

FREIGHT HANDLING INFORMATION

INTRODUCTION

European International Fairs Ltd are pleased to advise that we have been appointed as the Sole Official Freight Forwarder & On-Site Handling Contractor for The Rail Interiors Show and The Electric & Hybrid Rail Show 2023. The following information and associated documentation have been prepared to assist you in the preparation, shipment and handling of your exhibits and stand material to and from the event. If you need clarification or further information, then please do not hesitate to contact us. Your key contacts for this event are as follows:

European International Fairs Limited
Units 6&10, Skitts Manor Farm
Edenbridge
Kent TN8 5RA, United Kingdom

Jim Callaghan
Tel: +44 1732 860330
E-mail: risops@european-intl.com

Our experienced and reliable **Worldwide Partners** can take care of all your shipping needs from your door, your supplier's door or from anywhere in the World, to your stand and back again. All are experienced in shipping exhibition materials and work with us on a regular basis. **We strongly recommend you make use of their services.** They will take care of all the necessary arrangements and can guide you through the whole process at a local level. Please [click here](#) for details of our local partner in your Country.

If you wish to use your regular forwarder, **please ensure that your materials are consigned to us in accordance with the addresses and with the documentation provided in these instructions.** We will be happy to work with your preferred forwarder or with you directly. Please visit our [online portal](#) to order services directly with us.

TENANCY SCHEDULE

The build-up, show open and breakdown schedule are as follows:

BUILD-UP	SHOW OPEN	BREAKDOWN
Monday 23 rd October 08:00–22:00hrs	Wednesday 25 th October 10:00–17:00hrs	Thursday 26 th October 17.30-22.00hrs
Tuesday 24 th October 08:00– 2:00hrs	Thursday 26 th October 10:00–17:00hrs	Friday 27 th April 08.00-16.00hrs

All materials must be removed by 16.00hrs on Friday 27th October. Materials not collected by your carrier and if identified will be removed to the warehouse pending further instructions.

PACKING & CASE MARKING

Packaging should be designed with internal padding and battens as to be suitable for the nature of the goods and the intended mode of transport and to be able to withstand both outward and return journeys (if required).

It should be capable of easy unpacking and repacking. For this reason, it is advisable to use screws or clips for cases rather than nails.

Packaging for shipments originating from outside of the European Union must be 'ISPM15' compliant. Please contact your local Government Plant Health Authority for further details.

All cases should be clearly marked showing the event name, c/o European International Fairs Limited, your exhibiting name, stand number and case number (i.e. 1of3, 2of3 etc.). We recommend using our pre-formatted [label template](#).

Case numbers on the labels should tally up with those mentioned on any shipping documentation.

RESTRICTED GOODS

The following products are restricted for import into the European Union and should not be included in your shipment if originating from outside of the EU – foodstuffs (incl. sweets and mints), beverages, tobacco, alcohol, medicines, cosmetics, live animals or plants, pharmaceutical products and animal hides. Depending on country of manufacture, some textile products are also restricted.

Please [contact us](#) if it is essential for you to include such prohibited items within your consignment.

INSURANCE

Insurance is the responsibility of the exhibitor and we do not automatically insure goods on your behalf. We strongly recommend that you arrange adequate cover for your goods for the transit to, from and also during the exhibition.

CONSIGNEE INSTRUCTIONS & ARRIVAL DEADLINES

All shipments must be sent pre-paid and consigned to:

<p>Consignee: CENTRUMSPED s.r.o. Vystaviste 416 CZ-170 00 PRAGUE 7 Czech Republic</p>	<p>Notify: Mr. Filip Cerveny Tel: +420 602 501 381, e-mail: cerveny@centrumsped.cz c/o Exhibition Name, Exhibitor Name, Hall/Stand No.</p>
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Freight needs to arrive by the following deadlines

