



# United States of America

## Business Travel Guide

Compiled by:

### Swiss Business Hub USA

Atlanta, February 2022

#### ARRIVAL AND DEPARTURE

The Visa Waiver Program (VWP) allows citizens of participating countries to travel to the United States without a visa for stays of 90 days or less. As of April 1, 2016 all travelers from Switzerland and other qualifying countries must hold an electronic passport to be eligible to enter the United States visa-free. This rule applies even to those who possess a valid Electronic System for Travel Authorization (ESTA).

#### Visa Waiver Program Conditions

You may travel visa free if you meet all of the following requirements:

- You are a citizen of a Visa Waiver Program country;
- You have completed an on-line ESTA registration and received approval for visa waiver travel;
- You have a passport that is valid for at least 6 months after your planned departure from the United States (unless exempted by country-specific agreements). Swiss passports are automatically extended for six months from the date of expiration.
- You are traveling for business, pleasure or transit only;
- Your intended stay in the US does not exceed 90 days.
- You will enter the US aboard an air or sea carrier that has agreed to participate in the program. This applies to most airlines and shipping companies. You will need a visa if you travel on a private plane, official aircraft, yacht or other vessel.
- Additional conditions for eligibility in the Visa Waiver Program may apply, depending on your planned method of transit to the United States.

If you are a citizen of a Visa Waiver Program country, but have received notice that you are no longer eligible to travel to the United States under that program, you should apply for a nonimmigrant visa at least three months in advance of your desired travel date. If you do not have imminent travel plans, you should pay the nonimmigrant visa application fee, fill out the DS-160 nonimmigrant visa application form at [www.ceac.state.gov/genniv/](http://www.ceac.state.gov/genniv/), and schedule a visa appointment. If your travel is imminent, you may request an expedited visa appointment. Please include in your request the date and purpose of your travel, as well as a copy of the U.S. Customs and Border Protection message you received regarding your ESTA status.

See further application instructions on the website of our application processing partner: <http://www.ustraveldocs.com/ch/>.

Transfer from the airport to the city center:

Major U.S. airports have a number of different ground transportation options upon arrival, i.e. taxi, uber, lyft and limosine services as well as local city and certain major hotel shuttle services. In addition, some cities also have local subway/train transport directly from the respective airports.

## HEALTH REQUIREMENTS

Mandatory and recommended vaccinations:

Some vaccines are recommended or required for United States. The [CDC](#) and [WHO](#) recommend the following [vaccinations](#) for United States: [hepatitis A](#), [hepatitis B](#), [rabies](#), [meningitis](#), [polio](#), [measles, mumps and rubella \(MMR\)](#), [Tdap \(tetanus, diphtheria and pertussis\)](#), [chickenpox](#), [shingles](#), [pneumonia](#) and [influenza](#).

[COVID-19 vaccination](#) is recommended for travel to all regions, both foreign and domestic. For information regarding current COVID-19 related restrictions on travel to the United States, look here:

<https://ch.usembassy.gov/visas/nonimmigrant-visas/covid-19-travel-to-the-united-states/>

See the tables below for more information:

Recommended Travel Vaccinations for United States

VACCINE	HOW DISEASE SPREADS	DETAILS
<a href="#">COVID-19</a>	Airborne & Direct Contact	Recommended for all unvaccinated individuals who qualify
<a href="#">Hepatitis A</a>	Food & Water	Recommended for most travelers
<a href="#">Hepatitis B</a>	Blood & Body Fluids	Accelerated schedule available
<a href="#">Rabies</a>	Saliva of Infected Animals	Vaccine recommended for long-term travelers and those with contact with animals.

## Routine Vaccinations for United States

VACCINE	HOW DISEASE SPREADS	DETAILS
<u>Measles Mumps Rubella (MMR)</u>	Various Vectors	Given to anyone unvaccinated and/or born after 1957. booster recommended.
<u>TDAP (Tetanus, Diphtheria &amp; Pertussis)</u>	Wounds & Airborne	Only one adult booster of pertussis required.
<u>Chickenpox</u>	Direct Contact & Airborne	Given to those unvaccinated that did not have chickenpox.
<u>Shingles</u>	Direct Contact	Vaccine can still be given if you have had shingles.
<u>Pneumonia</u>	Airborne	Two vaccines given separately. All 65+ or immunocompromised receive both.
<u>Influenza</u>	Airborne	Vaccine components change annually.
<u>Meningitis</u>	Airborne & Direct Contact	Given to anyone unvaccinated or at an increased risk, college students.
<u>Polio</u>	Food & Water	Considered a routine vaccination for most travel itineraries. booster recommended.

Sources: [CDC](#), [WHO](#) and [ISTM](#)

### Mandatory medical insurance:

Before you leave your home country invest in Travel/Emergency Medical Insurance. Talk to your travel agent or go online and search for a company that can underwrite a policy for you. It is an inexpensive piece of mind coverage compared to what you may be charged in the case of a full blown (or simple) incident.

