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## **SECTION 1 – CONTACTS**

### **GUARANT INTERNATIONAL – Congress Organizer**

Opletalova 22  
110 00 Praha 1  
Czech Republic

Contact person: Jindra Dudova  
Tel: +420 602 294 767  
Fax: +420 284 001 448  
E-mail: dudova@guarant.cz  
Website: [www.ita-aites.cz](http://www.ita-aites.cz)

### **TRIUMF EXHIBITIONS – Exhibition Management**

Nad Primaskou 31  
100 00 Praha 10  
Czech Republic

Contact person: Mrs. Zdena Fialová  
Tel: +420 274 818 065  
Fax: +420 274 772 406  
E-mail: zdena.fialova@triumf-expo.cz  
Website: [www.triumf-expo.cz](http://www.triumf-expo.cz)

### **BECKSPEDITION – Official Spedition**

Fairs & Exhibitions  
Chrastavská 113/4  
190 00 Praha 9  
Czech Republic

Contact person: Mr. Pavel Beck  
Tel/Fax: +420 286 881 730  
Mobil: +420 602 311 950  
E-mail: beck.pavel@volny.cz

### **Clarion Congress Hotel Prague**

Freyova 33  
190 00 Prague 9 - Vysočany  
[www.cchp.cz](http://www.cchp.cz)



**ACCOMMODATION :** [www.ita-aites.cz/showdoc.do?docid=2422](http://www.ita-aites.cz/showdoc.do?docid=2422)

## **PRELIMINARY EXHIBITION SCHEDULE**

### **Stand Constructions:**

13.06.2010	09:00 – 21:00 only for exhibitors building their own booths 16:00 – 20:00 Octanorm stand decoration ( Octanorm stands built by Triumpf Exhibitions)
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### **Exhibition Hours :**

14.06.2010	08:00 – 18:00
15.06.2010	08:00 – 18:00

### **Stand Dismantling :**

15.06. 2010	18:00 – 24:00
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Additional exhibitor badges can be ordered for EUR 50 /includes 20% VAT/ in advance or on-site .



## **RULES OF PARTICIPATION**

In accordance with the organiser's contract with the Clarion Congress Hotel Prague, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Clarion Congress Hotel Prague, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

## **FIRE PREVENTION AND SAFETY RULES**

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials - including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the Fire Department, the Prague Clarion Congress Hotel Prague and by the Exhibition Management. In case of any doubt, please contact the Exhibition Management. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.



## **GENERAL CONDITIONS AND INSURANCE**

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall.

It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
- goods offensive by their scent or some other way, or appliances producing unpleasant sound or light

Any confusion regarding the above will be clarified by the Exhibition Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Prague Clarion Congress Hotel Prague equipment is also forbidden.

Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

Placement of various objects in a way which obstruct the visitors' view is forbidden.

Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause.

The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Exhibition Management.

All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand.

Written approval from the Exhibition Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

Advertising of goods and services which are not included in the exhibition program or of companies and organizations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.

Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand
- it is necessary to inform the Exhibition Management in advance about elevated podiums



All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

Any other potential issues or problems, not defined by these rules, will be resolved by the Exhibition Management.

## INSURANCE

The Exhibition Management insures the exhibition area against force majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the exhibit.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to produce documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.



## SECTION 2 – HOW TO ORDER SERVICES

### Our recommendation

- fill out the Forms in BLOCK capitals or type it
- take notes of deadlines for particular services
- if you want to be sure we received your completed orders, do not fax the Forms but send them by e-mail or by mail:

TRIUMF EXHIBITIONS, s.r.o. – Official Exhibition Management  
Mrs. Zdena Fialova  
Nad Primaskou 31  
100 00 Praha 10  
Czech Republic  
e-mail: zdena.fialova@triumf-expo.cz

## 2.2 LATE ORDERS, ON-SITE ORDERS

### Late Orders

Orders made after the deadline cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subjected to the following surcharges:

**+50% if orders are received after June 7, 2010 and on-site**

The date of the surcharge is the date the order is received by the Triumf Expo.

As stated in the General Conditions, if the exhibitor fails to cover all the fees related to participation at the congress as well as all other outstanding payments to Triumf Expo, no work will be done.