Ocean freight FCL (<i>Hamburg / Bremerhaven port</i>)	10 working days prior to the required delivery date
Ocean freight LCL (<i>Hamburg / Bremerhaven port</i>)	15 working days prior to the required delivery date
Airfreight (<i>at Prague PRG airport</i>)	5 working days prior to the required delivery date
EU Roadfreight advance warehouse shipments	2 working days prior to the required delivery date
NON EU Roadfreight advance warehouse shipments	3 working days prior to the required delivery date
NON EU Roadfreight FTL Trucks direct offloading shipments	1 working day prior to the required delivery date
Courier shipments (<i>at our advance warehouse</i>)	2 working days prior to the required delivery date

Copies of your shipping documents should be sent to us prior to export from origin to ensure that all details are correct. Final pre-alerts should be submitted to us prior to the consignment's arrival via our [online portal](#).

ROADFREIGHT & COURIER SHIPPING VIA THE ADVANCE RECEIVING WAREHOUSE

Warehouse Address: CENTRUMSPED s.r.o.
c/o **Exhibition name**, Exhibitor Name, Hall/Stand No.
PVA EXPO PRAGUE
Beranovych 667
CZ-199 00 PRAGUE 9
Czech Republic
Notify: Mr. Filip Cerveny
Tel.: +420 602 501 381
Warehouse opening hours: Mo – Fri, 08:00 – 15:00
*(Entrance gate to the PVA EXPO is from Tupolevova street)

Notes on Courier Shipments. DO NOT consign shipments to the show site or stand directly. Neither we nor the organisers will accept or sign for such deliveries. Courier shipments should be consigned to us *on a DDP basis* c/o the advance warehouse above and pre-booked via our [online portal](#) prior to arrival. Courier shipments arriving directly at the show site requiring payment of Customs duty, VAT or any freight charges will be refused by European International Fairs Limited unless pre-arranged. Shipments MUST therefore be sent on a DELIVERED DUTY PAID basis.

Shipments will be received against prior booking only. Please complete and submit an order via our [online portal](#) prior to arrival.

ROADFREIGHT FOR DIRECT UNLOADING / RELOADING AT THE SHOW HALL

Times SLOTS for offloading will be issued on placement of order via our on-line portal, drivers will need our booking reference number before offloading/reloading can commence. Vehicles that arrived without a prior booking that require a forklift for offloading/reloading will have to wait until an order is place. **please complete and submit an order via our [online portal](#) no later than Friday, 13th October.**

EUROPEAN INTERNATIONAL FAIRS LTD/CENTRUMSPED s.r.o.
c/o **Exhibition name**, Exhibitor Name, Hall/Stand No.
PVA EXPO PRAGUE
Beranovych 667, CZ-199 00 PRAGUE 9, Czech Republic
Entrance gate to the PVA EXPO is from Tupolevova street

Construction / Move-in: 23rd and 24th October 08.00hrs – 2200hrs
Dismantling / Move-out: 26th October 17.30hrs-22.00hrs and 27th October 08.00hrs – 16.00hrs

Vehicles arriving outside of these times must either return at the correct time or report to the warehouse for unloading / reloading. Shipments will only be accepted / released from the warehouse by prior order.

NON-EU Road Freight Shipments

All NON-EU shipments MUST first report to the customs office prior to offloading
Arrival deadline for NON-EU shipments to the customs office is 3 workdays before stand delivery (except for full load trucks)

All NON-EU shipments MUST be then handled via CENTRUMSPED warehouse except stand fitting material or shipments for direct stand unloading – for such loads stand builders or exhibitors MUST be present on stand at the time of unloading.

Customs office address: Celní úřad pro hlavní město Prahu - detašované pracoviště, K Hrušovu 293/2, 102 00, Praha-Štěrboholy
Customs office opening hours: Mon, Wed: 08:00 – 17:00 Tue, Thu: 08:00 - 15:00 Fri: 08:00 - 14:00

Instructions for ROAD FREIGHT - trucks arrival and clearance:

Customs clearance will take place at the customs office, where the vehicle arrives at the customs parking lot and after customs clearance continues for unloading. First, the driver parks in the aforementioned customs parking lot (K Hrušovu 293/2) and comes with documents to the customs agent's office (Customs services Žáček, K Hrušovu 4, Papyrus building, 3rd floor), where the documents are taken over by the customs declarant who arranges the customs clearance, brings back the necessary documents to the driver and releases the vehicle to continue to the unloading address. The truck MUST arrive at least 1 hour before the closing time.

