



# EXHIBITION MANUAL

XXVI<sup>th</sup> General Assembly  
of International Astronomical Union  
August 14–25, 2006, Prague, Czech Republic

[www.astronomy2006.com](http://www.astronomy2006.com)



Foto: Miroslav Hoza



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## SECTION 1 – GENERAL INFORMATION

### 1.1 Contacts

#### Chairman of the National Organizing Committee:

Prof. Jan Palouš  
E-mail: palous@ig.cas.cz

#### GA IAU 2006 Secretariat: Congress Business Travel Ltd. (CBT)

Lidická 43/66  
150 00 Praha 5  
Czech Republic

Contact person: Mrs. Monika Šenderová  
Phone: +420 224 942 575, +420 224 942 579  
Fax: +420 224 942 550  
E-mail: senderova@cbttravel.cz

#### Exhibition Management: TRIUMF EXPO, Ltd.

Nad Primaskou 31  
100 00 Praha 10  
Czech Republic

Contact person: Mrs. Zdena Fialová  
Phone: +420 274 818 065  
Fax: +420 274 772 406  
E-mail: zdena.fialova@triumf-expo.cz

#### Catering Services: Zátiší Catering Group, INC.

Prague Congress Centre  
5. května 1640/65  
140 21 Praha 4  
Czech Republic

Contact person: Mrs. Linda Reitingarová  
Phone: +420 261 174 040  
Fax: +420 261 174 025  
E-mail: linda@zatisigroup.cz

#### Official Spedition: BECKSPEDITION – Fairs Exhibitions

Chrastavská 113/4  
190 00 Praha 9  
Czech Republic

Contact person: Mr. Pavel Beck  
Phone/Fax: +420 286 881 730  
Fax: +420 261 176 150  
E-mail: beck.pavel@volny.cz

#### XXVIth GA IAU Venue: PRAGUE CONGRESS CENTRE

5. května 65  
140 21 Praha 4  
Czech Republic

Phone: +420 261 171 111



## 1.2 Programme

### Invited Discourses

- Jill Tarter: The Evolution of Life in the Universe  
Alan Title: The Magnetic Field and its Effects on the Solar Atmosphere as Observed at High Resolution  
Shuang Nan Zhang: Similar Phenomena at Different Scales: Black Holes, Sun, Supernovae, Galaxies and Galaxy Clusters  
Reinhard Genzel: The power of new experimental techniques in astronomy: Zooming in on the black hole in the Center of the Milky Way

### Symposia

- No. 235: Galaxy Evolution across the Hubble Time  
No. 236: Near Earth Objects, our Celestial Neighbors: Opportunity and Risk  
No. 237: Triggered Star Formation in a Turbulent ISM  
No. 238: Black Holes: from Stars to Galaxies – across the Range of Masses  
No. 239: Convection in Astrophysics  
No. 240: Binary Stars as Critical Tools and Tests in Contemporary Astrophysics

### 17 Joint Discussions

### 7 Special Sessions

- Meetings: Young Astronomers  
Women In Astronomy**

For more details please visit the website.

## 1.3 Accommodation and Tourist Information

If you require accommodation and tourist programme, please contact GA IAU 2006 Secretariat or use on-line forms on our website. The Secretariat will arrange all types of accommodation, from \*\*\*\*\* stars hotels to students hostels.

## 1.4 Exhibition Schedule

### Delivery of Goods to the Prague Congress Centre:

14 August, 2006 – Monday 08.00–14.00 hrs

### Exhibitor Move-In and Setting Up:

14 August, 2006 – Monday 14.00–20.00 hrs  
15 August, 2006 – Tuesday 08.00–12.00 hrs (decoration, cleaning)



**Exhibition Hours:**

16 August, 2006 – Wednesday	09.00–17.30 hrs
17 August, 2006 – Thursday	09.00–17.30 hrs
18 August 2006 – Friday	09.00–17.30 hrs
19 August 2006 – Saturday	free day
20 August 2006 – Sunday	free day
21 August 2006 – Monday	09.00–17.30 hrs
22 August 2006 – Tuesday	09.00–17.30 hrs
23 August 2006 – Wednesday	09.00–17.30 hrs
24 August 2006 – Thursday	09.00–17.30 hrs