You might want to visit USTIA (United States Travel Insurance Association) website at <http://www.ustia.org/> to see the list of authorized insurance providers. If you would like to compare various insurance plans and select the best fit for your visit, you could check out sites like <https://www.multichoiceinsurance.com> | <http://www.visitorguard.com> | [www.visitorshield.com](http://www.visitorshield.com) | [www.visitorscoverage.com](http://www.visitorscoverage.com) | [www.path2usa.com/insurance/](http://www.path2usa.com/insurance/) | [www.insubuy.com](http://www.insubuy.com) that help you compare, get quotes and buy travel insurance online hassle-free.

You may encounter insects, spiders, or snakes in the area that you are unfamiliar with: rattlesnakes, Gila monsters, black widows, scorpions, coral snakes, african bees, fire ants, copperheads, and water moccasins are all native to the United States and all are venomous. If you are bitten or stung, please call the poison center at 1-800-222-1222. Try to remain calm if you are bitten and try to minimize movement if you can: many of the above have hemotoxins in their venom (the more you move the more it circulates through the body) do not hesitate if you think you have been bitten: time counts.

In the event of a non-emergency illness, hotel concierges can arrange for consultations. Inquire about prices, as the fee-for-service nature of American medicine may be unfamiliar to visitors from overseas with government-sponsored health programs. Most travel insurance plans will also provide a multi-lingual emergency assistance service that can be contacted 24/7, it is advisable to always keep this information handy.

## **PUBLIC SECURITY / RECOMMENDED PRECAUTIONS**

Police officers patrolling in cars, on foot and on horseback are a very common sight in American cities and have highly trained professionals. They deal with everything from typical traffic stops and domestic disturbances to more dangerous situations, like robberies, violent crimes and weather related disasters. Generally speaking a visitor will see these men and women both on and off duty, and one of their key jobs is keeping the peace during festivals, major events or for parades; they also patrol the beat during the week and on weekends near bars and other entertainment spots to make sure order is kept. Unlike many countries, American police officers wear their guns, and are trained to use them. However, they do not typically use them unless they absolutely have to do it, like in cases of armed robbery, assault, rape, or other violent crimes. That being said, one should always treat a policeman with respect, and call him or her "officer". Policemen can be quite helpful in sorting out where to go if you are lost and can be a great asset if you are in need of any law enforcement intervention. Never attempt to touch a police officer's gun and do not ever attempt to bribe him, since the first is a very dangerous move and the second is a serious crime - you will be arrested for this and brought in front of a judge, with a very heavy penalty.

Theft and pick-pocketing are common in urban areas in the United States. Never leave your valuables alone or out of sight in heavily populated areas. Credit card fraud can also be common, especially during holiday periods. Make sure your card is always in sight and make sure to check into your bank account regularly. Violent crime can occur in disadvantaged areas due to gang violence. The chance of a tourist being involved in violent crimes such as this is low.

As concerns smoking, it is illegal for anyone under the age of 18 to smoke. Buying cigarettes for a minor can range anywhere from a \$500.00 fine to jail time. Smoking restrictions vary greatly from place to place, from having no restrictions at all to complete city-wide bans. Smoking is prohibited on airplanes and in any public restaurant entirely-it is seen as a fire risk (this includes smoking in the toilet of a plane: you may force the plane to land if you are caught; Once on the ground, laws may be enacted by individual states, counties, and cities. Some laws even limit outdoor smoking by prohibiting smoking within a certain distance from a building's entrance. Observe to see if others around you are smoking, or ask if anyone minds before doing so. Fines for smoking in a prohibited place range in amount from \$50 on up to \$1,000, plus offenders may be thrown out of an establishment for violating house rules, sometimes barred forever. Americans rarely walk around when smoking. They find a place that allows smoking (away from restricted areas) and usually stay in one place until done with their cigarette.

<https://www.eda.admin.ch/eda/en/fdfa/representations-and-travel-advice/usa.html>

## **TIME ZONE**

In the U.S., time is read on a 12-hour clock with a.m. (before noon) and p.m. (after noon). If you are told 8 o'clock, it could mean 08:00 or 20:00. Make sure to ask or specify a.m. or p.m.

The United States and its territories operate under the following nine time zones (only four of which apply to the continental U.S.):

Atlantic Time (AST) - Puerto Rico, U.S. Virgin Islands

Eastern Standard Time (EST)

Central Standard Time (CST)

Mountain Standard Time (MST)