No exceptions from these rules will be made.

### On-Site Orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend to place all orders in time.

### Payment Conditions

After receiving orders Triumf Expo will send an invoice to the exhibitor and it must be paid through a bank in time. On-site payments can be made in cash or by a credit card. For payments in cash, CZK or EUR currency will be accepted. For payments by a credit card, Triumf Expo accepts only Visa or Eurocard-Mastercard. Cheques are not accepted.



## Claims

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.

## LIST OF DEADLINES

Please use this form to keep an easy record of orders you have completed and sent, as those you still intend to send.

Please adhere the deadlines indicated below.

<b>REQUIRED SERVICES</b>	<b>DEADLINE</b>	<b>SENT ON</b>
Stand Construction	May 12, 2010	
Stand Equipment	May 12, 2010	
Electricity	May 12, 2010	
Carpet	May 12, 2010	
Audio/Video	May 12, 2010	
Flower decoration	May 12, 2010	
Hostesses	May 12, 2010	
Schematic Plan	May 12, 2010	
Catering	May 31, 2010	



## SECTION 3 – STAND CONSTRUCTION

# STAND CONSTRUCTION

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

The space can be filled with other items, which can be ordered separately. For furniture please see form No 2.

If you require a Custom-made stand we can prepare a project and estimated price according to your specific requirements or we are also able to construct the stand according to your own project.

REQUIREMENTS:

Specification	price CZK
Octanorm stand 3 x 3 m	16 500
Octanorm stand 3 x 4 m	19 700
Octanorm stand 4 x 4 m	23 600
Octanorm stand 3 x 8 m	37 300

**The prices do not include 20% VAT.**

The total price covers, among other items, your company name sign. Your company name will be executed in black lettering in the HELVETICA font. The total length of the name is restricted to 18 letters.

**REQUIRED NAME:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

.....  
Stamp & Authorised Signature

.....  
Date & Place

**Please return this form to:**

Triumf Exhibitions, Nad Primaskou 31, 100 00 Prague 10

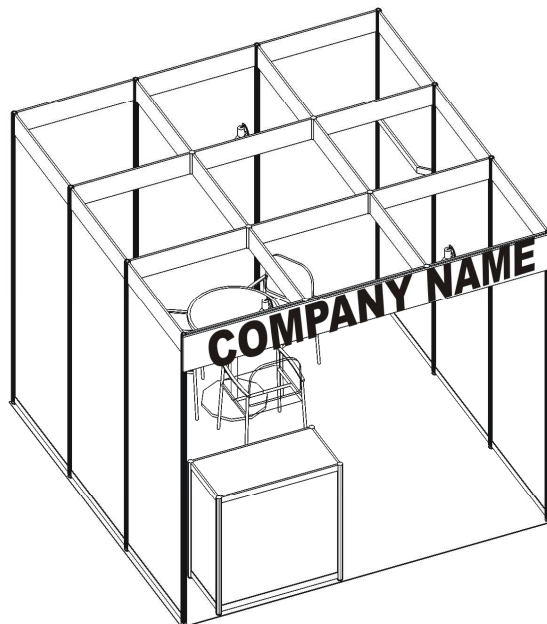
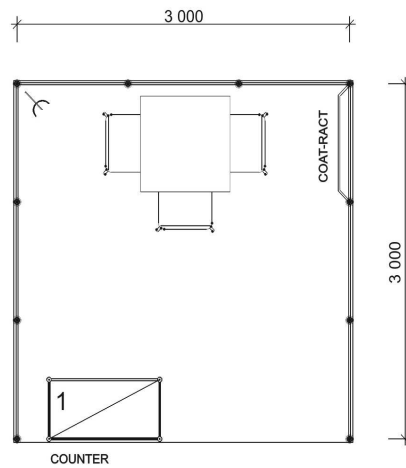
Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

## OCTANORM STAND 3 x 3 m

**Size: 9 m<sup>2</sup>**

**Equipment:**

1. rear and side walls
2. ceiling with spotlights
3. light grey carpet
4. table 80x80 cm
5. 3 x chair
6. infodesk 100x50x100 cm
7. coat rack
8. fascia with the company name
9. electrical connection up to 1 kW/16A,  
electroinstallation

