



GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBIT MATERIALS TO CZECH
REPUBLIC

ISMB/ECCB 2017, 22. -25.7.2017
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: July 21,2017 noon – 5:00 PM

Exhibition Dismantle: July 25, 2017 11.00 AM

PRE-ADVICE / ORDER FORM

DEADLINE ORDER FORM: 1.7.2017

All pre-advises incl. a full list 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 : 14.7.2017

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

BECK SPEDITION

Notify:

Name of exhibition: ISMB/ECCB 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 14.7.2017

IMPORTANT!!!!

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 ISMB/ECCB 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. HANDLING CHARGES – direct deliveries / collections at exhibition site	
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. AIR CARGO , COURIER CONSIGNMENTS (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-Ruzyně 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 minimum rate	10/100Kgs 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/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



BECKSPEDITION; Chrastavská 113/4, 190 00 PRAHA 9

IČO 149 94 283

*Tel. **420/2/8688 1730, **420/602/311 950; Fax. **420/2/8688 1730; E-mail beck.pavel@volny.cz*