



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

**ESGO (European Society of Gynecological Oncology) 2021, 23.-25.10.2021**  
**Prague Congress Centre**

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

**ESSENTIAL DATES**

**Exhibitor Move-In/Set up**

Friday, 22 October 2021 08.00 AM - 08.00 PM

**Exhibitor Move-Out**

Monday, 25 October 2021 04.00 PM - 08.00 PM

**PRE-ADVICE / ORDER FORM**

**ORDERS DEADLINE:** **1.10.2021**

All pre-advices / order form please send to:

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



## TRANSPORT INSTRUCTIONS

### EXPRESS/ COURIER SHIPMENTS – DEADLINE

**Delivery to our warehouse at the latest : 11.10.2021 for NON- EU shipments**

**Delivery to the warehouse at the latest : 21.10.2021 for EU shipments**

#### ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”.

In case of sending a courier shipment, please make sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.

Consignments from non-European countries must be sent on a pro-forma invoice with value for customs purposes only!!! (maximum USD 10,-) DO NOT USE THE COMMERCIAL INVOICE

Do not send your shipments by mail!!!!

#### Delivery address for courier shipments:

##### **BECKSPEDITION**

**Výstaviště 67**

**170 00 Prague – Holešovice**

**Czech Republic**

**Contact:**

**Pavel Beck +420 602 311 950**

**Monika Veselá +420 724 328 380**

##### **Description:**

**Name of exhibition: ESGO 2021**

**Exhibitor**

**Stand no**

**c/o BECKSPEDITION PRAGUE**

**BECK**  
**SPEDITION**  
**AIRFREIGHT**

Consignee airwaybill (AWB)

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

**BECKSPEDITION – Mr. 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**

**Description:**

**Name of exhibition**

**Exhibitor**

**Stand no.**

**c/o BECKSPEDITION PRAGUE**

**DEADLINE 11.10.2021 Airport Prague**

**IMPORTANT!!!!**

**Please do not send any airfreight shipment without having received specific invoicing and packing instructions**

**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 take no responsibility for the goods after delivery to exhibitors regardless of exhibitor's presence or absence.

**PAYMENT TERMS**

In order to ensure the movement in/out of your shipment/s please fill in 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 unpaid invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

# BECK SPEDITION

## ON-SITE HANDLING TARIFF

SEE ATTACHMENT

Any services not listed in the attached tariff will be quoted individually.

## YOUR LOGISTICS PARTNER at Prague Congress Centre

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](mailto:beck.pavel@volny.cz)

Contact:

Monika Vesela Phone: +420 724 328 380

E-mail: [monik.vesela@seznam.cz](mailto: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 , Bank 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 transit customs clearance for reexport	45/T1 document
4.9. Customs security charges for transit / 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 <sup>3</sup>
5.2. Removal, storage and return of full goods	65/m <sup>3</sup> /week
6. OTHER SERVICES	
6.1. Providing packages with straps	1 per 1 m

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21 % VAT and insurance charges on all rates excluded