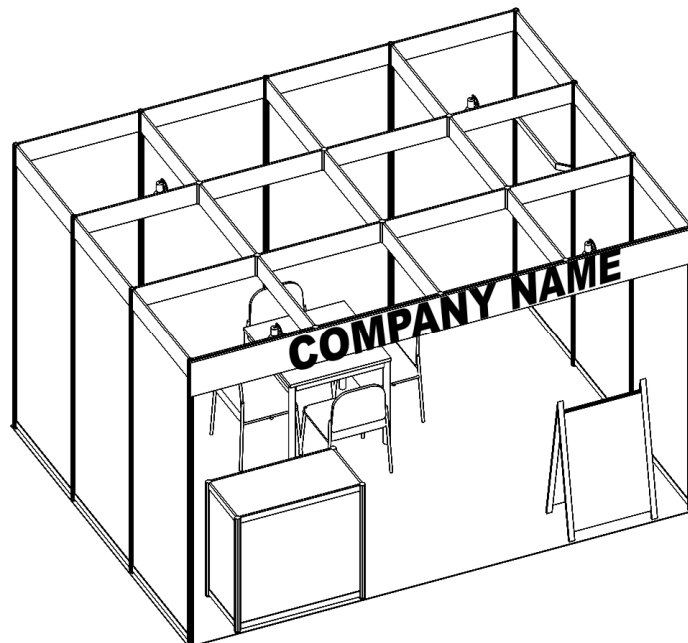
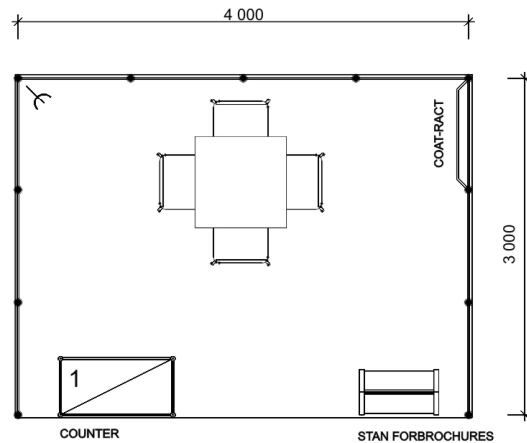


## OCTANORM STAND 3 x 4 m

**Size: 12 m<sup>2</sup>**

**Equipment:**

1. rear and side walls
2. ceiling with spotlights
3. light grey carpet
4. table 80x80 cm
5. 3 x chair
6. infodesk 100x50x100 cm
7. coat-rack
8. stand for brochures
9. fascia with the company name
10. electrical connection up to 2kW/16A, electroinstallation

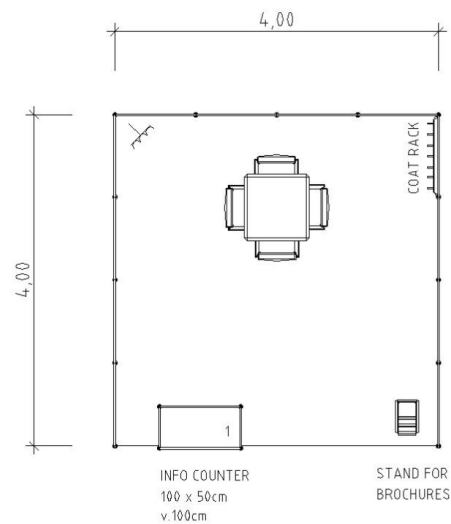
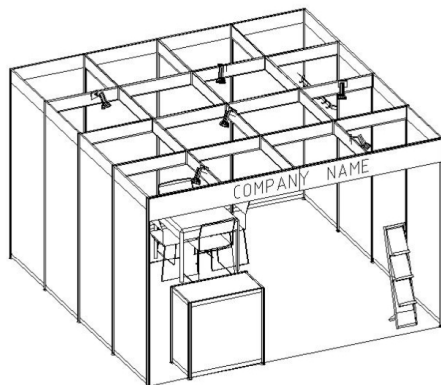


## OCTANORM STAND 4 x 4 m

**Size: 16 m<sup>2</sup>**

**Equipment:**

1. rear and side walls
2. ceiling with spotlights
3. light grey carpet
4. table 80x80 cm
5. 4 x chair
6. infodesk 100x50x100 cm
7. coat-rack
8. stand for brochures
9. fascia with the company name
10. electrical connection up to 2kW/16A, electroinstallation