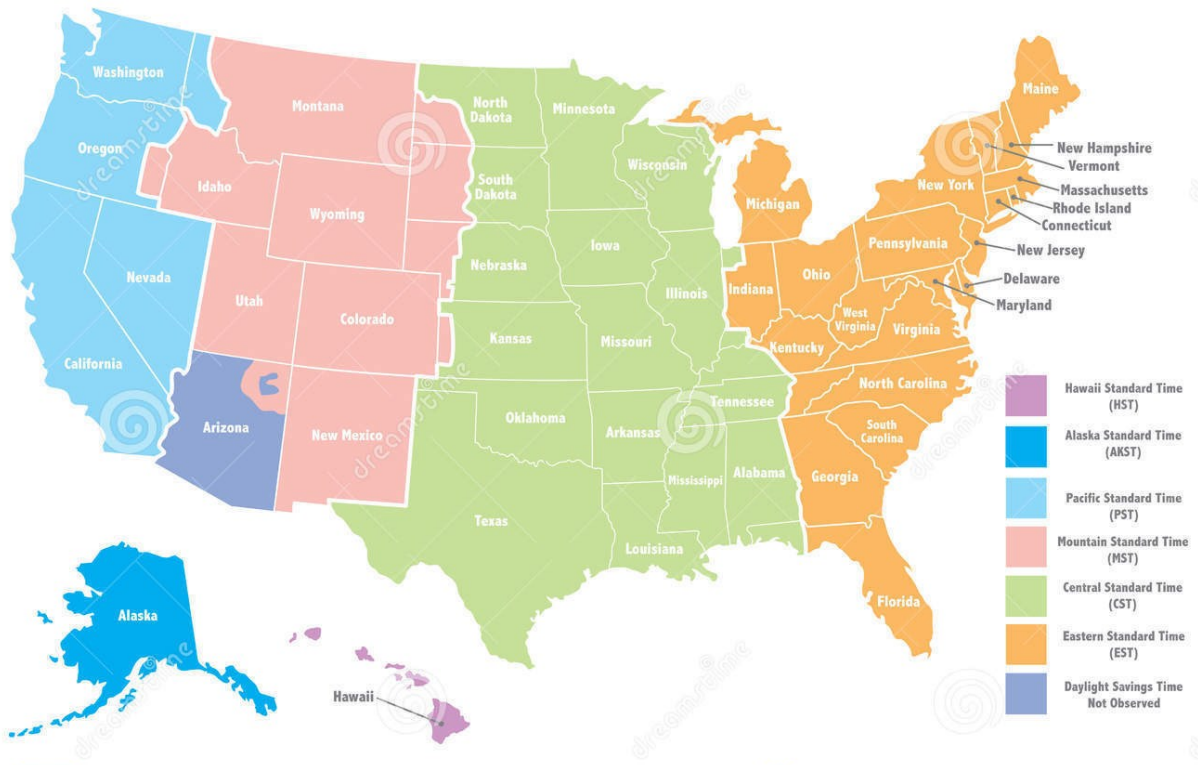
Pacific Standard Time (PST)

Alaska Standard Time (AKST)

Hawaii-Aleutian Time (HAST)

Samoa Standard Time (SST) - American Samoa, Midway Islands

Chamorro Standard Time (ChST) - Guam, Northern Mariana Islands



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## Daylight Saving Time

The United States utilizes daylight saving time. The adage “spring forward, fall back” applies to daylight saving time. Clocks are set ahead one hour on the second Sunday in March and turned back one hour on the first Sunday of November. Arizona, Hawaii and the territories of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands do not follow daylight saving time.

Time difference between Switzerland and the United States varies depending on which of the four continental time zones you are in.

Washington D.C./New York City	-6 hours (EST)
Chicago	-7 hours (CST)
Denver	-8 hours (MST)
Los Angeles / San Francisco	-9 hours (PST)

## BUSINESS HOURS

Business hours vary greatly across the U.S. Big cities tend to have longer or even 24-hour business openings, while small towns have more limited service hours and increased closures during off-peak times. It is always helpful to check operating hours in advance. Here are some general business hours in the United States:

Banks:

Monday-Thursday: 9 a.m.-5 p.m.

Friday: 9 a.m.-6 p.m.

Saturday: 9 a.m.-12 p.m.

Sunday: Closed

ATM open 24 hours

Post Offices:

Monday-Friday: 8:30 a.m.-5 p.m.

Saturday: 9 a.m.-12 p.m.

Sunday: Closed

Shopping Malls and Department Stores:

Monday-Saturday: 10 a.m.-9 p.m.

Sunday: 11 a.m.-6 p.m.

Supermarkets:

Daily: 8 a.m. - 10 p.m.

Some open 24 hours

Convenience Stores:

Open: 24 hours or until 12 a.m.; sells food, drinks, toiletries and other necessities

Beauty Salons:

Tuesday-Saturday: 10 a.m.-7 p.m.

