



Information sheet on customs formalities **BERNEXPO Exhibition Centre, Bern**

Enquiries regarding customs formalities

- **Custom Information Centre** [Customs Information Centre \(admin.ch\)](#)
- **When the Customs Information Centre can be reached** Monday to Friday
8.00 am to 11.30 am and 1.30 pm to 5.00 pm
- **Telephone** +41 58 467 15 15
- **Contact form link** [FOCB contact form](#)
- **Opening hours for border crossings, customs offices** [Customs offices \(admin.ch\)](#)

The Customs Information Centre answers general questions from private individuals and companies, such as importing a vehicle, moving to Switzerland, Internet shopping, border shopping, animals, and plants, and so on.

- **Mittelland Information Office Cantons BE+SO** zoll.mittelland_evo@ezv.admin.ch
- **Opening hours** Monday to Friday
9.00 am to 12.00 noon and 1.00 pm to 4.00 pm
- **Telephone** +41 58 465 54 90

1. Exhibition Centre BERNEXPO customs formalities

Entering Switzerland is associated with a variety of different requirements and directives that are necessary for you to observe and fulfil. To make it easier for you to deal with the customs regulations, we have summarized the key points for you on this information sheet.

This information sheet does not claim to be complete and is intended for general information purposes only. You may not derive any basis for legal claims based on this information sheet.

All goods imported from abroad (goods for sale, temporary imports, printed matter, booth material, vehicles [including registered vehicles], etc.) are subject to Swiss customs legislation. This means that these goods must be declared when crossing the border, the necessary formalities must be fulfilled, and import duties must be secured if applicable. There is no staffed customs office at the BERNEXPO AG venue, so customs clearance is not possible there. Customs checks are carried out at BERNEXPO. You must take care of customs clearance at a border customs office upon entering Switzerland.

You can find information on goods declaration and other customs-related aspects on the website of the Swiss Federal Office for Customs and Border Security (FOCB):

- [Goods declaration](#)
- [Information for companies](#)
- [Directives](#)

The customs formalities most commonly used at trade fairs are described below.

2. Customs declaration for temporary admission

Goods that are used temporarily in Switzerland (for the purpose of exhibition and/or uncertain sale at trade fairs) must be declared using the temporary admission procedure.

The customs forms used are either the (international) Carnet ATA or the (national) Customs Declaration for Temporary Admission (ZAVV; form 11.73 or 11.74).

The provisions of [Directive 10-60 \(Temporary Admission Procedure\)](#) and the Istanbul Convention [SR 0.631.24 – Convention of 26 June 1990 on Temporary Admission \(with Annexes\)](#) apply (*German Website*).

2.1 Value declaration in the assessment (ZAVV and Carnet ATA)

The market value or the price at which the items are offered to a buyer (highest achievable sales price) is generally to be stated as the value.

For more information on the tax base, see:

- Publication 52.03 [Importation of an item by a foreign supplier for sale on the street, at the doorstep, at an event or at a trade fair](#)
- [R-69 Value-Added Tax](#) directives (*document in German*)
- [R-69-03 Tax Base](#) directives (*document in German*)
- [R-69-10 Temporary Admission Domestically/Abroad](#) directives (*document in German*)

3. Import of CITES goods (species protection)

If goods that fall under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (e.g. ivory, tortoiseshell, reptile leather, roses, orchids, cacti) are imported, you must obtain the necessary certificates and import permits prior to importation or temporary importation. Information can be obtained from the Swiss Federal Food Safety and Veterinary Office (FSVO): Swiss Federal Food Safety and Veterinary Office (FSVO) CITES/Species Protection Division.

- **FSVO/CITES address** (FSVO) CITES
Species Protection Division
Schwarzenburgstrasse 155
3003 Bern Switzerland
- **Opening hours** [Swiss Federal Office for Food Safety and Veterinary Office \(admin.ch\)](#)
- **Telephone** +41 58 462 25 41
- **E-mail** cites@blv.admin.ch

4. Precious Metals Control (PMC)

The precious metals control legislation also applies to goods that are only temporarily imported.

- **Internet information** [Precious Metals Control \(admin.ch\)](#)
- **Precious Metals Control Offices contact, addresses** [Addresses of Precious Metals Control \(admin.ch\)](#)

5. Improper customs clearance

The exhibitor will be held fully liable for goods that have not been properly cleared through customs. If it is not possible to prove that customs clearance has been carried out properly or if it is discovered that false information was provided during customs clearance, the FOCB will definitively levy the relevant import duties, and there is a risk of criminal prosecution.

If goods failed to go through customs clearance when brought into the customs territory (upon border crossing), this cannot under any circumstances be remedied retrospectively and will result in definitive levying of customs duty.