



**Basel, December 2024**

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# Exhibitions in Basel

## Exhibitor information

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- When importing into Switzerland, it is mandatory to stop at the border. The goods must be declared under customs law.
  - Import
  - Transit (blue sheets ATA Carnet or transit document issued by forwarding agent)
  - Temporary admission (ZAVV, ATA Carnet)
- In the case of a definitive importation into Switzerland, VAT (8.1 % of the value of the goods or sale) and customs duty are due. The customs declaration can be made electronically in the system by a customs agency or in the [edec web platform](#) itself.
- We advise you to contact a customs clearance agency or a forwarding agent before shipping the goods and to have the clearance carried out by a specialist. This will save you the effort and any inconvenience.

**You will find the contact details of the local forwarding agents in the appendix.**





## Customs Procedures

### ATA Carnet:

The ATA Carnet can be used for the temporary importation of goods for exhibitions and trade fairs.

It must be applied for in advance at the Chamber of Commerce and Industry in your country of origin.

The document cannot be used for goods intended to be sold in Switzerland and therefore remain in the Swiss customs territory.

Basically, the ATA Carnet is a simple and quick solution for the temporary importation and exportation of goods.

The following must be complied with when clearing with an ATA carnet:

- ➔ Stop at the border crossing, go to the customs of your country of origin and have the export certified there. Afterwards, present the carnet to Swiss customs for certification of importation.
- ➔ You can find the opening hours of the customs offices responsible for trade goods here: [Opening hours for trade goods](#)
- ➔ The ATA carnet must be deposited with the staff at the stand. You must be able to present it immediately in the event of a customs inspection.
- ➔ Regardless of the clearance at the border, we recommend that you present the carnet again at the trade fair customs office.





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

The **form 11.73** authorises you for a one-off importation and is valid for two years. You can contact a customs agent to process the customs procedures and paperwork, and they will deal with all the customs formalities.

*Please make sure to get a copy of the completed and customs-stamped form so that you can show it at customs inspections.*

The **form 11.74** can be used without requiring a customs agent. It is available at the Swiss Customs Offices at the border crossings during [opening hours](#) for commercial goods.

At this point in time, the VAT and 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.

*Please leave a copy of the form with the staff at the stand so that it can be presented in the event of a customs inspection.*

[Customs declaration for temporary admission \(ZAVV\) \(admin.ch\)](#)





### Re-exportation after the exhibition

- ATA Carnet: After or immediately before the end of the fair, go to the fair customs office where the export and transit to the border will be certified.
- Form 11.73: Contact your customs agent, who will provide you with further instructions.
- Form 11.74: This form must be cleared at the border using the form 11.87. After you will be reimbursed the security deposit that was paid on importation.

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

If part or the entire shipment remains in Switzerland, it must be definitively declared for importation.

The sales price, gross weight and nature of the goods must be proven by invoices, sales lists and inventory lists.

Swiss value-added tax (VAT) of 8.1 % and any customs duties are due at the time of customs clearance.

You have two options for the customs declaration:

1. Either have the complete customs formalities handled by a customs agency for a fee or
2. You create the electronic customs declaration yourself, in which case you incur no further costs apart from the customs duties and VAT [e-dec web](#).

### Definite Import (ZAVV not possible or items sold)

We recommend you arrange customs clearance through a customs agency.

The definitive import declaration can also be made without a customs agency. For this purpose, you can use the electronic registration tool of the BAZG, "[e-dec web \(admin.ch\)](#)".

Please note that you must submit the electronically created customs declaration to the trade fair customs office (Messeplatz 7) for checking and release.

Once the customs office has approved the declaration, you will receive the receipt of payment customs and VAT, which serves as proof of correct customs clearance.

Keep these documents safe and ensure that a copy is available on the stand.

Even if the goods were cleared through customs at an earlier date, you must be able to prove the customs clearance at any time.

