



Basel, Mai 2025

# Handbook for exhibitors at ART Basel (Instructions for customs assessment)

On behalf of the Federal Office for Customs and Border Security (BAZG), we welcome you as an exhibitor at ART.

Various requirements and guidelines are associated with your entry.

## Basics

All goods imported from abroad are subject to Swiss customs legislation. This means that they must be assessed and import duties must be secured until the imported goods left Switzerland again.

When entering the country, it is mandatory to stop at the Swiss border customs office. Request a transit assessment for your goods to the Customs Zoll Basel Mitte. The further steps (transit clearance and temporary import assessment) will then take place domestically.

You can choose from various trade fair forwarding agents who will take care of all customs formalities and will be happy to advise you if you have any questions. You will find the contact details on the last page of this document.

There are two options for temporary import assessment, which are described in more detail below.

### **Assessment with a customs declaration for temporary admission (ZAVV)**

A ZAVV assessment is required in each case when exhibits are to be sold.

ZAVV are generally only issued by the trade fair forwarders who have provided customs guarantee to the BAZG.

The forwarding agent requires a complete list of goods from you for the correct customs assessment. Each individual display item must be entered exactly as specified on the list.

### **Requirements for the list of goods**

The following information must be listed to accurately identify the works:

- ⇒ Gallery name
- ⇒ Artist name
- ⇒ Subject / Title
- ⇒ Year of creation
- ⇒ Material
- ⇒ Dimensions
- ⇒ Value of goods (current market value valid worldwide)
- ⇒ In case of changes, the list must be adjusted immediately
- ⇒ Exhibits of Swiss origin must be listed separately in the list of goods





## Carnet ATA

In principle, the ATA carnet can only be used for goods that are re-exported abroad after being exhibited. The carnet must be obtained in advance from the competent chamber of commerce in the country of origin. It can be used to complete customs formalities in your country of origin, transit countries and Switzerland. Further information and details on issuing the carnet can be obtained from your competent chamber of commerce.

### **Of great importance for Switzerland is the sufficient number of insert sheets:**

- ⇒ **4 blue sheets (transit border - fair customs office and back)**
- ⇒ **2 white sheets (import and re-export Switzerland)**
- ⇒ **2 yellow sheets (export and reimport country of origin)**

For paintings, the ATA Carnet must contain, in addition to the information in the specified headings, additional detailed information about the works:

- ⇒ Artist name
- ⇒ Subject / Title
- ⇒ Year of creation
- ⇒ Material
- ⇒ Dimensions

## **Import of CITES goods (e.g., ivory and tortoiseshell)**

According to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), the import of these specimens and products thereof is prohibited.

For specimens that were acquired before the Convention applied to them (pre-acquisition specimens), the Federal Food Safety and Veterinary Office (FSVO) issues an import permit upon application, specifying the conditions for issuing and selling these specimens.

To confirm the pre-acquisition, submit the export permit or re-export certificate to the Canton Veterinarian Basel-Stadt. This must be certified by the species protection enforcement authority of the country of origin. It facilitates the procedure if this permit/certificate is also valid for a possible re-export to the country of origin. In the event of a sale, the exhibition forwarding agent will take care of the necessary formalities with customs and the cantonal veterinarian.

Import permits for Switzerland should be applied for at:

Federal Food Safety and Veterinary Office (FSVO)  
Division CITES / Species Protection  
Schwarzenburgstrasse 155  
3003 Bern  
Switzerland

Tel: +41 58 462 25 41 (Monday to Friday 08.30 to 12.00)

E-Mail: [cites@blv.admin.ch](mailto:cites@blv.admin.ch)

Website: <https://www.blv.admin.ch/blv/de/home/das-blv/kooperationen/internationale-institutionen/cites.html>





## **Sales during the fair**

Sold items must be definitively cleared for import or export and any import duties (VAT and customs duty) must be paid.

The assessment must be made either with an import customs clearance by a fair forwarding agent or independently via the internet platform [edec web](https://www.edec.ch/web).

→ **Customs does not perform customs clearance.**

Items sold **abroad** must be cleared through an exhibition freight forwarder.

If you fail to notify your trade fair forwarding agent and the items are exported without customs inspection, Swiss import duties must be paid for them.

## **Not proper customs clearance**

The exhibitor will be held fully liable for goods that have not been properly cleared after the close of the trade fair. If the export of the goods cannot be proven, the customs administration will definitively levy the import duties.

The above regulations must be complied with, otherwise there is a risk of criminal prosecution. This applies in particular if the imported items are not reported to the customs office for customs clearance or are reported with false information.

Any changes in customs regulations are reserved, but would be announced in due time.

**If you have any questions regarding customs clearance for trade fairs in the Basel area, please do not hesitate to contact us.**

### **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)

General information can be found at:

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

**We wish you a successful trade fair.**





Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Finance FDF

**Federal Office for Customs and Border  
Security BAZG**  
North customs

## Contact details forwarding agencies

Company	E-mail	Phone
Expo-Cargo AG	<a href="mailto:info@expo-cargo.ch">info@expo-cargo.ch</a>	+41 61 284 79 90
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
Welti-Furrer Fine Art AG	<a href="mailto:zuerich@welti-furrer.ch">zuerich@welti-furrer.ch</a>	+41 44 444 11 11