Sunday-Monday: usually closed

Bars: Daily: 5 p.m.-2 a.m., depending on location

## PUBLIC HOLIDAYS

[HTTPS://WWW.OFFICEHOLIDAYS.COM/COUNTRIES/USA/2022](https://www.officeholidays.com/countries/usa/2022)

<b>New Year's Day</b>	January 1
<b>Martin Luther King, Jr. Day</b>	Third Monday in January
<b>President's Day</b>	Third Monday in February
<b>Memorial Day</b>	Last Monday in May
<b>Juneteenth</b>	June 19
<b>Independence Day (National holiday)</b>	July 4
<b>Labor Day</b>	First Monday in September
<b>Columbus Day</b>	Second Monday in October
<b>Veterans Day</b>	November 11
<b>Thanksgiving Day</b>	4th Thursday in November
<b>Christmas Day</b>	December 25

## NATIONAL TRADE FAIR CALENDAR

The dates of the main trade fairs can be obtained from:

<https://eventsinamerica.com/events/trade-shows/2022>

## COMMUNICATION: TELEPHONE AND INTERNET

United State's country code is: +001

Local SIM card can be bought at: As long as you own a GSM [unlocked phone](#) that's compatible with local networks such as T-Mobile and AT&T, getting a SIM card online or at a local retailer is both easy and affordable. These are some of the best prepaid SIM Cards for U.S. travelers and tourists to consider.

- [Best overall: Ultra Mobile Tourist](#)
- [Best prepaid data plan: T-Mobile Prepaid](#)
- [Best runner up: AT&T Prepaid](#)
- [Best extended stay: Mint Mobile](#)
- [Best value: Lycamobile](#)
- [Best data only: Cricket Wireless](#)

### Important phone numbers:

Police	911
Fire department	911
Medical emergency	911

Call 911 for all emergencies, police, fire, and medical. There are still some rural areas where the 911 number is not functional and one needs to call specific numbers for help. All urban and essentially all suburban regions follow the universal 911 code availability. If you dial 911 on a wireless phone, make sure to tell the operator where exactly you are located as GPS phone location technology is not offered on all phone companies and 911 call centers. Also some 911 call centers for cell phone calls are directed to a state (not local) operated call center, thus the importance to tell the operator exactly where you are, who you are, and what is the situation.

### Cell Phone and Internet Connectivity:

While it is called "mobile phone" in British English, it is "cell phone" in American English.

There are three major cell phone operators in the United States that offer nationwide wireless services - Verizon, AT&T and T-Mobile; All three operate networks using the LTE standard for their 4G and also offer 5G services.

Over 90% of Americans have access to the internet and  $\frac{3}{4}$  of them have broadband internet service in their homes. All U.S. states provide a great deal when it comes to providing free public wifi in public places and restaurants.



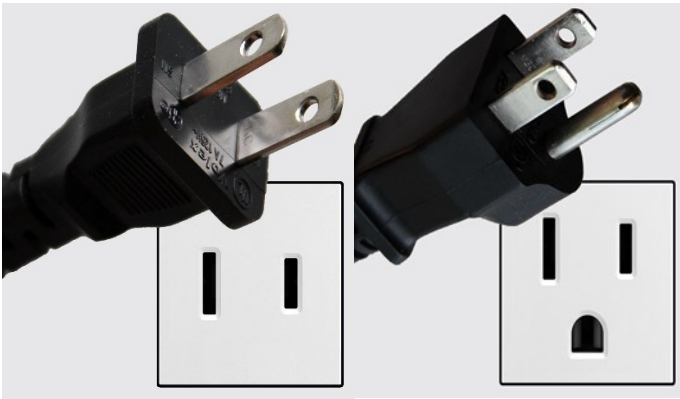
## ELECTRICITY SUPPLY

The standard in the United States is 120V and 60Hz AC electricity.

Residential voltage in the USA is 120 / 240 volts AC. Power enters the dwelling's main electrical panel from a power company transformer as two 120 volt lines with phases that are 180 degrees apart. 120 and 240 volts (along with neutral and ground) is then distributed to outlet boxes (switch, receptacle, light fixture, etc) throughout the dwelling.

Residential electric ranges, electric dryers and central air conditioners usually need 240 volts to operate. 240 volts is achieved when combining two sources of 120 volts of different phases (A and B phases).

Electricity plug and socket:



### Type A

- 2 pins
- not grounded
- 15 A
- almost always 100 – 127 V
- socket compatible with plug type A

### Type B

- 3 pins
- grounded
- 15 A
- almost always 100 – 127 V
- socket compatible with plug types A & B

## METHODS OF PAYMENT

National currency in the United States is the U.S. dollar which is divided into 100 cents. The dollar is denoted internally by the symbol \$ and externally by the symbol US\$ or USD. The U.S. dollar is fully convertible.

Exchange rate as of February 9, 2022: CHF 1 = USD 1.08

The United States generally does not impose exchange controls or restrictions on the flow of currency in or out of the country. However, a Report of International Transportation of Currency and Monetary Instruments (FinCEN 105) must be filed with a customs officer at the port of entry or with the Commissioner of Customs in Washington D.C., if amounts exceeding \$10,000 in currency or other monetary instruments are transported to or from the United States on any one occasion. In addition, financial and commercial transactions with certain countries require Department of the Treasury licensing.

Tipping: While tipping is not mandatory in most of the United States, it is customary in many circumstances for service, especially at almost all sit-down restaurants which offer table service and many food servers depend on tips as an essential part of their wage. Generally, the average tip is 15% to 20% of the total meal cost.