**Exhibitor Move-Out:**

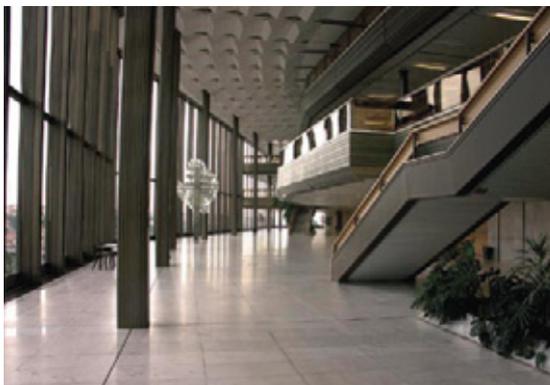
25 August 2006 – Friday	08.00–13.00 hrs
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**On-site Exhibition Management Desk**

will be situated on the second floor of the Prague Congress Centre.

14 August, 2006 – Monday	08.00–20.00 hrs
15 August, 2006 – Tuesday	08.00–12.00 hrs
16 August, 2006 – Wednesday	09.00–17.30 hrs
17 August, 2006 – Thursday	09.00–17.30 hrs
18 August 2006 – Friday	09.00–17.30 hrs
21 August 2006 – Monday	09.00–17.30 hrs
22 August 2006 – Tuesday	09.00–17.30 hrs
23 August 2006 – Wednesday	09.00–17.30 hrs
24 August 2006 – Thursday	09.00–20.00 hrs
25 August 2006 – Friday	08.00–13.00 hrs

**1.5 Exhibition Layout**



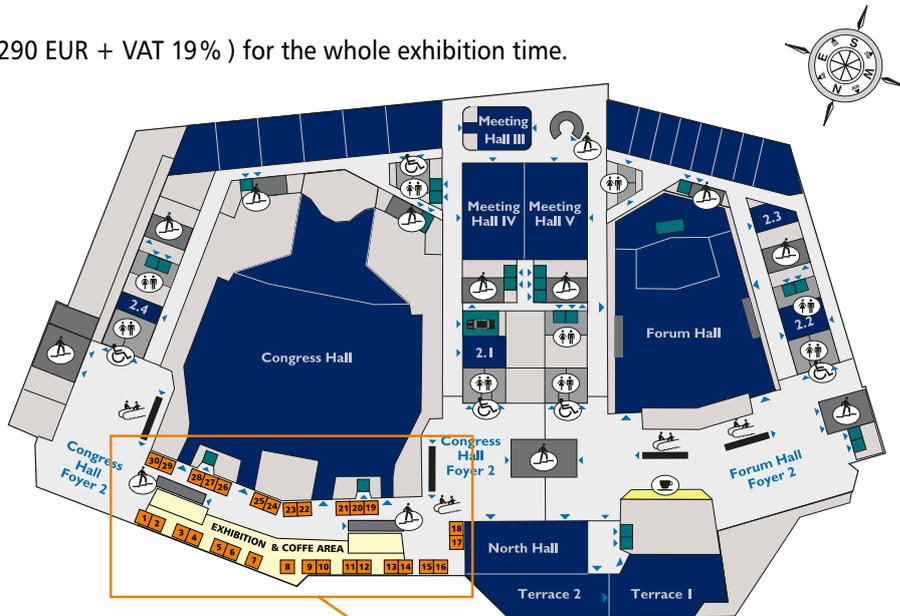
Prague Congress Centre – Exhibitor Space, Congress Hall Foyer, 2<sup>nd</sup> Floor



