

FAIREXX

LOGISTICS
FOR EXHIBITIONS

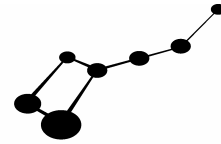
EUROPACE 2005

June 26 - 29

- Prague Congress Center -

PRAGUE / CZECH REPUBLIC

SHIPPING MANUAL



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Basic Conditions of Contract



All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.



All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.



The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit of the goods at the exhibition stand and begins with re-collection of the freight from the exhibition stand, even during the exhibitors absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Gelsenkirchen- Buer for both sides.



Our invoices will be due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.



1. Consigning of shipments & Deadline dates

AIRCARGO

Airfreight shipments should be sent to Prague Airport, with the Master Airway bill consigned to :

FAIREXX - Logistics for Exhibitions
c/o BECKSPEDITION
Fairs & Exhibitions
Dipl.Ing. Pavel Beck
Chrastavská 113/4
190 00 Praha 9
Tel./Fax : * 420/2-86 88 17 30

Notify : "Europace 2005 Prague" / "exhibitor's name" / "Hall & Stand no."

Pls note that all documents, such as proforma invoice / packing list etc. must be addressed as above.

ATTENTION : For all Airfreight shipments from EU (in Free E.C. Circulation)
STATUS " C " must be mentioned on MAWB !!!!!

Airfreight shipments should arrive by latest June 17th 2005 !!

ROADCARGO

Roadfreight shipments (no full trailer loads) should arrive at following address no later than June 16th 2005 !!

FAIREXX - Logistics for Exhibitions
c/o BECKSPEDITION
Fairs & Exhibitions
Dipl.Ing. Pavel Beck
Chrastavská 113/4
190 00 Praha 9
Tel./Fax : * 420/2-86 88 17 30

Notify : "Europace 2005 Prague" / "exhibitor's name" / "Hall & Stand no."



Full Trailer loads during official built up time should report directly to :

FAIREXX - c/o Sandra Günther mobile : +49 - 173 - 60 92 583
Prague Congress Centre
5. Kvetna 65
140 00 Prague 4
Czech Republic

2. Documentation required for Customs Clearance

CARNET A.T.A. :

For temporary importation ATA Carnet is strongly recommended.

ATA Carnet with a packing list or Proforma invoice and EUR 1 (2) certificate (where applicable) or other certificate of origin are required.

Combined commercial invoice and packing list :

For shipments outside of the EC , please issue combined proforma invoice and packing list on your company letterhead in English, separated each for temporary and permanent importation.

We require 2 copies of a combined commercial invoice and packing list with original signatures and company stamp.

The invoice must contain the following :

- * full description of all items with individual quantities in English
- * the name of the exhibition, location, Hall & stand no.
- * gross/net weights in kilos, sizes (measurements in centimetres) of each case
- * unit & total values of each case
- * the exhibitor's name and address with contacts & VAT number

Please provide combined commercial invoice together with a copy of CMR or airway bill (AWB) for airfreight shipments at least 1 day before Arrival in advance to us by Fax +49/30-44 03 47 79.

All invoices must show country of origin and specify Temporary or Permanent importation.

Please issue separate invoices for temporary/or permanent importation.
A specimen Invoice is included in these instructions.



Please fax us a full pre - advice at least 1 days before arrival to :

FAIREXX - Logistics for Exhibitions

Fax : + 49 - 30 - 44 03 47 79 attn. Sandra Günther

All exhibits / material entered under temporary importation are subject to control and examination by Czech customs for Inward and Outward movements. Any Exhibit remaining in Czech Republic or the EU after closure of the Exhibition are subject to Duties and / or 19 % Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

3. Insurance

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage. Please contact us for further information and rates.

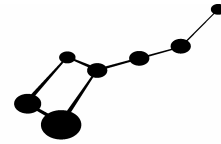
4. Case Markings

All packages should be clearly marked :
"Name of Exhibitor "
"EUROPACE 2005 Prague"
c/o FAIREXX / BECKSPEDITION Prague
Exhibitor's name / Hall & Stand no.
Case no. :

1 of _, 2 of _, (ex: one shipment of 2 pieces = 1/2, 2/2)

5. Courier shipments

We strongly recommend Exhibitors not to send Courier shipments direct to your stand unless you have a member of your staff present to receive them .
If you do send goods by courier we suggest that you send them to our adress mentioned under Roadcargo in Section 1.
For shipments sent directly to the stand no liability is accepted.



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6. Late arrival surcharge

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25 % on our tariff .

7. Payment

Please note following methods of payment accepted :

- Bank Transfer - please provide a copy of the Transfer statement
- Credit Card - please inform us of your card details in advance
(not for customs expenditures unless with an additional 5 % service fee !)
- Cash - all major currencies accepted

COMBINED COMMERCIAL INVOICE & PACKING LIST No :

SENDER: Name of the group & address	Consignee / Exhibitor : Hall & Stand no. : VAT number :	EXHIBITION : EUROPACE - 2005 c/o Fairexx / Beckspedition Prague Congress Centre 5. Kvetna 65 CZ- 140 00 Prague 4 DATE PERIOD : June 26- 29 / 2005

TOTAL PIECES: _____ TOTAL WEIGHT (KGS): _____ TOTAL CBM: _____ TOTAL VALUE: _____ CURRENCY: _____

CASE NO	DIMENSIONS IN CMS) (L) (W) (H)	WEIGHT (IN KGS)		DESCRIPTION OF GOODS & TARIC OR NINEXE NR (IN ENGLISH)	BTN	QTY	CURRENCY: _____		STATUS*				
		GROSS	NET				UNIT VALUE (CIF)	TTL. VALU E (CIF)	A	B	C	D	

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We certify that the information given above is true and correct.

SIGNATURE / DATE: _____ COMPANY STAMP/NAME & TITLE OF SIGNATORY : _____

* STATUS **A: RE-EXPORT AFTER EXHIBITION** B: DISPOSED OF / CONSUMED C: GIVEN AWAY D: SOLD



FAIREXX – Logistics For Exhibitions

Authorization FORM

To : Customs Authorities

We the undersigned
Participating at theExhibition 2005 authorize
FAIREXX / BECKSPEDITION in Prague to carry on our behalf the Customs
or other Formalities to sign all relevant documents and to take delivery of our
Exhibits.

Carnet ATA no.:

Authorizing party.(signature)
Stamp + full address.