

GENERAL CARGO SHIPPING INSTRUCTIONS

PVA EXPO PRAGUE

Delivery to the exhibition grounds is allowed during the official build-up days and times which are to be confirmed by the organiser. Goods that arrive before or after these official days and times will be always unloaded to CENTRUMSPED warehouse. All shipments arriving after deadline will be charged as delayed shipments.

1. ROAD-FREIGHT

All shipments incl. accompanying documentation (proforma invoice, packing list, CMR) must be consigned freight pre-paid as follows:

CENTRUMSPED s.r.o.

*c/o **Exhibition name**, Exhibitor Name, Hall/Stand No.*

PVA EXPO PRAGUE

Beranovych 667 (Entrance gate to the PVA EXPO is from Tupolevova street)

CZ-199 00 PRAGUE 9

Czech Republic

Notify: Mr. Filip Cerveny

Tel.: +420 602 501 381

Warehouse opening hours: Mo – Fri, 08:00 – 15:00

All NON EU shipments MUST first arrive to the customs office, address and instructions as per article 7.

Arrival deadline for NON EU shipments to the customs office: 3 workdays before stand delivery

All NON EU shipments MUST be then handled via CENTRUMSPED warehouse.

Arrival deadline for NON EU shipments to the CENTRUMSPED warehouse: 2 workdays before stand delivery

2. AIR-FREIGHT

All shipments for MAWB must be consigned freight pre-paid as follows:

Consignee:

CENTRUMSPED s.r.o.

Vystaviste 416

CZ-170 00 PRAGUE 7

Czech Republic

Notify:

Mr. Filip Cerveny

tel: +420 602 501 381, e-mail: cerveny@centrumsped.cz

*c/o **Exhibition name***

Accompanying documentation Pro-forma invoice and Packing list have to be addressed as follows:

Exhibition name, *Exhibitor Name, Hall/Stand No.*

PVA EXPO PRAGUE

Beranovych 667

CZ-199 00 PRAGUE 9

Czech Republic

c/o CENTRUMSPED s.r.o.

Airport of destination: PRG / PRAHA – RUZYNE CZECH REPUBLIC

Arrival deadline: 5 working days prior to delivery to the exhibition stand

Any consignment delivered to the Praha - Ruzyne Airport will be handled through the CENTRUMSPED warehouse. We cannot guarantee the date of delivery to the exhibition stand for any consignment received after the above-stated deadline.

3. COURIER SHIPMENTS

All consignments must be consigned freight pre-paid to Centrumsped warehouse as follows:

Consignee:
CENTRUMSPED s.r.o.
PVA EXPO PRAGUE
Beranovych 667
199 00 PRAHA 9
Czech Republic

Notify:
Phone: +420 602 501 381, email: cerveny@centrumsped.cz
c/o **Exhibition name**, *Exhibitor Name, Hall/Stand No*

Arrival advance warehouse deadline: 2 working days prior to delivery to the exhibition stand

We cannot guarantee the date of delivery to the exhibition stand for any consignments received after the above-stated DEADLINE.

Courier shipments are considered as courier in terms of charging only if delivered customs cleared to CENTRUMSPED warehouse.

4. SEA-FREIGHT

All sea-freight shipments must be consigned freight pre-paid to Prague Terminal (via Hamburg or Bremerhaven only) as follows:

All shipments for B/L must be consigned freight pre-paid as follows:

Consignee:
CENTRUMSPED s.r.o.
Vystaviste 416
CZ – 170 00 PRAGUE 7

Notify:
Mr. Filip Cerveny
Tel: +420 602 501 381, e-mail: cerveny@centrumsped.cz
c/o **Exhibition name**, *Exhibitor Name, Hall/Stand No*

Place of destination: PRAGUE – CZECH REPUBLIC

Accompanying documentation Pro-forma invoice and Packing list have to be addressed as follows:

Exhibition name, *Exhibitor Name, Hall/Stand No.*
PVA EXPO PRAGUE
Beranovych 667
CZ–199 00 PRAGUE 9
Czech Republic
c/o CENTRUMSPED s.r.o.

It's highly recommended to use Seawaybill or Express B/L.

Seaport of destination: HAMBURG or BREMERHAVEN / Germany
Arrival deadline: **LCL: 15 working days** prior to delivery to the exhibition stand
FCL: 10 working days prior to delivery to the exhibition stand

All consignments delivered to Prague Terminal will be handled through the CENTRUMSPED warehouse. We cannot guarantee the date of delivery to the exhibition stand for any consignments received after the above-stated DEADLINE.

5. DOCUMENTS (Pre-alerts)

Separated Pro-forma invoices for TEMPORARY INBOUND or PERMANENT INBOUND and Packing lists have to be addressed as follows:

Exhibition name, *Exhibitor Name, Hall/Stand No.*
PVA EXPO PRAGUE
Beranovych 667
CZ–199 00 PRAGUE 9
Czech Republic
c/o CENTRUMSPED s.r.o.

To ensure any inconvenience to customs clearance on arrival, it is imperative that the drafts of the accompanying documents must be forwarded to us for double checking well in advance to the arrival of shipments in Czech Republic to Centrumsped:

Road-freight: at least 2 working days prior to truck departure from Origin
Air-freight: at least 3 working days prior to departure of shipment from Origin
Sea-freight: at least 5 working days prior to departure of vessel from Origin

ATTN: E-mail: cerveny@centrumsped.cz

Carnet ATA:

In section B of the ATA Carnet, "CENTRUMSPED s.r.o." must be written. The "name of the exhibition" must be indicated in section C.

