

## EXHIBITION SHIPMENTS & DELIVERY

The venue will operate under traffic management during the exhibition set up, event and dismantling time. All freight arrivals should be communicated via the official logistics provider at the Prague Congress Centre, DB SCHENKERfairs. **The venue is not authorized to accept packages.** Traffic management must be coordinated via DB SCHENKERfairs both for unloading and loading due to space restrictions at the venue. The address of DB SCHENKERfairs must be used to deliver your exhibition freight/materials.

### DB SCHENKERfairs

Martin Pedro Uličný

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+420 724 067 382

The Conference Organizers request that a company representative be present during exhibition stand move in and move out to supervise the safe delivery, construction, removal and collection of all exhibits. The Organizers will not be held responsible for theft of an Exhibitor's goods, or responsibility for damage to property or lost shipments.

### Storage of Empties

No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in your stand or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the Exhibitor. Please contact the DB SCHENKERfairs for handling and storage of your empty crates and other packing material through the duration of the exhibition.

### Parking

No truck parking is available at the congress venue. Limited car parking capacity is available at the venue underground garages, subject to availability.

### Loading Bay and Lift

The loading bay of the Prague Congress Centre is located on -1 floor. Entrance is on the right side of the OMV petrol station. Follow signage that will be placed at the truck entrance. The delivery and removal of materials for the exhibition stands is allowed only by the official freight forwarder, DB SCHENKERfairs and their local manager. Companies bringing their own goods should contact the official freight forwarder to coordinate their arrival and use of the loading bay, the goods entrance and the freight lifts. Consult with DB SCHENKERfairs to ensure truck measurements are compliant with the passage to the lifts.

**Important: No parking is allowed in the loading bay; any car or truck must leave the premises once unloaded.**

### Freight Elevators

Freight elevators K and G are available to access the exhibition area.

Max load	Width	Height	Depth
Lift K 5.000 kg	240 cm	250 cm	500 cm
Lift G 2.000 kg	200 cm	240 cm	285 cm

Loading bay door to lift K has limited width 2,2 m and height 2,2 m. Exhibition floor corridor door from the lift G has limited width 1,3 m and height 2 m. Make sure your packages can fit into the bay door.

## GENERAL CUSTOMS-FORWARDING INFORMATION FOR EXHIBITORS

### 1/ ADDRESSING

Consignments are to be shipped and addressed as follows:

Consignee:	Notify:
<b>SCHENKER spol. s r.o.</b>	<b>(Name of event)</b>
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

To container depot Prague	- min. 10 working days prior to the booth delivery
AIR FREIGHT (Vaclav Havel airport Prague)	- min. 5 working days prior to the booth delivery
To Schenker Terminal	- min. 5 working days prior to the booth delivery
To our address	- min. 3 working days prior to the booth delivery
ROAD FREIGHT	- in accordance with build – up period

Customs office of destination: PRAHA – Uhřetěves (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(\*):

#### (Name of event)

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

## 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 SCHENKER***fairs*

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

Mr. Martin Pedro ULIČNÝ

phone: +420 242 405 160 e-mail: [martin.ulicny@dbschenker.com](mailto:martin.ulicny@dbschenker.com)

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.

## QUOTATION REQUEST

Event name/exhibitor/floor/stand no.:

**Deliver to:**

SCHENKER spol. s.r.o.  
Fairs & Exhibition dpt.  
5. května 65  
140 21 Prague 4  
Czech Republic

**Warehouse instructions:**

Opening hours: Monday–Friday; 8:00-15:00  
Contact: Robin Veselý  
+420 733 144 905  
[robin.vesely@dbschenker.com](mailto:robin.vesely@dbschenker.com)

**Billing company name & address:**

VAT ID (if EU company):

person in charge:

e-mail:

phone:

reference for billing:

kind of transport (please mark applicable)

seafreight

airfreight

truck

quantity of packages	total volume / cbm	total gross weight	total value EUR

kind of package	length cm	width cm	height cm	volume	weight kg	Return
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>
						yes <input type="checkbox"/> / no <input type="checkbox"/>

Return transport request:

yes

no

address of collection:

date:

time: (morning)

from:

until:

time: (afternoon)

from:

until:

special/specified instructions (request for Insurance, etc.):

place	date	company stamp	signature

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.schenker.cz/en-gb/aboutdbschenker/thegeneraltermsoftrade/index.html>), and the Client declares His acceptance, acknowledgement and understanding therewith by concluding the Contract.

## COMBINED PROFORMA INVOICE AND PACKING LIST

Proforma INVOICE NO: \_\_\_\_\_

DATE: \_\_\_\_\_

SHIPPER:	CONSIGNEE:	NOTIFY PARTY: <b>Exhibitor Name:</b> _____ <b>Exhibition Name: METABOLOMICS 2025</b> <b>HALL#</b> _____ <b>Stand#</b> _____ <b>Venue:</b> _____
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CASE NO.	DIMENSIONS L x B x H (cms)	VOLUME (CBM)	WEIGHT (KGS)	DESCRIPTION OF GOODS (IN ENGLISH) <small>For equipment, kindly insert the model &amp; serial no. if any</small>	COUNTRY OF ORIGIN	QUANTITY	UNIT VALUE EUR (CIF)	TOTAL VALUE EUR (CIF)	REMARKS			
									A	B	C	
		-										
		-										
		-										
		-										
		-										
		-										
		-										
		-										
		-										
<b>Grand Total :</b>		-	-					-				
								<b>Total CIF Value</b>	-			

**REMARKS: A = TEMPORARY IMPORT, B = PERMANENT IMPORT , C = DISPOSED**

We hereby guarantee that this is a true and correct invoice and that the goods referred to are the origin ,manufacture and production of \_\_\_\_\_.

TOTAL PKGS : \_\_\_\_\_  
 TOTAL WEIGHT: - \_\_\_\_\_  
 TOTAL CBM : - \_\_\_\_\_

\_\_\_\_\_  
 Authorised Signature/Name/Company stamp & Date.