



GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBIT MATERIALS TO CZECH
REPUBLIC

ICCA 2017, 12. -15.11.2017
56th International Congress and Convention Association
Prague Congress Centre

Beckspedition has been appointed as the logistics contractor for Prague Congress Centre as such the only company proving lifting, storage, delivery to exhibition stands and customs clearance for the event. Below you will find information on the services we offer and guidance as how to dispatch shipments.

ESSENTIAL DATES

Exhibition Set-up and Stand decoration:	11.11.2017	from 2 pm	to 6 pm
	12.11.2017	from 8 am	to 12 am
Exhibition Dismantle:	15.11.2017	from 12 am	to 6 pm

PRE-ADVICE / ORDER FORM

DEADLINE ORDER FORM: **30.10.2017**

All pre-advises incl. a full set of documents must be sent to:

BECKSPEDITION – Ing. Pavel Beck
Contact: Monika Vesela or Pavel Beck
e-mail: monik.vesela@seznam.cz
e-mail: beck.pavel@volny.cz

TRANSPORT INSTRUCTIONS

EXPRESS/ COURIER SHIPMENTS – DEADLINE : 6.11.2017

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”.

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.

Delivery address: BECKSPEDITION
Kongresové centrum Praha
5.května 65
140 00 Praha 4
Czech Republic
Contact: Monika Vesela Tel: +420 724 328 380
Pavel Beck +420 602 311950



Notify:

Name of exhibition: ICCA 2017
Exhibitor.....
Stand no.....
c/o BECKSPEDITION PRAGUE

AIRFREIGHT

Consignee airwaybill (AWB)

Airway bill (AWB) must be sent prepaid and consigned to:

Consignee on AWB:

BECKSPEDITION - Ing. Pavel Beck
Chrastavská 113/4
190 00 Praha 9
Czech Republic
Attn.: Monika Vesela, Pavel Beck
T: +420 724 328 380, +420 602 311 950

Notify:

Name of exhibition:.....
Exhibitor.....
Stand no.....
c/o BECKSPEDITION PRAGUE

DEADLINE 1.11.2017

IMPORTATNT!!!!

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

CASE MARKING AND PACKING

All shipments must be clearly marked with name of event and your stand number.
Labels are included.

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 €.



ON-SITE HANDLING TARIFF

SEE ATTACHMENT

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

YOUR LOGISTICS PARTNER FOR ICCA 2017 Prague

BECKSPEDITION – Ing. Pavel Beck
Chrastavská 113/4
190 00 Praha 9
Contact: Pavel Beck Phone: +420 302 311 950
e-mail: beck.pavel@volny.cz
Contact: Monika Vesela Phone: +420 724 328 380
e-mail: monik.vesela@seznam.cz



FORWARDING TARIFF PRAGUE CONGRESS CENTRE

	EUR
1. <u>HANDLING CHARGES – direct deliveries / collections at exhibition site</u>	
1.1. <u>Unloading / delivery to the stand</u>	
1.2. Truck 12,5 LDM	980,-
1.3. Truck 6,5 LDM	520,-
1.4. VAN	290,-
<u>Collection from the stand / loading on the truck</u>	
1.5. Truck 12,5 LDM	980,-
1.6. Truck 6,5 LDM	520,-
1.7. VAN	290,-
2. <u>COURIER CONSIGNMENTS</u>	
(incl. unloading to warehouse, short storage and delivery to exhibition stand)	
2.1. Consignments up to 25 kilograms	50/consignment
2.2. Consignments up to 50 kilograms	75/consignment
2.3. Consignments up to 100 kilograms	95/consignment
2.4. Consignments up to 400 kilograms	112/consignment
2.5. Consignments up to 700 kilograms	125/consignment
2.6. Consignments over 700 kilograms	18/100,-Kgs
2.7. Transport from the airport PRG-Ruzyne to exhibition site	105/consignment
2.8. handling at the airport will be charged based on usage	
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	0,5% from the value
minimum rate	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	0,5% from the value
minimum rate	36/consgmt.
5. EMPTIES AND FULL GOODS STORAGE	
5.1. removal, storage and return of empties	25/m ³
5.2. removal, storage and return of full goods	65/m ³ /week
6. OTHER SERVICES	
6.1. Providing packages with straps	1 per 1 m
6.2. Service charges / on site attention	16/consignment

excluded on all rates are 21 % VAT and insurance charges

EXHIBITION BOOTH EQUIPMENT

*ICCA 2017,
56th International Congress and Convention Association
12.-15.11.2017 Prague Congress Centre*

Domestic Cargo / Courier Shipments

Exhibitor or company name:

Stand no.:

Delivery address:

BECKSPEDITION

Kongresové centrum Praha

5.května 65

140 00 Praha 4

CZ

Contact Mr. Pavel Beck t: +420 602 311 950

Monika Veselá t: +420 724 328 380

Box_____ out of_____

Ing. Pavel Beck - BECKSPEDITION
 Chrastavská 113/4
 190 00 Praha 9
 Czech Republic
 VAT-Number: CZ 5611220098



phone/fax: 420-286881730
 mobil: 420-602311950 mobil: 420.724.328.380
 e-mail: beck.pavel@volny.cz e-mail: monik.vesela@seznam.cz

Pick up / transport and exhibition site handling form

We company: (full invoicing address)	
VAT-Number:	
c/o fair / exhibition: booth No.	
consignment-details: No of packages/weight/dimension	
pick up date: working hours on pick up day: pick up address:	
pick up contact - name/phone	
requested delivery /time and date/ to the exhibition stand	
onsite delivery contact - name/phone	

order following services, chargeable to ourselves:

PLEASE TICK WHERE APPLICABLE

INBOUNDHANDLING:	YES	NO
transport from - to		
unloading/delivery to the exhibition booth including short storage at exhibition site		
customs clearance: non EC countries only		
handling with empties incl. storage during exhibition		
OUTBOUNDHANDLING:		
collection from the exhibition booth/short storage and loading on the truck		
customs clearance for return transport - non EC countries only		
return transport from - to		
return delivery address (if different from inbound)		
special orders		

This written Job Order is the basis for invoicing.

Transport charges will be invoiced as per calculation/agreed price:

Handling charges will be invoiced as per Pavel Beck Spedition forwarding tariff valid for year 2017.

Date:

Name / Signature