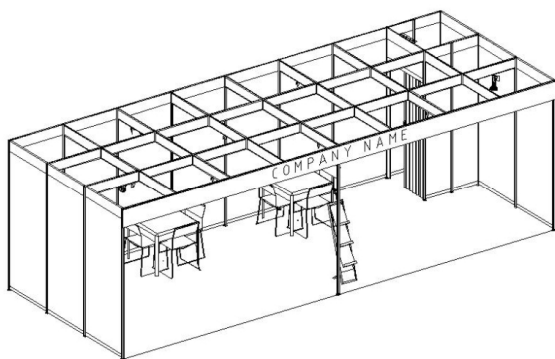
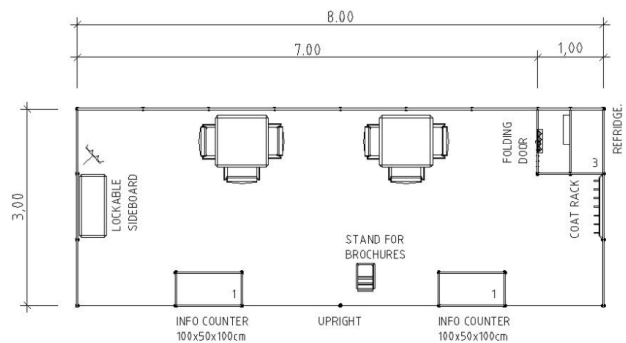


# OCTANORM STAND 3 x 8 m

Size 24 m<sup>2</sup>

## Equipment:

- 1) rear and side walls
- 2) ceiling with spotlights
- 3) light grey carpet
- 4) 2 x table 80 x 80 cm
- 5) 6 x chair
- 6) 2 x counter 100x50x100
- 7) coat hanger
- 8) fascia with sign, max. 20 letters
- 9) prospect holder
- 10) electrical connection 2kW
- 11) locker
- 12) lockable folding door
- 13) shelf
- 14) refrigerator
- 15) 24 hour connection for refrigerator





## STAND EQUIPMENT RENTAL

Exhibitor:	Stand.No:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Specification	lxdxh cm	picture No.	pieces	unit price CZK	total price
Spotlight 100W				567	
Halogen spotlight 500W				1 520	
3-prong plug 220V				380	
Refrigerator	80x80x100	09		2 650	
Octanorm coat rack set	length 100			309	
High illuminated showcase, 4x halogen 50W	100x100x250	02		3 560	
High illuminated showcase, 2x halogen 50W	100x50x250	02		2940	
Octanorm glass counter	100x100x100	01		67	
Octanorm glass counter	100x50x100	01		1 720	
Octanorm counter	100x100x100	08		1 109	
Octanorm counter with shelf, wooden top	100x100x100	04		1 393	
Octanorm counter	50x50x100	06		748	
Octanorm counter with shelf, wooden top	50x50x100	06		1 032	
Octanorm counter	100x50x100	08		1 032	
Octanorm counter with shelf, wooden top	100x50x100	04		1 341	
Octanorm bar counter	100x100x110	08		1 212	
Octanorm bar counter with shelf, wooden top	100x100x110	04		1 496	
Octanorm bar counter	100x50x110	08		1 084	
Octanorm bar counter with shelf, wooden top	100x50x110	04		1 419	
Octanorm bar counter	50x50x110	06		877	
Octanorm bar counter with shelf, wooden top	50x50x110	06		1 135	
Octanorm semicircular counter	100x50x100	05		1 935	
Octanorm semicircular counter, wooden top	100x50x100	05		2 038	
Octanorm shelf stand	100x50x250	03		1 161	