Power Of Attorney:

In case "CENTRUMSPED" is not written in section B of the ATA carnet, a Power of Attorney must be issued.

6. LABELING OF PACKAGES

All cases, packing materials etc. have to be legibly identified by the exhibitor (identification of the exhibition, name of the exhibitor, stand number and exhibition hall number) with a label, which he will receive from the forwarding agent:

CENTRUMSPED s.r.o.

c/o Exhibition name, Exhibitor Name, Hall/Stand No.

PVA EXPO PRAGUE

Beranovych 667

CZ-199 00 PRAGUE 9

Czech Republic

Dimensions: x x cm Gross Weight:kg Net Weight: kg

7. CUSTOMS PROCEDURE (NON EU-SHIPMENTS)

For all consignments (exhibits) delivered from NON EU countries it is necessary to take into account 1-2 days for the customs clearance procedure. The customs clearance and control of all consignments shall be executed exclusively by CENTRUMSPED.

- **exhibits, exhibition materials** (merchandise for temporary use): pro-forma invoice (at least 2 originals) with exact consignment details (means gross/net weight, number of freight pieces, number of particular pieces, price, delivery terms - according to INCOTERMS, Brussels – customs code).
- **for merchandise, which is being imported only for the exhibition purposes** and for which is its sale during the exhibition not expected and it is obvious, that will be in a **unchanged form** returned back abroad, we recommend to use Carnet ATA as the accompanying customs document (from the Chamber of Commerce and Industry in the country of origin).
- **advertising, consumer materials** (advertising printouts – catalogues etc. , advertising gifts, consumer goods - refreshments (merchandise for consumption): for these goods a special pro-forma invoice has to be available (requirements above), because this merchandise is according to the valid customs regulations after arrival identified for release into free circulation, or for consumption during the exposition, and customs fees (duty, VAT, or Consumer tax) are attached to this merchandise.
- import of alcohol, tobacco, weapons and dangerous products is strictly prohibited

Consignee for T1 Form:

CENTRUMSPED s.r.o.

Vystaviste 416

CZ – 170 00 PRAGUE 7

EORI: CZ47124598

Notify:

Mr. Filip Cerveny

Tel: +420602501381, e-mail: cerveny@centrumsped.cz

c/o Exhibition name

Customs Office for T1 Form: CZ510201

Customs office address:

Celní úřad pro hlavní město Prahu - detašované pracoviště, K Hrušovu 293/2, 102 00, Praha-Štěrboholy

Opening hours:

Mon, Wed: 08:00 – 17:00

Tue, Thu: 08:00 - 15:00

Fri: 08:00 - 14:00

Instructions for ROAD FREIGHT - trucks arrival and clearance:

Customs clearance will take place at the customs office, where the vehicle arrives at the customs parking lot and after customs clearance continues for unloading. First, the driver parks in the aforementioned customs parking lot (K Hrušovu 293/2) and comes with documents to the customs agent's office (Customs services Žáček, K Hrušovu 4, Papyrus building, 3rd floor), where the documents are taken over by the customs declarant who arranges the customs clearance, brings back the necessary documents to the driver and releases the vehicle to continue to the unloading address. The truck MUST arrive at least 1 hour before the closing time.

8. STORAGE OF EMPTIES AND EXHIBITS, GOODS AND MATERIAL

The empty boxes / full boxes with exhibits, goods and material will be delivered into CENTRUMSPED warehouse and stored during the whole period of the exhibition and after termination of the exhibition will be brought back to your stand. Empty cases are cases, pallets, baskets, barrels, etc. without exhibits, any of their parts, or without any exhibition material for which is forwarder not liable during the storage period, if storage of such a material is not properly ordered!

9. WARNING

In case of import of non-declared goods, CENTRUMSPED doesn't carry any responsibility against the local customs office. All the costs (Penalty, fee, duty, tax etc...) caused by non-declared import must be paid by sender and it is possible that customs office can confiscate the whole delivery (including the properly declared part). This might cause delay of the date of delivery.

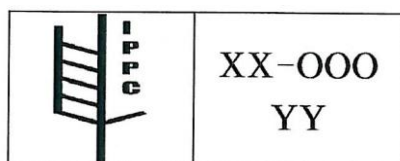
10. INSURANCE

Please take into consideration that the liability of CENTRUMSPED Ltd. is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise that all exhibitors are obliged to insure their goods for the assembly, duration and disassembly. The forwarding agent's responsibility ends at the moment of the goods delivery to the exhibition stand or to the closest possible accessible spot, and will be resumed at the moment of collection of the packed and properly marked consignment from the exhibition stand.

11. WOOD PACKING MATERIAL

All wooden packing materials entering any EU port must conform to the international phyto-sanitary standards set out under ISPM15. In short this means:

Only wood, free of bark, correctly treated and showing the IPPC stamp can enter the European Community

**12. CONTACTS**

CENTRUMSPED Ltd.

www.centrumsped.cz

Mr. Filip Cerveny – Head Branch Manager Prague

E-mail: cerveny@centrumsped.cz

Mobile: +420 602 501 381

Mrs. Zuzana Sandova – Head Branch Manager Brno

E-mail: sandova@centrumsped.cz

Phone: +420 547 423 165

Mr. Tomas Dospisil – Managing Director

E-mail: dospisil@centrumsped.cz

Phone: +420 547 423 166