Keep in mind that those who provide service are often dependent on tip income and generally are grateful for any tips received, especially when prompt and exceptional service has been provided. Tipping is the means by which to acknowledge good service. Besides servers, tips are also given to bartenders, baristas, food delivery service people, movers, hotel valet staff, concierge and housekeeping, hair and nail technicians and parking attendants. For more details see: <https://money.usnews.com/money/personal-finance/articles/tipping-etiquette-101>

Acceptance of methods of payment:

	everywhere	almost everywhere	limited	not accepted
Cash (national currency)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash (foreign currency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MasterCard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Express	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diners (wherever Master Card is accepted)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apple Pay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google/Samsung Pay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venmo (between individuals mostly)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zelle (via bank accounts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DOMESTIC TRAVEL, LOCAL TRANSPORT

### Flights

Flying is by far the quickest way to travel around the U.S. It's often more expensive than public transport but there are good deals to be found if you book in advance and travel outside of peak times.

### Train

[Amtrak](#) operates high-speed trains linking cities around the nation. Multi-ride tickets and rail passes are available.

### Bus

[Trailways](#), [Megabus](#), and [Greyhound](#) operate low-cost long-distance bus services to destinations all around the United States.

Taxi fare for a 15 minutes journey: The cost varies greatly from city to city. There is a flat fee base fare of approx.. \$2.50 then every mile traveled is charged a per mile charge which varies depending on the city.

Main ride hailing apps: Uber [www.uber.com](http://www.uber.com)

Lyft [www.lyft.com](http://www.lyft.com)

Main method of payment for taxi and subways: cash, debit/credit card, tokens, frequent rider cards

Car rental in the U..S is easy, simply because there is a wide variety of global brand car rental suppliers to choose from.

The top car rental brands are Hertz, Avis, Budget, Alamo, National, Dollar, Thrifty, Europcar and now Enterprise.

- **Best for the Cheapest Base Rates:** [Sixt rent a car](#)
- **Best for Customer Service:** [Hertz](#)
- **Best for the Most Locations Throughout the U.S.:** [Enterprise Rent-A-Car](#)
- **Best for Comfort and Quality of Vehicles:** [Sixt rent a car](#)
- **Best for Prepaid Car Rentals:** [Avis](#)
- **Best for the Most Rewarding Loyalty Program:** [Dollar Car Rental](#)
- **Best for Avoiding Additional Fees:** [Enterprise](#)
- **Best for the Slickest Return Process:** [Alamo Rent a Car](#)

## ACCOMMODATION, TEMPORARY OFFICE SPACE

<https://www.coworkingresources.org/blog/largest-coworking-companies>

Temporary office space otherwise known as coworking companies are enticing for potential members in many ways. They have multiple locations in most [major cities](#), which means wherever you are, there will most likely be one close to your home or even your [Airbnb](#) when you're traveling. Plus they often have flexible [membership](#) options that grant access to multiple locations, especially for members of larger coworking companies. This is a huge benefit to users that travel frequently — whether it's for work, to meet clients, or simply for pleasure.

The biggest coworking companies include:

- Impact Hub
- WeWork
- Your Alley
- Knotel
- District Cowork
- Make Office
- Industrious Office
- Techspace
- Venture X
- Serendipity Labs
- Green Desk
- SomeCentral
- Spaces

## LANGUAGES USED FOR BUSINESS

American English is the official language with Spanish also being spoken in certain regions and cities like Miami, Florida and areas closer to the Mexican border or where there are larger concentrations of Hispanic people living.

## BUSINESS PRACTICES

American business culture is efficiency-oriented and money-driven. "Time is money" means that no one has time to waste with business opportunities that would not be thoroughly prepared and/or could not demonstrate their return on investment. The culture of the country is also based on the belief that it is hard work that drives success, not status or age.

Depending on the industry, region or company history, the hierarchy can be vertical or flat. Thus, the respect of hierarchical differences may vary and it is advised to learn the rank and titles of all the members you engage with inside an organisation. Decision-making is often a well-defined process inside the organisation. Final decisions are usually made quickly by a person with chief authority, but anyone is welcome to express their opinion in meetings or during the decision-making process, no matter their age or position in the hierarchy.

In general, it is not necessary to develop a personal relationship to establish a lasting and successful business relationship. Americans are generally more interested in your product, service or project, expected payoffs as well as quality of the business collaboration, rather than trying to create a personal relationship.

### Tips for initiating business contacts:

Americans are used to communicating by email and then engage with other forms of more direct communication, such as Skype or conference calls. Emails are expected to be short and straight to the point in order to be quick to read, direct, clear and efficient.

### Scheduling Meetings:

Punctuality and time management is a fundamental value in US business culture, both in terms of time to start the meeting / call and time to terminate it. Tardiness may reflect disrespect and rudeness. In situations where you know you will be late, even by a few minutes, you should tell your American partner about your delay and offer to postpone the meeting.

