



**BECKSPEDITION** is the **official forwarding agent** for exhibitions and congresses in PRAGUE CONGRESS CENTRE. The exhibition forwarding services in our company are handled by experienced professionals. We owe many technical means as well as skilled workers. We can offer you and your client's exhibition forwarding services to any exhibitions and congresses that are taken place in PRAGUE CONGRESS CENTRE. Enclosed please find a short shipping-instructions, please do not hesitate to contact us, we will be pleased to answer your inquiries.

**GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL  
EXHIBIT MATERIALS TO CZECH REPUBLIC AND  
ESPE 2010, 22 – 25 September 2010**

All goods should be shipped on a prepaid basis and should arrive to Czech Republic:

- from European Union countries 3 days before the build-up of the exhibition (Friday, 17 September)
- from all other countries 5 days before the build-up of the exhibition (Wednesday, 15 September)

Consigning address: Trucks: Kongresové centrum  
Ulice 5.května 65  
140 00 Praha 4  
Czech Republic

Courier consignments: BECKSPEDITION Fairs & Exhibitions  
Pavel Beck, Chrastavská 113/4  
190 00 Praha 9  
Fax: 00420 286 881 730  
Phone: 00420 602 311 950  
Email: [beck.pavel@volny.cz](mailto:beck.pavel@volny.cz)

**ARRIVAL deadline: 21<sup>st</sup> September**

**Notify:** Prague Congress Centre / ESPE 2010, 22-25 September  
Exhibitor name: .....  
Floor no: .....  
Stand no: .....  
c/o BECKSPEDITION PRAGUE

**Advice of shipments:**

All shipments should be advice by fax or by email to us latest 2 days before the arrival of the goods to Czech Republic.

**Case marking**

**Each case should be clearly marked as follows:**

Prague Congress Centre / ESPE 2010, 22-25 September  
Exhibitor name: .....  
Floor no: .....  
Stand no: .....  
Case no: .....  
c/o BECKSPEDITION PRAGUE

**Documentation:****1) Temporary importation**

ATA-Carnet with a packing list or Proforma-invoice and EUR 1 (2) certificate (where applicable) / or other certificate of origin showing details as above and the values of each item and the total value of the goods.

**2) Permanent importation**

Proforma invoice prepared into a form of packing list with values of each items is needed for customs -clearance. A detailed packing list in English showing:

- the exhibitors name and address with contacts , VAT-number
- the name of the exhibition, location, stand and hall no
- the description of the goods
- the measurements in centimetres and gross/ net weights in kilos of each case

**Terms and conditions:**

The exhibitors should ensure they have adequate cover whilst their goods are being transported to and from the event, as well as during handling operations and the exhibition period.

**LIMITS OF FREIGHT-TRUCKS:**

**The truck, which can drive in to the basement through porters-lodge Nr. 3 to the passage, directing to the lift has the below mentioned limits:**

- Height (of the truck) max 3,4 meter
- Width max 3,5 meter
- Length max 10 meter
- Total weight of the truck (together with the cargo) max 10 ton

**The truck, which can drive before the building, Prague Congress Centre, has the below mentioned limits:**

- max weight to one axle 6 ton
- max length of the truck 15 meter

If the driver will use the reinforced route round the building, he must not turn aside to the normal pavement, which could burst. The driver cannot drive round the building, he must make back way.

Other trucks, which do not correspond to the mentioned limits have to be loaded/unloaded on the traffic-circle before the building Prague Congress Centre and the material must be delivered (about 400 meter) to the lift K by vehicles.

**LIFTS:**

|                     | <b>Capacity</b> | <b>Width</b> | <b>Height</b> | <b>Depth</b> |
|---------------------|-----------------|--------------|---------------|--------------|
| <b>Lift K</b>       | 5.000 kg        | 240 cm       | 250 cm        | 500 cm       |
| <b>Lift G</b>       | 2.000 kg        | 200 cm       | 240 cm        | 323 cm       |
| <b>Lift C3</b>      | 1.000 kg        | 170 cm       | 240 cm        | 234 cm       |
| <b>Lifts C4, C5</b> | 500 kg          | 110 cm       | 195 cm        | 173 cm       |

Arrival of the truck with tonnage over 6 ton – from direction highway Brno to the “Třída 5. Května” and before “Nuselský most“ (bridge) to Prague Congress Centre , where the truck will be directed by dispatchers of the Forwarding Agent to the place of unloading/loading . Trucks up to 6 ton tonnage may also use the route north/centre of Prague, Sokolská Street, “Nuselský most” to Prague Congress Centre – Petrol station ÖMV where is also the porters-lodge Nr. 3, where also the unloading / loading take place.

**PARKING OF THE TRUCKS:****The possibility of parking is:**

Prague Exhibition Area  
Street “Beranových” 667  
Prague 9 - Letňany

Price for one truck/day EUR 40 or Parking-place , direction highway Brno (abt 20 km) Průhonice ( petrol station, Motel-parking-place. These possibilities are not obligatory, they are recommendable only.

Parking of personal cars – The operating company is Parking Company of Prague Congress Centre and the price is EUR 15/ one car/ one day.

Please find enclosed our Tariff for the services as above and our order form.

With kind regards

Pavel Beck



## ORDER OF TRANSPORT SERVICES

=====  
Company name:

Street:

Country Code-Postal Code-Town:

Contact person:

Tel.:

Fax:

=====  
Exhibition /Meeting: ESPE 2010, 22-25 September

DATE

QUANTITY

Complete lorry/motor loads

Storage (empties):

Help workers:

Fork-lift:

Pallet truck:

Crane:

Customs charges:

.....  
Place/Date

.....  
Signature