



GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBIT MATERIALS TO CZECH REPUBLIC

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

1. Courier Shipments

- from European Union countries latest 3 days before the build-up of the exhibition/congress
- from all other countries latest 5 days before the build-up of the exhibition/congress

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

Delivery address: BECKSPEDITION
Kongresove centrum Praha
5. kvetna 65
140 00 Praha 4
Czech Republic

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

Phone: Monika Veselá+420 724 328 380
Pavel Beck +420 602 311950

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

Notify for bags insert:

Name of the exhibition/ congress:.....

CONGRESS BAGS INSERT

Exhibitor:

C/o BECKSPEDITION

DEADLINE for bags insert :

Notify for exhibit. Shipt:

Name of the exhibition/ congress.....

Stand no:

Exhibitor:.....

c/o BECKSPEDITION

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:.....
Exhibitor name:.....
Hall no... Stand no...
c/o BECKSPEDITION PRAGUE

IMPORTATNT!!!!

BECK SPEDITION

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

Fax: **420/220103298, Phone: Monika Veselá +420724328380

Pavel Beck +420 602 311950

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

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 shipment/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

BECK SPEDITION

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. **EMPTIES 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 21 % VAT and insurance charges