Specification	lxdxh cm	picture No.	pieces	unit price CZK	total price
Modular counter	100x50x100	18		1 264	
Modular counter with shelf, wooden top	100x50x100	17		1 574	
Modular shelf stand	100x50x200	19		1 419	
Book shelf panel	100x30			490	
Chair		14		438	
Leather bar chair		15		670	
Table	80x80	13		542	
Round table black or white*	80	10/11		593	
Buffet table	60	12		990	
Table with a blue skirting	150x60	20		990	
Lockable cabinet	100x50x80	07		995	
Coat hanger stand		16		387	
Waste basket				230	
Stand for brochures				990	
Black armchair*		22		1 703	
Black table*	50x50x45	23		516	
Low table wooden top*	120x60x45	24		825	
Ratan three-piece suite with a table*		21		1950	

\* a limited number of items

**The prices do not include 20% VAT.**

.....  
Stamp & Authorised Signature

.....  
Date & Place

**Please return this form to:**

Triumf Exhibitions, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)

## OCTANORM FURNITURE



Picture No. 01

Octanorm glass counter (glass top) 100x50x80 cm  
Other option: 100x100x80 cm



Picture No. 02

High illuminated showcase  
100x50x250 cm (2x halogen 50W)  
Other option: 100x100x250 cm



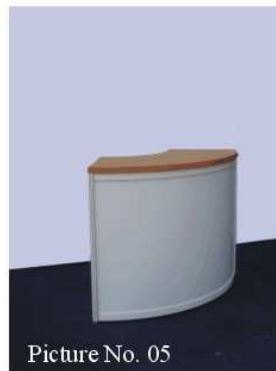
Picture No. 03

Shelf stand 100x50x250 cm



Picture No. 04

Octanorm counter 100x50x80 cm  
Other option: 100x100x80 cm  
Also as a bar counter 100x50x110 cm  
Other option: 100x100x110 cm



Picture No. 05

Octanorm semicircular counter  
100x50x80 cm



Picture No. 06

Octanorm counter 50x50x80 cm  
Also a bar counter 50x50x110 cm



Picture No. 07

Lockable cabinet 100x50x80 cm



Picture No. 08

Octanorm counter 100x100x80 cm  
Other option: 100x50x80 cm  
Also as a bar counter 100x100x110 cm  
Other option: 100x50x110 cm



Picture No. 09

Refrigerator 80x80x100cm

## OCTANORM FURNITURE



Round table white 80x75 cm



Round table black 80x75 cm



Buffet table 60x110 cm



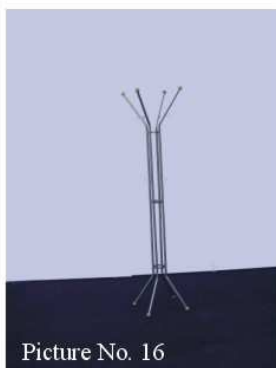
Table 80x80x80 cm



Chair



Leather bar chair



Coat hanger stand

## MODULAR FURNITURE



Picture No. 17

Modular counter  
100x50x100 cm



Picture No. 18

Modular counter  
100x50x100 cm



Picture No. 19

Modular shelf stand  
100x50x200 cm



Picture No. 21

Rattan three-piece suite with a table



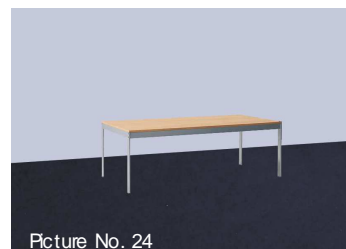
Picture No. 22

Black armchair



Picture No. 23

Black low table



Picture No. 24

Low table, wooden top





## SECTION 4 – EXHIBITION SERVICES

# POWER SUPPLY

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

### PRICE LIST:

#### Specification

#### price /pc/CZK

Connection up to 2 kW/16A	700
Connection up to 10,5 kW/3x16A	2 400
Electrical inspection	200

The prices include 20% VAT.

### REQUIREMENTS:

#### Specification

#### number

#### total price

Connection up to 5 kW/16A		
Connection up to 10.5 kW/3x16A		
Electrical inspection	1	200
Total		

.....  
Stamp & Authorised Signature

.....  
Date & Place

### Please return this form to:

Triumf Exhibitions, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz



## CARPETING

Exhibitor:	
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

**This form is intended for space exhibitors only.**

### REQUIREMENTS:

Specification	space (m <sup>2</sup> )	price per m <sup>2</sup>	total		
price					
Carpet		CZK 450			
Required colour	<i>light grey</i> <input type="checkbox"/>	<i>dark grey</i> <input type="checkbox"/>	<i>green</i> <input type="checkbox"/>	<i>red</i> <input type="checkbox"/>	<i>blue</i> <input type="checkbox"/>

