41

[www.ezv.admin.ch/ezv/en/home/topics/precious-metal-control.html](http://www.ezv.admin.ch/ezv/en/home/topics/precious-metal-control.html)

### **Bundesamt für Lebensmittelsicherheit und Veterinärwesen BLV**

Schwarzenburgstrasse 155

3003 Bern

Tel. +41 (0)58 463 30 33

[www.blv.admin.ch/blv/en/home.html](http://www.blv.admin.ch/blv/en/home.html)

### **Bundesamt für Landwirtschaft BLW**

Eidg. Pflanzenschutzdienst (EPSD)

Mattenhofstrasse 5

3003 Bern

Tel. +41 (0)58 462 25 50

Fax +41 (0)58 462 26 34

[www.blw.admin.ch/blw/en/home/nachhaltige-produktion/pflanzenschutz/pflanzengesundheit-eidg-pflanzenschutzdienst.html](http://www.blw.admin.ch/blw/en/home/nachhaltige-produktion/pflanzenschutz/pflanzengesundheit-eidg-pflanzenschutzdienst.html)

### **Bundesamt für Polizei**

Zentralstelle Waffen (ZSW)

3003 Bern

Tel. +41 (0)58 464 54 00

[www.fedpol.admin.ch/fedpol/de/home/sicherheit/waffen/die\\_zentralstelle.html](http://www.fedpol.admin.ch/fedpol/de/home/sicherheit/waffen/die_zentralstelle.html)

oder

[www.ezv.admin.ch/ezv/en/home/information-individuals/bans--restrictions-and-authorisations/weapons.html](http://www.ezv.admin.ch/ezv/en/home/information-individuals/bans--restrictions-and-authorisations/weapons.html)