



**GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBIT MATERIALS TO CZECH
REPUBLIC**

AQUA 2012 2.-4.09.2012

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:

AQUA 2012

BAGS INSERT

Exhibitor:

C/o BECKSPEDITION

Notify for exhibit. Shipt:

AQUA Prague 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: AQUA 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: AQUA Prague 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
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. **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 **14.08.2012** 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	

Ing. Pavel Beck - BECKSPEDITION

Chrastavská 113/4

190 00 Praha 9

Czech Republic

VAT-Number: CZ 5611220098



phone/fax: 420-286881730

mobil: 420-602311950

e-mail: beck.pavel@volny.cz

mobil: 420 724 328 380

e-mail: monik.vesela@seznam.cz

Pick up / transport and exhibition site handling form

<p>We company: (full invoicing address) VAT-Number:</p> <p>c/o fair / exhibition: booth No.</p> <p>consignment-details: No of packages/weight/dimension pick up date: working hours on pick up day: pick up address: pick up contact - name/phone</p> <p>requested delivery to the exhibition stand onsite delivery contact - name/phone</p>	
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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 tarif valid for year 2011.

Date:

Name / Signature



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*