**The prices do not include 20% VAT.**

-----  
Stamp & Authorised Signature

-----  
Date & Place

### Please return this form to:

Triumf Exhibitions, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



## AUDIO/VIDEO

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

### PRICE LIST:

Specification	Price per item	Required number	Price total
Plasma screen 42"	CZK 5 700		
DVD player	CZK 1 400		
LCD monitor 19"	CZK 1 800		
LCD monitor 21"	CZK 2 200		
LCD monitor 24"	CZK 2 950		
Notebook	CZK 3 600		
Internet 200kb/s	CZK 1 580		
Internet 512kb/s	CZK 3 150		
Internet 1Mb/s	CZK 4 950		
Internet 2Mb/s	CZK 8 950		

The prices do not include 20% VAT

If you require any PC equipment please contact directly: [zdena.fialová@triumf-expo.cz](mailto:zdena.fialová@triumf-expo.cz)

All the listed prices are for the entire exhibition time. When the exhibition is over, the equipment will be collected from expositions.

.....  
Stamp & Authorised Signature

.....  
Date & Place

### Please return this form to:

Triumf Exhibitions, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



## FLORAL DECORATION

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

<i>Name</i>	<b>price CZK</b>	<b>pc.</b>	<b>total price</b>
<b>Plants 150 – 180 cm</b>			
Ficus Benjamina	520		
Kentia (palm)	1 200		
Schefflera	750		
Dracaena Marginata	890		
<b>Plants 100 – 120 cm</b>			
Ficus Benjamina	320		
Schefflera	450		
<b>Ikebana</b>			
small	580		
<b>middle</b>	750		
large	1 250		

**The prices do not include 20% VAT.**

.....  
Stamp & Authorized Signature

.....  
Date & Place

**Please return this form to:**

Triumf Exhibitions, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



## HOSTESSES

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

### PRICES LIST:

#### Specification

#### price per hour/CZK

Hostess with knowledge of English (3 hours per day minimum)	290
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**The prices do not include 20 % VAT.**

Hostesses are dressed in a white shirt and a black skirt. If you require a hostess dressed in clothes with your company colors, please contact [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz) and we will prepare for you a price quotation according to your requests.

### REQUIREMENTS:

Date	No.	from	to	hours	price
June 14, 2010					
June 15, 2010					
<b>TOTAL</b>					

.....  
Stamp & Authorized Signature

.....  
Date & Place

### Please return this form to:

Triumf Exhibitions, Nad Primaskou 31, 100 00 Prague 10

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



## CATERING SERVICES

### Collection of additional refreshments 2010 :

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Name	price CZK	pc.	total price
Coffee/Milk	60		
Tea-Selection of Black and Fruit	60		
Mineral Water	60		
Water / Sparkling, Still /	60		
Soft Drink - Coke, Fanta, Sprite, Tonic	60		
Juice 0,2 l	60		
Fresh Juice – Fruit / Orange, Grapefruit, Apple, Pineapple / 0,2 l	100		
Fresh Juice – Vegetable / Carrot, Red Beet, Cucumber / 0,2 l	100		
Selection of Breakfast Pastry / 2 pcs	40		
Mini Pastry / Croissant, Danish Pastry / 2 pcs	60		
Mini Sandwich, Stuffed Tramezzini, Wrap / 2 pcs	60		
Stuffed Croissant / Tomato with Mozzarella, Ham, Ham & Cheese /	90		
Stuffed Baguette / Ham, Cheese, Salami /	90		
Stuffed Bagel / Salmon, Ham, Salami /	90		
Sandwich / Ham, Cheese, Salmon, Salami, Grilled Vegetable /	90		
Overbaked Panini / Vegetable, Tomato with Mozzarella, Cheese, Ham & Cheese /	90		
Selection of seasonal Fruit (300 g / person)	110		

**The prices do not include 20% VAT.**

.....  
Stamp & Authorized Signature

.....  
Date & Place

**Please return this form to:**

Guarant International spol s r.o., Opletalova 22, 110 00 Praha 1  
Tel.: +420/284 001 470, Fax: +420/284 001 448, e-mail: dudova@guarant.cz



