

**GENERAL CUSTOMS-FORWARDING INFORMATIONS FOR EXHIBITORS
(ISPRS Prague, 12-16 July 2016, Prague Congress Centre)**

1/ ADDRESSING

Consignments are to be shipped and addressed as follows:

Consignee:	Notify:
SCHENKER spol. s r.o.	ISPRS Prague 2016
Kongresové centrum Praha (Exhibitor Name)
5. Května 65 (Hall/Stand No.)
140 00 Praha 4, Czech republic (Person in charge)
Phone: +420 242 405 160, -161, -165	

All exhibition goods despatched either by air/sea/road/courier freight must be consigned „Freight Prepaid”

2/ DEADLINES

SEA FREIGHT (LCL/FCL)	Hamburg/Bremerhaven sea ports	latest ETA:	June 22, 2016
AIR FREIGHT	Vaclav Havel airport Prague	latest ETA:	July 04, 2016
ROAD FREIGHT	Schenker terminal	latest ETA:	July 06, 2016
ROAD FREIGHT	Exhibition site/on-site warehouse PCC	latest ETA:	July 08, 2016

Shipments - Bag Inserts Schenker on-site Warehouse PCC latest ETA: June 20,2016

Customs office of destination: PRAHA - Uhříněves (code: CZ 510202)/on working days only!

3/ SMALL PARCEL SERVICES

We kindly offer small parcel services provided by our corporate partner UPS.

4/ CONSIGNMENT NOTIFICATION

All consignments have to be notified by e-mail and the following information are to be advised 48 hours before arrival of your shipments to Prague:

Copy of transport documents	- B/L, HAWB/MAWB, CMR, loading/packing list, etc.
Copy of customs documents	- Proforma-Invoice, ATA Carnet, etc.

5/ CASE MARKING/PACKAGING

All exhibitors are requested to use proper packaging suitable for transportation, unpacking, storage and repacking.

All packages are to be clearly marked on 2 sides as follows(*):

ISPRS Prague 2016

Exhibitor:
Hall/Booth No.:
Gross/Net Weight in kgs:
Dimensions in cms:
Case No./Total colli:

(*) shipment contents of Bag Inserts should be clearly marked as BAG INSERTS

6/ INSURANCE

Exhibitors are obliged to arrange insurance of all exhibition material for the duration of transport, building-up/breaking down of the exhibition for all possible risks.

7/ CUSTOMS CLEARANCE/non EU-shipments

Exhibits, exhibition materials/merchandise for temporary use: PROFORMA-INVOICE (3x original in English) with proper consignment details (i.e. gross/net weight, number of freight pieces, number of particular pieces, price, delivery terms - DAP Prague/according to INCOTERMS, Brussels customs code).

For merchandise which is being imported only for the exhibition purposes and for which sale during the exhibition is 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 (issued by Chamber of Commerce and Industry in the country of origin).

Advertising, consumer materials/catalogues, brochures, advertising gifts, i.e. pens, CDs, etc., consumer goods - refreshments, i.e. merchandise for consumption:

For these goods a separate PROFORMA-INVOICE has to be available (requirements above) as this merchandise follows valid customs regulations after arrival identified for release into free circulation, or for consumption during the exhibition and customs fees (customs duty, VAT, Consumer tax) are applicable to this merchandise.

8/ HANDLING WITH EMPTY BOXES

The empty boxes of your exhibition material and exhibits will be delivered into a warehouse, stored during the whole time period of the exhibition and during breaking-down of the exhibition will be brought back to your stands.

(Empty cases are cases, cardboards, pallets, baskets, barrels, etc. without exhibits, any of their parts, or without any exhibition materials for which is the forwarder not liable during the storage period, if storage of such a material is not properly ordered!)

9/ TERMS OF PAYMENT

All customs-forwarding services are paid by the exhibitors directly to the provider. Exhibitors who are not using services of SCHENKER worldwide network or its authorized agents have to pay our customs-forwarding services by remittance in advance or in cash/by credit card in Prague.

10/ GENERAL CONDITIONS

Forwarder's responsibility ends at the moment of delivery of the goods to the exhibition stand or to the nearest possible accessible location and by the handover to the exhibition stand, even if the exhibitor or his accredited representative is not present and begins by the following pick-up at the exhibition location.

We would be happy to answer any further questions from your side or to prepare preliminary price calculation if you let us know your requirements for our customs-forwarding services and advise all necessary details concerning your shipments.

DB SCHENKERfairs

Fairs & Exhibitions dpt. Prague: 5. Května 65, 140 21 Praha 4, Czech Republic

Mr. Petr SLABÝ	phone: +420 242 405 165	e-mail: petr.slaby@schenker.cz
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All contractual arrangements, concluded between SCHENKER spol. s r.o. and its Clients are ruled by General Terms of Trade SCHENKER spol. s r.o. Czech Republic in the full issue (<http://www.logistics.dbschenker.cz/log-cz-en/start/aboutus/generaltermsoftrade.html>), and the Client declares His acceptance, acknowledgement and understanding therewith by concluding the Contract.