

## **Shipping Instructions for Fair SMART ENERGY FORUM 2024 Nitra**

CENTRUMSPED Ltd have been appointed as the official freight forwarder and on-site materials handling contractor for. SMART ENERGY FORUM 2024. These transport guidelines contain shipping details, documentation requirements and all other relevant information needed to ensure timely arrival and delivery of your cargo to your booth.

### **ADVANCE DELIVERIES**

Delivery address:

Agrokomplex NARODNE VYSTAVISKO s.p.

c/o CENTRUMSPED s.r.o.

Vystavna 4

949 01 Nitra

Slovakia

Contact : Bronislava Lavova , [lavova@centrumsped.sk](mailto:lavova@centrumsped.sk) , Tel.: +421 908 793 117

Your deliveries can be accepted from Monday 6th March 2024 until Friday 10th March (open hours are 0800 – 1500hrs, Friday 0800 – 1200 hours).

### **SCHEDULE**

Import to warehouse:	6th March 2024 until Friday 10th March
Delivery from warehouse to exhibition stand :	13 th March 2024
Fair:	14th March 2024
Export:	15 th March 2024 & 18 th March 2024

### **Deadline**

documents & order form: 5th February 2024

Shipments arriving without an well timed order form will be subject to a late order fee of 30% applicable to all services.

### **SHIPMENTS FROM OUTSIDE THE EU**

Pls contact us not later than one month before the scheduled dispatch your goods to obtain more detailed information. Your key contact for this event is:

Bronislava Lavova

Centrumsped Ltd

[lavova@centrumsped.sk](mailto:lavova@centrumsped.sk)

Each non EU - shipment must be accompanied by a full set of **documents** as follows:

- CMR / AWB , ATA Carnet, Proforma – Invoice

ATA Carnet (goods for temporary import) - must bear serial or product codes wherever possible

## **PACKAGING,CASE MARKING & STORAGE**

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 SMART ENERGY FORUM NITRA 2024, c/o Centrumsped Ltd., your exhibiting name, standnumber and case number (i.e. 1of3, 2of3 etc.).

We can remove empty crates & packaging materials for storage during the exhibition. Empty crates must be re-assembled and small or loose items bundled together or palletised prior to our collection from the booth. Unless booked for "full" storage all crates are accepted as empty and will be handled accordingly. Empty crates and packaging materials stored by us during the exhibition will be returned automatically after the close of the exhibition.

## **OUTBOUND SHIPMENTS**

Please ensure that your shipment(s) are correctly labelled and that total piece count on the shipping labels is correct. Please make Centrumsped Ltd staff aware once your consignment is packed and ready to be uplifted from the booth.

You will need to wait at your booth until our staff collect the consignment. Neither we, the organiser nor the venue can be held responsible for theft for goods left unattended.

## **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.

## **PAYMENT**

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.c

## Handling Tariff

### I.Import Rates

#### I.a) Shipments heavier than 25 kilogram

Unloading .....Eur 110.00 / 1 hour / min.1 hour  
Unloading via warehouse + delivery to exhibition booth ,3 Ton Forklift,

#### I.b) Courier shipments

Receipt,registration,delivery to stand (up to 25 kilogram).....Eur 50.00 / shipment / exhibitor

#### I.c).Storage of goods and empty packing materials

Storage of exhibits,empties and material.....Eur 30.00 / 1cbm / 1 week, minimally 2 cbm

#### I.d) Consignment service fee.....Eur 35.00 / shipment/stand/exhibitor

Delivery of your shipment from warehouse at your stand will be done on Wednesday March 13 th.

Prices for unloading full trailers of standbuilding material and for customs clearance etc.are available as per quotation.

### II. Export Rates

#### I.a) Shipments heavier than 25 kilogram

Loading .....Eur 110.00 / 1 hour / min.1 hour  
Ex booth - Pick up ,loading via warehouse

#### I.b) Courier shipments (up to 25 kilogram)

Ex booth - Collection ,loading via warehouse ... Eur 50.00 / shipment / exhibitor

#### I.c) Consignment service fee.....Eur 35.00 / shipment/stand/exhibitor

### III.General

- All prices are excluded 20% VAT
- All charges will be calculated in full cbm,full hour,etc.
- Final ordering date is Monday 5th of February 2024