Information on self-declaration and the link to the platform with the e-dec web creation tool can be found at: [Einfuhrzollanmeldung e-dec web \(admin.ch\)](#)





## Forwarding agents

Forwarding agent	E-Mail	Phone
Expo-Cargo AG	<a href="mailto:info@expo-cargo.ch">info@expo-cargo.ch</a>	+41 61 284 79 90
Int. Expo Services AG	<a href="mailto:info@intexposervices.com">info@intexposervices.com</a>	+41 61 712 02 02
Schenker Schweiz AG	<a href="mailto:christine.trachsler@dbschenker.com">christine.trachsler@dbschenker.com</a>	+41 58 589 56 00
Sempex AG	<a href="mailto:info@sempex.ch">info@sempex.ch</a>	+41 58 307 77 00
Crozier Schweiz AG	<a href="mailto:info@crozier.ch">info@crozier.ch</a>	+41 43 488 99 99
Haas & Company AG	<a href="mailto:basel@haascompany.ch">basel@haascompany.ch</a>	+41 61 515 26 26
Kraft E.L.S. AG	<a href="mailto:info@kraft-els.ch">info@kraft-els.ch</a>	+41 61 337 92 30
Malca-Amit SA	<a href="mailto:info.zrh@malca-amit.com">info.zrh@malca-amit.com</a>	+41 43 255 44 55
Möbel Transport AG	<a href="mailto:basel@moebel-transport.com">basel@moebel-transport.com</a>	+41 61 335 33 33
Welti-Furrer Fine Art AG	<a href="mailto:zuerich@welti-furrer.ch">zuerich@welti-furrer.ch</a>	+41 44 444 11 11
Bianchi & Co SA	<a href="mailto:direction@bianchitrasporti.com">direction@bianchitrasporti.com</a>	+41 91 695 69 69
Brink's Switzerland	<a href="mailto:Import.zurich@brinksglobal.com">Import.zurich@brinksglobal.com</a>	+41 58 330 00 60
Ferrari Expéditions SA	<a href="mailto:info.geneva@ferrarigroup.net">info.geneva@ferrarigroup.net</a>	+41 22 798 82 60





## **Import of goods subject to restrictions or prohibitions**

- If you are planning to carry goods of animal or plant origin which may be protected species, contact the border veterinary service or the plant protection service before bringing them into Switzerland.

### **Federal Food Safety and Veterinary Office**

Tel. +41 (0)58 463 30 33

[Federal Food Safety and Veterinary Office \(admin.ch\)](https://www.admin.ch/gov/de/section/04600/index.html)

### **Federal Office for Agriculture FOAG**

Swiss Federal Plant Protection Service SPPS

Tel. +41 (0)58 462 25 50

Fax +41 (0)58 462 26 34

[Plant Health \(admin.ch\)](https://www.admin.ch/gov/de/section/04600/index.html)

- If you plan to carry goods made of precious metals or in connection with precious metals, contact the Precious Metals Control before bringing them into Switzerland.

### **Precious metal control office**

[sekretariate.ozd-emk@ezv.admin.ch](mailto:sekretariate.ozd-emk@ezv.admin.ch)

Tel. +41 (0)58 462 66 22

[Precious Metal Control \(admin.ch\)](https://www.admin.ch/gov/de/section/04600/index.html)

- If you are planning to transport weapons or dangerous objects which may be subject to the Swiss Weapons Act, please contact the Federal Office of Police "Zentralstelle Waffen".

### **Federal Office of Police Fedpol**

Tel. +41 (0)58 464 54 00

[Importing a weapon \(admin.ch\)](https://www.admin.ch/gov/de/section/04600/index.html)





## Important Information / Checklist

- Always stop at the border Customs Office when importing into Switzerland.
- Mention to the border customs officials that you will be exhibiting at a fair in Basel and then follow their instructions.
- After arriving at the exhibition, go to the customs office (Messeplatz 7).
- Make sure that the customs declaration of the goods you are carrying can be proven with documents at any time. Therefore, keep your customs documents and other documents ready at the stand during the exhibition (copies will be tolerated). If customs inspect your stand during the fair, you must be able to present them immediately.
- If it is discovered during an inspection that you were carrying undeclared goods in Switzerland at any time, this may have criminal consequences.

**If you have any questions about customs clearance for trade fairs in the Basel area, we are at your assistance.**

### **Zoll Basel Mitte**

Messeplatz 7

4058 Basel

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

[zoll.basel\\_mitte\\_messe@bazg.admin.ch](mailto:zoll.basel_mitte_messe@bazg.admin.ch)

Further Information:

[www.bazg.admin.ch](http://www.bazg.admin.ch)