## How to Order Space

Exhibition will be situated on the 2<sup>nd</sup> floor at the Congress Hall Foyer 2  
 The minimal basic space for an exhibitor is 9 m<sup>2</sup> (stand 3 × 3 m),  
 the price is 2610 EUR+ VAT 19%

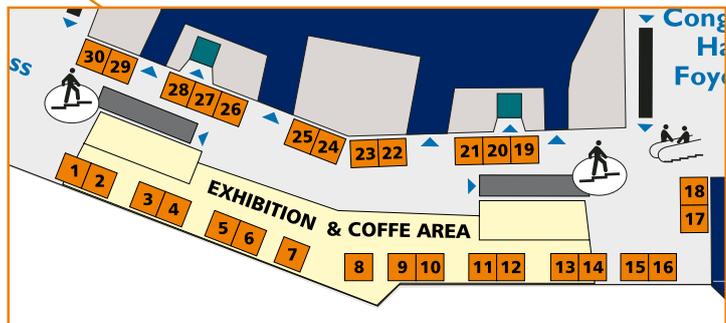
(1 m<sup>2</sup> = 290 EUR + VAT 19% ) for the whole exhibition time.



### Second Floor

#### List of stands and dimension:

1 – 9 m <sup>2</sup>	11 – 9 m <sup>2</sup>	21 – 9 m <sup>2</sup>
2 – 9 m <sup>2</sup>	12 – 9 m <sup>2</sup>	22 – 9 m <sup>2</sup>
3 – 9 m <sup>2</sup>	13 – 9 m <sup>2</sup>	23 – 9 m <sup>2</sup>
4 – 9 m <sup>2</sup>	14 – 9 m <sup>2</sup>	24 – 9 m <sup>2</sup>
5 – 9 m <sup>2</sup>	15 – 9 m <sup>2</sup>	25 – 9 m <sup>2</sup>
6 – 9 m <sup>2</sup>	16 – 9 m <sup>2</sup>	26 – 9 m <sup>2</sup>
7 – 9 m <sup>2</sup>	17 – 9 m <sup>2</sup>	27 – 9 m <sup>2</sup>
8 – 9 m <sup>2</sup>	18 – 9 m <sup>2</sup>	28 – 9 m <sup>2</sup>
9 – 9 m <sup>2</sup>	19 – 9 m <sup>2</sup>	29 – 9 m <sup>2</sup>
10 – 9 m <sup>2</sup>	20 – 9 m <sup>2</sup>	30 – 9 m <sup>2</sup>



Congress Hall	Inaugural Ceremony, Concert, Closing Ceremony,	up to 2800 participants
Forum Hall	GA Meeting Room	up to 1030 participants
Meeting Hall IV	GA Meeting Room	220 participants
Meeting Hall V	GA Meeting Room	220 participants
North Hall	Internet Room	
Terrace 1	Poster Room I	
Terrace 2	Poster Room II	
Congress Hall Foyer	Exhibition & Poster Area III	
2.2	Rehearsal Room	
2.3	Grant Room	

For space ordering contact kindly the GA IAU 2006 Secretariat!



## 1.6 Rules of Participation

In accordance with the organizer's contract with the Prague Congress Centre, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the Prague Congress Centre, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

## 1.7 Fire Prevention and Safety Rules

Exits, passages, corridors, emergency exits, staircases etc. within the exhibition area must not be blocked under any circumstances.

Fire-extinguishers, hydrants, water taps, etc. situated in front of, in close proximity to or behind stands must always be visible and easily accessible.

Flammable materials—including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein.

If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance.

Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance.

Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation.

Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used.

Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc.

The exhibits and material composition of the stands must be approved by the Fire Department, the Prague Congress Centre Management and by the Exhibition Management. In case of any doubt, please contact the Exhibition Management. All stands will be inspected by representatives of all three authorities.

No packing material or any other kind of material may be stored either between or behind the exhibits.



## 1.8 General Conditions and Insurance

### General Conditions

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations).

Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the building (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. Offenders will be prosecuted. It is forbidden to use the following items in the exhibition halls:

- highly flammable or explosive materials, gas and dangerous materials
  - goods offensive by their scent or some other way, or appliances producing unpleasant sound or light
- Any confusion regarding the above will be clarified by the Exhibition Management.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the Prague Congress Centre equipment is also forbidden.

Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other).

Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured.

Placement of various objects in a way which obstruct the visitors' view is forbidden.

Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause.

The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with a written consent of the Exhibition Management.

All stands must be identified by numbers identical with those on the plan of the exhibition. Those exhibitors who mount their stands themselves must be sure to place their exact number on their stand.

Written approval from the Exhibition Management is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress.

Advertising of goods and services which are not included in the exhibition program or of companies and organizations who have not ordered any exhibition area, or have not applied as sharing companies, or their participation has been rejected, is strictly forbidden.



Exhibitors are not allowed to:

- place posters on columns, walls, partitions, stands, etc. Inside the building or outside their rented area
- distribute their promotional materials anywhere else than on their stand, or to distribute publications of disturbing, political or dangerous character
- exhibit or use a trademark, name, etc. contradictory or offensive to other exhibitors or visitors

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand
- it is necessary to inform the Exhibition Management in advance about elevated podiums

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities.

Any other potential issues or problems, not defined by these rules, will be resolved by the Exhibition Management.

### **Insurance**

The Exhibition Management insures the exhibition area against force majeure. However, these measures do not cover the risks involved with the material brought to the stand by the exhibitor. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

Both the exhibitors and their contractors involved in the set up of the stand are obliged to provide a certificate which proves that they have third party liability insurance coverage for the period of the set-up, exhibition itself and dismantling. The insurance coverage varies depending on the size of the exhibit.

Should this provision be ignored and the exhibitor fails to verify the insurance coverage or fails to produce documents stating verification, the Exhibition Management has the right to prevent the exhibitor from entering the exhibition area until the provision are fulfilled.



## SECTION 2 – HOW TO ORDER SERVICES

### 2.1 Order Forms

Our recommendation:

- make copies before completing the forms in case you indicate a wrong information or need to make an additional order
- take a note of different deadlines (see 2.4 LIST OF DEADLINES)

### 2.2 Late Orders, On-site Orders

#### Late Orders

Orders made after the deadline cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subjected to the following surcharges:

- + 10% if orders are received after June 23, 2006
- + 30% if orders are received after July 28, 2006
- + 50% if orders are received after August 4, 2006 or made on-site

The date of the surcharge is the date the order is received by the Triumpf Expo.

As stated in the General Conditions, if the exhibitor fails to pay all the fees related to participation at the congress as well as all other outstanding debits to Triumpf Expo, no work will be done.

No exceptions from these rules will be made.

#### On-site Orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Updating of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend to place all orders in time.

### 2.3 Payment Conditions, Claims

#### Payment Conditions

After receiving orders Triumpf Expo will send an invoice to the exhibitor and it must be paid through a bank in time. On-site payments can be made in cash in CZK or EUR or by a credit card. For payments by a credit card, Triumpf Expo accepts only Visa or Eurocard-Mastercard. We do not accept any cheques.

#### Claims

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.



## 2.4 List Of Deadlines for Ordering Services

Please use this form to keep an easy record of orders you have completed and sent, as those you still intend to send.

Please adhere the deadlines indicated below.

Required Services/Orders	Deadline	Sent On
Exhibitor Badges	June 30, 2006	
Stand Equipment	June 23, 2006	
Electricity/Water and Drain	June 23, 2006	
Cleaning	June 23, 2006	
Text & Graphics	June 23, 2006	
Audio/Video/Telephone/Fax/ Internet/PC	June 23, 2006	
Floral Decoration	June 23, 2006	
Hostesses/Security	June 23, 2006	
Catering Services	July 15, 2006	
Schematic Plan	June 23, 2006	
Transport Services	August 1, 2006	



## SECTION 3 – BADGES

### 3.1 Exhibitors Badges

Each 9 m<sup>2</sup> booth is entitled to 2 free delegate registrations that include entry to the exhibition and scientific sessions, morning and afternoon coffee or tea each day, ticket to Inaugural Ceremony, Concert, name badge and meeting documents in a satchel.

