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.

<table>
<thead>
<tr>
<th>ESSENTIAL DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Set-up and Stand decoration:</td>
</tr>
<tr>
<td>Exhibition Dismantle:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRE-ADVICE / ORDER FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINE ORDER FORM:</td>
</tr>
<tr>
<td>All pre-advises incl. a full list of documents must be sent to:</td>
</tr>
<tr>
<td>BECKSPEDITION – Ing. Pavel Beck</td>
</tr>
<tr>
<td>Contact: Monika Vesela or Pavel Beck</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:monik.vesela@seznam.cz">monik.vesela@seznam.cz</a></td>
</tr>
<tr>
<td>e-mail: <a href="mailto:beck.pavel@volny.cz">beck.pavel@volny.cz</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSPORT INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPRESS/ COURIER SHIPMENTS – DEADLINE : 14.7.2017</td>
</tr>
<tr>
<td>ALL SHIPMENTS MUST BE SENT &quot;FREIGHT PREPAID&quot;.</td>
</tr>
<tr>
<td>In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.</td>
</tr>
<tr>
<td>Delivery address: BECKSPEDITION</td>
</tr>
<tr>
<td>Kongresové centrum Praha</td>
</tr>
<tr>
<td>5.května 65</td>
</tr>
<tr>
<td>140 00 Praha 4</td>
</tr>
<tr>
<td>Czech Republic</td>
</tr>
<tr>
<td>Contact: Monika Vesela Tel: +420 724 328 380</td>
</tr>
<tr>
<td>Pavel Beck +420 602 311950</td>
</tr>
</tbody>
</table>
Notify:
Name of exhibition: ISMB/ECCB 2017
Exhibitor..................................
Stand no..................................
c/o BECKSPEDITION PRAGUE

AIRFREIGHT

Consinee airwaybill (AWB)

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

Consinee 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
1. **HANDLING CHARGES** – direct deliveries / collections at exhibition site

1.1. Unloading / delivery to the stand

1.2. Truck 12,5 LDM  
980,-

1.3. Truck 6,5 LDM  
520,-

1.4. VAN  
290,-

Collection from the stand / loading on the truck

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-Ruzyne to exhibition site  
105/consignment

3. **SURCHARGES** (will be added to the basic charge – if aplicable)

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  
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. **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