



GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBIT MATERIALS TO CZECH REPUBLIC

EUCAP Prague 2012 26.-30.03.2012

All goods should be shipped on a prepaid basis and should arrive to Czech Republic

1. Courier Shipments

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

Notify for bag insert:

EUCAP 2012

BAGS INSERT

Exhibitor:

C/o BECKSPEDITION

Notify for exhibit. Shipt:

EUCAP 2012

Stand no:

Exhibitor:.....

c/o BECKSPEDITION

Delivery address:

BECKSPEDITION
Kongresové centrum Praha
5.května 65
140 00 Praha 4
Czech Republic

Consignee address on proforma-invoice:

Ing. Pavel Beck - BECKSPEDITION
Chrastavská 113/4
190 00 Praha 9
Czech Republic

Fax: **420/286881730, Phone:Monika Veselá+420724328380

Pavel Beck +420 602 311950

E-mail: beck.pavel@volny.cz , monik.vesela@seznam.cz

Notify: The name of the exhibition / congress: EUCAP 2012

Exhibitor

Hall no... Stand no...

c/o BECKSPEDITION PRAGUE

2. Airfreight Shipments

Please send all airfreight shipments to Prague airport only. Airway bill (AWB) must be sent prepaid and consigned to:

Consignee:

Ing. Pavel Beck

Chrastavská 113/4

190 00 Praha 9



Czech Republic

Notify: The name of the exhibition / congress: EUCAP 2012
Exhibitor
Hall no... Stand no...
c/o BECKSPEDITION PRAGUE

IMPORTATNT!!!!

Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

3. Full load trucks

Delivery Address:

Kongresové centrum Praha (Prague Congress Centre)
C/o BECKSPEDITION
5. kvetna 65
140 00 Prague 4
Czech Republic

ADVICE OF SHIPMENTS:

All shipments should be advice by E-mail to us latest 2 days before the arrival of the goods to Czech Republic.

INSURANCE

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

PAYMENT TERMS

In order to ensure move in/out of your shipmet/s please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff.

All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Please find enclosed our Tariff for the services as above and our order form.

With kind regards

Pavel Beck

FORWARDING TARIFF

EUR

1. **HANDLING CHARGES – direct deliveries / collections at exhibition site**
 - 1.1. Unloading / delivery to the stand or
collection from the stand / loading on the truck
minimum rate 18/100,-Kgs
112/consignment
2. **AIR CARGO , POST, COURIER CONSIGNMENTS**
 - 2.1. Consignments up to 50 kilograms 75/consignment
 - 2.2. Consignments up to 100 kilograms 95/consignment
 - 2.3. Consignments over 100 kilograms
minimum rate over 100Kgs 25/100,-Kgs
112/consignment
 - 2.4. Transport from the airport PRG-Ruzyne to exhibition site 105/consignment
3. **SURCHARGES (will be added to the basic charge – if applicable)**
 - 3.1. Upper Floor surcharge 25% of the rate
 - 3.2. Unpacked goods 25% of the rate
 - 3.3. Saturdays, Sundays , Holidays surcharges 25% of the rate
4. **CUSTOMS CHARGES**
 - 4.1. Opening of the temporary customs admission,
prolongation or cancellation of temporary admission 10/100Kgs
 - 4.2. Definitive importation 10/100Kgs
minimum rate 75/consignment
maximum rate 125/consignment
 - 4.3. Customs declaration 5/declaration
 - 4.4 . each customs item (BTN number) 3/item
 - 4.5. Customs security charges for temporary admission
minimum rate 0,5% from the value
36/consignment
 - 4.6. ATA-Carnet import or export customs clearance 50/Carnet
 - 4.7. Issuing and TIR Carnet customs clearance for reexport 65/Carnet
 - 4.8. Issuing and T1 tranzit customs clearance for reexport 45/T1 document
 - 4.9. Customs security charges for tranzit / reexport
minimum rate 0,5% from the value
36/consgmt.
5. **EMPTYES AND FULL GOODS STORAGE**
 - 5.1. removal , storage and return of empties 25/m³
 - 5.2. removal, storage and return of full goods 65/m3/week
6. **WORKMEN AND TECHNICAL SERVICE**
 - 6.1. Skilled worker 15/hour
 - 6.2. Fork lift 2-3,5 ton 110/hour
 - 6.3. Fork lift 9 ton 150/hour
 - 6.4. Crane-lifting capacity 8-16 ton/hour 120/hour
 - 6.5. Crane-lifting capacity 20-20 ton/hour 175/hour
 - 6.6. hand-lift trolley 10/hour
7. **OTHER SERVICES**
 - 7.1. Providing packages with straps 1 per 1 m
 - 7.2. Service charges / on site attention 16/consignment

excluded on all rates are 20 % VAT and insurance charges



Dear Exhibitor / Stand Builder / PR Company,

Please return the below form duly filled in before **5.3.2012** to BECKSPEDITION

E-mail: monik.vesela@seznam.cz, beck.pavel@volny.cz

Pre advise – Material handling form

Congress name	
Exhibitor name if applicable	
Booth no	

Company details responsible for shipping

Publisher / Stand Builder / PR Company

COMPANY NAME _____ V.A.T. No.: _____

STREET ADDRESS _____ CITY _____

ZIP _____ STATE _____

CONTACT _____ PHONE _____ FAX _____

E-MAIL: _____

P.Order _____

SHIPMENT INFORMATION

Purchase order	
Truck size	
Carrier tracking No.:	
Airway bill number (AWB)	
Number of pieces	
Weight in Kg	
CBM	

PAYMENT CONFIRMATION

Please write YES or NOT

By bank transfer before the exhibition	
By credit card on the site in Prague Congress Centre	