Please write the names directly to: [senderova@cbttravel.cz](mailto:senderova@cbttravel.cz)

### 3.2 Set Up/Dismantling Passes

Throughout the set-up and dismantling periods of the exhibition, all suppliers and employees who will not be taking part in the exhibition itself are requested to wear Set-up/Dismantling Passes. Without these passes no one will be admitted into the exhibition area.

Exhibiting companies are entitled to a number of free passes according to a stand size as follows:

- up to 9 sqm      3 free passes
- 9–27 sqm      5 free passes

Additional passes can be ordered free of charge.

Please contact directly: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



## SECTION 4 – STAND CONSTRUCTION

### 4.1 Stand Construction

The exhibition space includes Octanorm stand construction (minimal size 9 m<sup>2</sup>):



**The booths are provided with the following:**

- rear and side white walls
- ceiling with spotlights
- blue carpet
- white fascia with one company name in standard lettering in the Helvetica font (max. 18 letters)
- electrical connection up to 3,5 kW/16 A
- electrical inspection



## SECTION 5 – EXHIBITION SERVICES

### 5.1 Stand Equipment Rental

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

#### **Requirements:**

Specification	l×d×h cm	Picture No.	Pieces	Price unit	Total price
Spotlight 100W				EUR 19	
Halogen spotlight 500W				EUR 51	
3-prong plug 220V				EUR 13	
Refrigerator	80×80×100	09		EUR 89	
Octanorm coat rack set	length 100			EUR 10	
High illuminated showcase, 4× halogen 50W	100×100×250	02		EUR 120	
High illuminated showcase, 2× halogen 50W	100×50×250	02		EUR 99	
Octanorm glass counter	100×100×80	01		EUR 58	
Octanorm glass counter	100×50×80	01		EUR 45	
Octanorm counter	100×100×80	08		EUR 37	
Octanorm counter with shelf, wooden top	100×100×80	04		EUR 47	
Octanorm counter	50×50×80	06		EUR 25	
Octanorm counter with shelf, wooden top	50×50×80	06		EUR 35	
Octanorm counter	100×50×80	08		EUR 35	
Octanorm counter with shelf, wooden top	100×50×80	04		EUR 45	
Octanorm bar counter	100×100×110	08		EUR 41	
Octanorm bar counter with shelf, wooden top	100×100×110	04		EUR 50	
Octanorm bar counter	100×50×110	08		EUR 39	
Octanorm bar counter with shelf, wooden top	100×50×110	04		EUR 48	
Octanorm bar counter	50×50×110	06		EUR 29	



Octanorm bar counter with shelf, wooden top	50×50×110	06		EUR 38	
Octanorm semicircular counter	100×50×80	05		EUR 65	
Octanorm semicircular counter, wooden top	100×50×80	05		EUR 69	
Octanorm shelf stand	100×50×250	03		EUR 39	
Book shelf panel	100×30			EUR 30	
Chair		14		EUR 15	
Leather bar chair		15		EUR 23	
Table	80×80	13		EUR 18	
Round table black or white*	80	10/11		EUR 20	
Buffet table	60	12		EUR 35	
Table with a blue skirting	150×60	20		EUR 35	
Lockable cabinet	100×50×80	07		EUR 35	
Coat hanger stand		16		EUR 13	
Waste basket				EUR 8	
Ratan three-piece suite with a table*		23		EUR 92	
Black armchair*		21		EUR 60	
Blue armchair*		22		EUR 85	
Stand for brochures				EUR 35	

\* a limited number of items  
 The prices do not include 19% VAT.  
 The mentioned prices are for the entire exhibition time.  
 We hereby order the items indicated in this form in accordance with the General Conditions.