## SECTION 5 – SPEDITION INFORMATION

### 6.1 FORWARDING INSTRUCTIONS

#### **Consigning address - all forms of transportation:**

BECKSPEDITION

Fairs & Exhibitions

Dipl. Ing. Pavel Beck

Pražský Výstavní Areál

190 00 Praha 9 - Letňany

Czech Republic

Tel/Fax: +420 286 881 730

Fax : +420 261 176 150

Mobil: +420 602 311 950 Pavel Beck

+420 724 328 380 Monika Veselá

E-mail: [beck.pavel@volny.cz](mailto:beck.pavel@volny.cz)

[monik.vesela@volny.cz](mailto:monik.vesela@volny.cz)

Notify: **Underground Constructions 2010**

Exhibition venue / dates

Exhibitor

Stand No.

c/o BECKSPEDITION PRAGUE

#### **ARRIVAL deadline: June 7, 2010**

#### **Advice of shipment**

All shipments should be advised by fax or by e-mail 2 days before the arrival of the goods to the Czech Republic at the latest.

#### **Case marking**

Each case should be clearly marked as follows:

Name & Location of exhibition

Exhibitors name

Stand No.

Case No.

c/o BECKSPEDITION PRAGUE



## **Documentation:**

### **1) Temporary importation**

ATA-Carnet with a packing list or Pro-forma 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**

Pro-forma Invoice prepared as a packing list with value of each item is needed for customs - clearance.

A detailed packing list in English showing:

- Exhibitor's name and address with contacts, VAT number
- Name of the exhibition, location, stand No.
- Description of the goods
- Measurements in centimetres and gross/ net weights of each case in kilos

## **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.



### **6.3 FORWARDING TARIFF**

#### **1. HANDLING CHARGES**

- 1.1. Unloading/loading and delivery of goods to the stand; consignment from the grouped lorry and from the complete lorry
- 1.2. minimum

1 m<sup>3</sup> = 300 Kg

#### **Price/Euro**

18/100 kilograms  
75/consgmt.

#### **2. AIR CARGO, POST CONSIGNMENTS**

- 2.1. Consignments  
Minimum

75/100 kilograms  
75/consgmt.

#### **3. SURCHARGES (will be added to the basic charges)**

- 3.1. Heavy lift surcharge (for packages from 250 up to 3000 kilograms)
- 3.2. Saturdays Sundays Holidays surcharges
- 3.3. Upper Floor surcharge

25 % of the rate

25 % of the rate

25 % of the rate

#### **4. CUSTOMS CHARGES**

- 4.1. Opening of the temporary customs admission , its cancelling or prolongation if any , of final customs clearance
  - 4.1.1. minimum
  - 4.1.2. maximum
- 4.2. Reimbursement for the customs-security
- 4.3. minimum for reimbursement for the customs-security
- 4.4. Issuing TIR Carnet
- 4.5. Carnet A.T.A. – import
- 4.6. Carnet A.T.A. - export

12/100 kilograms

75/consgmt.

240/consgmt.

0,5% from the value

EUR 36/consgmt.

50/Carnet

50/Carnet

50/Carnet

#### **5. HANDLING OF EMPTIES**

- 5.1. Loading, carriage, discharging, storing during the fair and delivery as near as possible to the stand

25/m<sup>3</sup>

#### **6. WORKERS AND TECHNICAL SERVICE**

- 6.1. Skilled worker
- 6.2. Fork lift 2-3,5 ton
- 6.3. Crane (lifting capacity 8-16 ton)
- 6.4. Vehicles

15/hour

90/hour

120/hour

10/hour

#### **7. OTHER SERVICES**

- 7.1. Providing packages with straps
- 7.2. Fixed charge (postage, papers, phone, fax cost)

1/1 m

16



## ORDER FORM FOR TRANSPORT SERVICES

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

	DATE	QUANTITY
Complete lorry loads		
Storage (empties)		
Help workers		
Fork-lift		
Pallet truck		
Crane		
Customs charges		

.....  
Stamp & Signature

.....  
Date & Place

**Please return this form to BECKSPEDITION, fax no. +420 261 176 150**