

Instructions for handling and transporting of shipments

SMART ENERGY FORUM 2026 Nitra

Exhibition site address:

Agrokomplex NARODNE VYSTVISKO s.p.
c/o CENTRUMSPED s.r.o.
Vystavna 4
949 01 Nitra
Slovakia

Contact: Bronislava Lavová, lavova@centrumsped.sk, tel.: +421 908 793 117

1) SHIPMENTS – ROAD TRANSPORT

ASSEMBLY: 23. – 24.3. – 08:00 – 18:00 (for unloading by forklift)

DISASSEMBLY: 25.3. – 17:00 – 20:00 (for loading by forklift)

26.3. – 8:00 – 12:00

Delivery & unloading / loading & removal of road shipments is only possible on the above dates and times.

2) COURIER SHIPMENTS up to 25 kg

Delivery of courier shipments to the warehouse:

18. – 20.3. - opening hours: Mon – Thu: 08:00 – 15:00, Friday 08:00 – 12:00

Transportation of courier shipments from the warehouse to the exhibition stand:

23. – 24.3. – 08:00 – 18:00

Transportation of courier shipments from the exhibition stand to the warehouse:

25.3. - after the end of the exhibition

Delivery of shipments from the warehouse:

26.3. - 08:00 – 12:00

3) SHIPMENTS FROM NON-EU COUNTRIES

Please contact us at least one month before the planned shipping of your goods to obtain more detailed information.

Each shipment outside the EU must be accompanied by a complete set of documents as listed below:

- CMR / AWB , ATA Carnet, Proforma Invoice

Documents and Order Form Submission: 27.2.2026

Shipments delivered without an order form submitted by 27.2.2026 will be subject to a late service order fee of 30% (applies to all forwarding services).



PACKAGING, PACKAGING LABELLING AND STORAGE

Packaging materials for shipments originating from countries outside the European Union must comply with the international standard ISPM15. For further information, please contact your local State Plant Protection Office.

All packaging must be clearly marked with a sticker/label with the words SMART ENERGY FORUM NITRA 2026, c/o Centrumsped Ltd., stating the exhibitor's name, serial number and number of boxes (i.e. 1 of 3, 2 of 3, etc.).

If necessary and upon request, your packaging material (boxes, pallets, cartons, etc.) can be stored during the exhibition. Empty boxes must be empty before being removed from the stand, small or loose items must be bundled or placed on pallets. Unless storage of full packaging is ordered, all packaging is accepted as empty and treated accordingly. Empty boxes and packaging materials that we have stored during the exhibition will be automatically returned after the end of the exhibition.

LOADING / REMOVING SHIPMENTS AFTER THE EXHIBITION

Please ensure that your shipments are properly marked and that the total number of pieces on the shipping labels is correct. Please notify Centrumsped Ltd staff as soon as your shipment is packed and ready for loading/pick-up from the stand.

You will be required to wait at the stand until our staff has collected the shipment. We, the organiser and the venue cannot be held responsible for any loss of goods left unattended at the stand.

INSURANCE

The exhibitor is responsible for insurance of trade fair shipments. We strongly recommend that you arrange adequate insurance for your goods for the period of transport to, from and 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