Meeting agendas are common, timed in advance, and usually followed quite carefully. Organize yourself to address all the topics of a meeting within the timeframe assigned to it, or you take the risk that your agenda will only be partially covered, as your counterparts will move to their next commitments when the time planned for the meeting finishes. During discussions, it is common to have small talk on a light subject before talking business to create a comfortable environment: weather, travel conditions, sports, a joke, etc. After this short introduction, most Americans start the meeting by getting directly to the point, even when expressing disagreement, and can very well start negotiations by clearly stating their position from the beginning.

During presentations, it is advised to use statistics, evidence and hard data to back up your claims. It is essential to be direct, clear, transparent and open about all matters. Do not be overwhelmed if your American partners impose harsh negotiation terms in order to obtain greater negotiation margins.

Interaction, participation and concentration are important to prove your preparation and interest. Americans are rather uncomfortable with silence, which is usually avoided in business meetings. The use of humor is appreciated and well received, since it facilitates openness in business relations. It is not polite to interrupt someone talking. When the meeting is not scheduled around a meal, snacks are common.

Business meetings that include lunch or dinner are not very common. However if a meeting is conducted in such a context, the business conversation usually begins almost immediately or as soon as everyone has ordered their food.

### Business cards:

There is no specific protocol for the exchange of business cards. It can be done either during introductions, at the beginning of the meeting or when leaving. Most business people now show their position and details in the signature of their email messages template, so business cards tend to be less and less needed. Another medium of communication is increasingly used: LinkedIn. It is replacing business cards as the go-to way to meet contacts and pass on details.

### Business attire:

Appropriate dress usually depends on region, industry, position, company culture, client facing vs. back-office etc. Senior managers and clients facing workers tend to dress formally at all times (e.g. banking, consulting, sales, lawyers, etc.). In general IT companies do not impose a formal dress code.

## Introducing yourself:

You should give a firm handshake, with direct eye contact and a smile, but respect 2 or 3 feet distance from your partner; do not hug or kiss.

When meeting someone for the first time, it is advised to address your business partners with a title, such as “Dr”, “Ms”, “Ms” or “Mrs” and their last name. The use of first names is common to address counterparts in business meetings, but it is recommended to wait for your American counterparts to do it first or to invite you to do so.

## Offering and accepting gifts and invitations:

Because of anti-bribery policies, it is advised not to offer gifts to your U.S. partners. Cash gifts are clearly inappropriate and, in some US companies, it is stated in the contracts or in the internal policies that employees should not be offered any form of gifts. Even paying for your U.S. counterpart’s lunch could be considered inappropriate.

## Sensitive topics:

Controversial topics may include politics, religion, homosexuality, racism, abortion, criticism of the government, and criticism of an individual’s patriotism. As in any country, locals generally do not take too kindly to constant criticisms of their government by foreigners. Make sure you know the political leanings and temperaments of those around you before broaching such topics.

Discussions of wealth or money. Americans generally do not discuss how much money they make or how much they paid for certain high-end items (such as houses, cars, boats, TV systems, etc.) cost. It is considered very rude to ask and is even more uncomfortable to discuss.

## BUSINESS RISKS

Some of the more common types of risk which companies have to look out for in the U.S. are economic, compliance, security and fraud, financial, reputation, operational and competition. For small businesses, the most common types of fraud are workman’s compensation, check tampering, revenue skimming, fraudulent invoicing, payroll fraud and vendor billing fraud.

Swiss Export Risk Insurance SERV insures political and *del credere* risks involved in exporting goods and services .

[Products for exporters](#)

[Product for service providers](#)

[Products for financial institutions](#)

The full range of services and products offered by SERV can be obtained at [www.serv-ch.com](http://www.serv-ch.com).

Your contact person in Zurich

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## IMPORT OF SAMPLES AND CATALOGS

The ATA Carnet is an international customs document which allows an individual traveler / business to temporarily export or import goods (samples or catalogs i.e. for trade show participation) for commercial purposes to and from a country without having to pay duty or value-added taxes on the goods. ATA Carnets serve as a guarantee for signatory countries against the payment of customs duties that may become due on goods that are not re-exported as required. “ATA” stands for the combined French and English words “Admission Temporaire – Temporary Admission.” There are

87 countries and territories that accept carnets. See a complete list of Carnet countries <https://www.atacarnet.com/carnet-countries>

Most merchandise can be listed on a Carnet. Virtually all types of goods and equipment can be transported under the ATA Carnet:

- Commercial Samples
- Professional Equipment (Tools of the Trade)
- Goods for Fairs & Exhibitions (limited to 6 months)

See the [complete list of Merchandise categories covered by Carnet here](#).