CUSTOMS CLEARANCE & DOCUMENTATION

Goods not in free circulation, whether being shipped from within or from outside the EU, must clear customs upon arrival in Prague.

We recommend that you DO NOT hand-carry commercial goods that are not in free circulation. Such goods are still liable for import duty and tax and may be detained by customs at the airport terminal pending customs clearance.

European International Fairs Limited can provide a temporary import Customs Guarantee to Customs on your behalf for exhibition goods under "Temporary Import" without the need to pay import duty and VAT. The goods must remain under our control throughout and are subject to examinations by Customs. At the close of the exhibition the goods must be removed to our local warehouse for Customs clearance either for re-export or for conversion to a permanent import. Heavy penalties can apply if exhibitors or contractors remove goods under a Customs import Guarantee from the show site.

Goods for temporary import (including ATA Carnet goods) must bear serial or product codes wherever possible. The same codes should be mentioned on the commercial invoice. German Customs are likely to force permanent import and payment of duties if this information is not available.

Items to be permanently imported will attract import duty and tax. Such Customs charges are subject to an outlay fee as mentioned in our tariff.

For all consignments (exhibits) delivered from NON-EU countries it is necessary to take into account 1-2 days for the customs clearance procedure. The customs clearance and control of all consignments shall be executed exclusively by CENTRUMSPED.

- **exhibits, exhibition materials** (merchandise for temporary use): pro-forma invoice (at least 2 originals)

- Must be consigned to PVA EXPO PRAGUE, Beranovych 667, CZ-199 00 Prague 9, Czech Republic
For: Rail Interiors Show, <exhibitor name>, <hall & stand number>
- Must indicate the individual weight and dimensions of each package in the shipment and should match the waybill
- Must clearly indicate the content of each package in English, with separate values (in EUR€) and HS Tariff codes for each individual item
- Goods for permanent import must be packed separately from goods for temporary import and each should have their own commercial invoice
- Must clearly indicate which items are packed into which boxes (piece numbers mentioned on your commercial invoice should tally up with the piece numbers mentioned on the labels attached to your packages)
- Make, model and serial numbers **must** be listed for any electrical items

We recommend that you use our [Combined Commercial Invoice & Packing List template](#).

- **for merchandise, which is being imported only for the exhibition purposes** and for which its sale during the exhibition 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 (from the Chamber of Commerce and Industry in the country of origin).

- **advertising, consumer materials** (advertising printouts – catalogues etc. , advertising gifts, consumer goods - refreshments (merchandise for consumption): for these goods a special pro-forma invoice has to be available (requirements above), because this merchandise is according to the valid customs regulations after arrival identified for release into free circulation, or for consumption during the exposition, and customs fees (duty, VAT, or Consumer tax) are attached to this merchandise.

- import of alcohol, tobacco, weapons and dangerous products is strictly prohibited

Consignee for T1 Form:

CENTRUMSPED s.r.o.
 Vystaviste 416
 CZ – 170 00 PRAGUE 7
 EORI: CZ47124598

Customs Office for T1 Form: CZ510201

ON-SITE REPRESENTATIVES

Experienced representatives from European International Fairs Limited will be on-site during the exhibition tenancy to supervise customs clearance and freight handling and to liaise with exhibitors during the course of the event.

PAYMENT

By placing your freight with European International (Fairs) Ltd, or consigning it according to our instructions, you are agreeing to accept our charges for handling, transportation and customs clearance and related services, either quoted or un-quoted.

Invoices are due for immediate settlement in full upon presentation. Any disputes or queries relating to invoices should be notified to us immediately. We reserve the right to demand payment before release of goods.

Bank details will be present on our invoices. We can also accept credit card payments via our [on-line payment portal](#).

TERMS & CONDITIONS

All work is undertaken at owner's risk and in accordance with our [terms & conditions](#).