To get more information about Carnets please call the boomerang carnets® Carnet HelpLine® at (800) ATA-2900/ (800)282-2900 see the LinkedIn ATA Carnet User & Discussion Group, or email [Info@ATACarnet.com](mailto:Info@ATACarnet.com)

## **USEFUL LOCAL WEBSITES, ADDRESSES, EMAIL AND TELEPHONE NUMBERS**

Business news: <https://www.fluentu.com/blog/business-english/business-news-in-english/>

Forbes

- CNBC
- Bloomberg
- Business Insider
- Market Watch
- Entrepreneur
- Wall Street Journal
- Financial Times

Centers for Disease Control and Prevention [www.cdc.gov](http://www.cdc.gov) 1-800-232-4636

Customs and Border Protection [www.cbp.gov](http://www.cbp.gov) 1-877-227-5511 or 1 202-325-8000

Small Business Administration [www.sba.gov](http://www.sba.gov)

Department of the Treasury, Internal Revenue Service [www.irs.gov](http://www.irs.gov)

U.S. Citizenship and Immigration Services [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)

U.S. Department of State, Visa Services <http://travel.state.gov/visa/>

## ADDRESSES OF EMBASSY AND CONSULATES OF SWITZERLAND IN THE UNITED STATES

### Embassy of Switzerland

Consular district: District of Columbia (DC) and the States of Delaware (DE), Illinois (IL), Indiana (IN), Iowa (IA), Kansas (KS), Kentucky (KY), Maryland (MD), Missouri (MO), Nebraska (NE), Virginia (VA), West Virginia (WV), Northern Mariana Islands (MP) and Guam (GU)

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Washington, DC 20007-4105  
United States of America

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Fax Headquarters +1 202 387 2564

General inquiries [washington@eda.admin.ch](mailto:washington@eda.admin.ch)  
Media inquiries [washington.media@eda.admin.ch](mailto:washington.media@eda.admin.ch)  
Chancery [washington.chancery@eda.admin.ch](mailto:washington.chancery@eda.admin.ch)  
Visa [washington.visa@eda.admin.ch](mailto:washington.visa@eda.admin.ch)  
Website  
<http://www.eda.admin.ch/washington>

### Consulate General Atlanta

Consular district: The states of Georgia, Alabama, Arkansas, North and South Carolina, Florida, Louisiana, Mississippi, Oklahoma, Tennessee, Texas and the Cayman Islands

Consulate General of Switzerland  
1349 W Peachtree Street NW  
Suite 1000  
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Consular services [atlanta.civil@eda.admin.ch](mailto:atlanta.civil@eda.admin.ch)  
Swiss Business Hub USA [Kimberly.Shulman@eda.admin.ch](mailto:Kimberly.Shulman@eda.admin.ch)  
Website <http://www.eda.admin.ch/atlanta>

## Consulate General Chicago

Consular district: For all consular affairs please contact the Swiss Embassy in Washington (for the following states: Illinois, Indiana, Iowa, Kansas, Missouri, Nebraska) or the Consulate General of Switzerland in New York (for the following states: Michigan, Minnesota, North Dakota, South Dakota, Wisconsin).

Consulate General of Switzerland  
875 North Michigan Avenue #3880  
Chicago, Illinois 60611  
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Fax Headquarters +1 312 944 8290  
Headquarters [chicago@eda.admin.ch](mailto:chicago@eda.admin.ch)  
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Michigan, Minnesota, North Dakota, South Dakota, Wisconsin [newyork@eda.admin.ch](mailto:newyork@eda.admin.ch)  
Website <http://www.eda.admin.ch/chicago>

## Consulate General New York

Consular district: The states of New York, New Jersey, Massachusetts, Pennsylvania, Connecticut, Wisconsin, Ohio, Michigan, Minnesota, New Hampshire, Vermont, Maine, Rhode Island, Puerto Rico, Bermuda, South Dakota, North Dakota, U.S. Virgin Islands

Consulate General of Switzerland  
633 Third Avenue, 30th floor  
New York, NY 10017-6706  
United States of America

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General inquiries [newyork@eda.admin.ch](mailto:newyork@eda.admin.ch)  
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Diplomatic Division [nyc.culture@eda.admin.ch](mailto:nyc.culture@eda.admin.ch)  
Visa [newyork.visa@eda.admin.ch](mailto:newyork.visa@eda.admin.ch)  
Website <https://www.eda.admin.ch/newyork>



## **Consulate General San Francisco**

Consular district: States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming

Consulate General of Switzerland  
Pier 17, Suite 600  
San Francisco, CA 94111

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Visa [sanfrancisco.visa@eda.admin.ch](mailto:sanfrancisco.visa@eda.admin.ch)  
Website <http://www.eda.admin.ch/sf>

## **Mission/Delegation/Permanent Representation New York UN**

Permanent Mission of Switzerland to the UN  
633, Third Avenue, 29th floor  
New York, NY 10017-6706  
United States of America

Phone Headquarters +1 212 286 1540

Fax Headquarters +1 212 286 1555

Headquarters [newyork.un@eda.admin.ch](mailto:newyork.un@eda.admin.ch)  
Website <http://www.eda.admin.ch/missny>

## **Swiss Business Hub New York**

Swiss Business Hub USA  
c/o Consulate General of Switzerland  
633 Third Avenue, 30th floor  
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United States of America

Phone Headquarters +1 212 599 5700

Fax Headquarters +1 212 599 4266

Headquarters [nyc.sbhusa@eda.admin.ch](mailto:nyc.sbhusa@eda.admin.ch)

## ADDRESSES BILATERAL, NATIONAL AND LOCAL CHAMBER OF COMMERCE

There are local chambers of commerce in each county of every state in the U.S. For a complete list by state and county see: <https://www.uschamber.com/co/chambers>

The U.S. Chamber of Commerce is the world's largest business organization. Their members range from the small businesses and chambers of commerce across the country that support their communities, to the leading industry associations and global corporations that innovate and solve for the world's challenges, to the emerging and fast-growing industries that are shaping the future.

U.S. Chamber of Commerce  
1615 H Street, NW  
Washington, DC 20062-2000  
Telephone: 202-659-6000

Regional offices: <https://www.uschamber.com/u-s-chamber-regional-offices#entry:18578@1>

### Swiss-American Chamber of Commerce

CEO:	Martin Naville
President:	Sergio P. Ermotti
Address:	Talacker 41 8001 Zürich Switzerland
Phone:	+41 43 443 72 00
Mail:	<a href="mailto:info@amcham.ch">info@amcham.ch</a>
www:	<a href="http://www.amcham.ch">www.amcham.ch</a>

### New York Chapter

Address:	Swiss-American Chamber of Commerce New York Chapter Ms. Christine Hubacher Administration Office 500 Fifth Avenue, Room 1800 New York NY 10110 / USA
President:	Dennis Michael McCann
Phone:	+1 (203) 719-1850
Mail:	<a href="mailto:newyork@amcham.ch">newyork@amcham.ch</a>

www: [www.sacc.net](http://www.sacc.net)

### **Boston Chapter**

Address: Swiss-American Chamber of Commerce  
Boston Chapter  
420 Broadway  
Cambridge, MA 02138

President: Patrick Ballmer  
VP, Head of Business Unit America  
SOTAX Corporation  
2400 Computer Drive  
Westborough, MA 01581

Phone: +1 (508) 417-1112

Phone: +1 (415) 962-5000

Mail: [sanfrancisco@amchma.ch](mailto:sanfrancisco@amchma.ch)

www: [www.sacc.net](http://www.sacc.net)

### **San Francisco Chapter**

Address: Swiss-American Chamber of Commerce  
California - San Francisco Chapter  
P.O. Box 26007  
CA 94126-6007 / USA

President: Philipp Barmettler

Mail: [sanfrancisco@amchma.ch](mailto:sanfrancisco@amchma.ch)

www: [www.sacc.net](http://www.sacc.net)

## **Southeast USA Chapter**

Address: 1633 Sands Place SE  
Marietta, GA 30067

President: Kurt Boehni  
General Manager & President  
U.S. Train Products, LLC  
1633 Sands Place SE  
Marietta, GA 30067

Phone: +1 (770) 953-9224

Phone: +1 (678) 415-4219

[southeastusa@amcham.ch](mailto:southeastusa@amcham.ch)

www: [www.sacc.net](http://www.sacc.net)

## **Southeast USA Chapter, Florida Division**

Address: Southeast USA Chapter, Florida Division  
1200 Brickell Ave.  
#507  
Miami, FL 33131

President: Mr. Rene Riedi

Phone: +

Mail: [K.Weibel@saccfl.com](mailto:K.Weibel@saccfl.com)

## ADDRESSES OF THE EMBASSY AND CONSULATES OF THE UNITED STATES IN OR FOR SWITZERLAND

### **Embassy of the United States in Switzerland**

U.S. Embassy Bern  
Sulgeneckstrasse 19  
CH-3007 Bern, Switzerland  
Tel: 031 357 70 11  
Fax: 031 357 73 20

#### **Opening times:**

<https://ch.usembassy.gov/embassy/locations-in-switzerland/u-s-embassy-bern/>

### **U.S. Consular Agency Zürich**

Dufourstrasse 101, 3rd floor  
8008 Zurich

#### **Opening times:**

Monday: 10 a.m. – 1 p.m.

Tuesday: 10 a.m. – 1 p.m.

Wednesday: 9.30 a.m. – 12:30 p.m.  
1:30 p.m. – 4:30 p.m.

Thursday: 10 a.m. – 1:00 p.m.

Friday: Closed

### **U.S. Consular Agency Geneva**

Rue François-Versonnex 7  
1207 Geneva

## Opening times:

Monday: 8:30 a.m. – 11:30 a.m.

Tuesday: Closed

Wednesday: 8:30 a.m. – 11:30 a.m.

1:30 p.m. – 4:30 p.m.

Thursday: 8:30 a.m. – 11:30 a.m.

1:30 p.m. – 4:30 p.m.

Friday: Closed

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