.....  
 Stamp & Authorised Signature

.....  
 Date & Place



Please return this form by **JUNE 23, 2006** to: **Triumf Expo, Nad Primaskou 31, CZ100 00 Prague 10, Tel.: + 420 274 818 065, Fax: + 420 274 72 406, E-mail: zdena.fialova@triumf-expo.cz**



## OCTANORM FURNITURE



Picture No. 01

Octanorm glass counter (glass top) 100x50x80 cm  
Other option: 100x100x80 cm



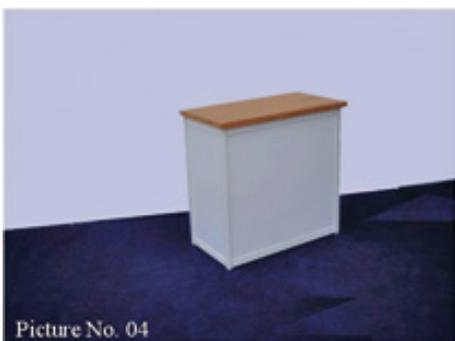
Picture No. 02

High illuminated showcase  
100x50x250 cm (2x halogen 50W)  
Other option: 100x100x250 cm



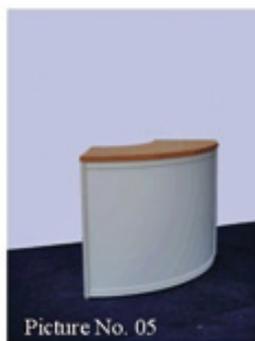
Picture No. 03

Shelf stand 100x50x250 cm



Picture No. 04

Octanorm counter 100x50x80 cm  
Other option: 100x100x80 cm  
Also as a bar counter 100x50x110 cm  
Other option: 100x100x110 cm



Picture No. 05

Octanorm semicircular counter  
100x50x80 cm



Picture No. 06

Octanorm counter 50x50x80 cm  
Also a bar counter 50x50x110 cm



Picture No. 07

Lockable cabinet 100x50x80 cm



Picture No. 08

Octanorm counter 100x100x80 cm  
Other option: 100x50x80 cm  
Also a bar counter 100x100x110 cm  
Other option: 100x50x110 cm



Picture No. 09

Refrigerator 80x80x100cm



## OCTANORM FURNITURE



Picture No. 10

Round table white 80x75 cm



Picture No. 11

Round table black 80x75 cm



Picture No. 12

Buffet table 60x110 cm



Picture No. 13

Table 80x80x80 cm



Picture No. 14

Chair



Picture No. 15

Leather bar chair



Picture No. 16

Coat hanger stand



## MODULAR FURNITURE



Picture No. 17

Modular counter  
100x50x100 cm



Picture No. 18

Modular counter  
100x50x100 cm



Picture No. 19

Modular shelf stand  
100x50x200 cm

## OTHER FURNITURE



Picture No. 20

Table with a blue skirting



Picture No. 21

Black armchair



Picture No. 22

Blue armchair



Picture No. 23

Rattan three-piece suite with a table



## 5.2 Electricity/Water and Drain Connection

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

The Octanorm booth includes electrical connection 3,5 kV/16A. The exhibitors requiring higher electrical main or 24-hour connection for refrigerator have to order them.

### Requirements:

Specification	Price unit	Units	Total price
connection up to 7.0 kW/2 × 16A	EUR 337		
connection up to 10.5 kW/3 × 16A	EUR 425		
connection up to 21.0 kW/3 × 16A	EUR 795		
24-hour connection for refrigerator	EUR 195		
Water and drain connection	EUR 460		

The prices do not include 19% VAT.

The mentioned prices are for the entire exhibition time.

Water and drain connection is limited in the exhibition area of the Prague Congress Centre.

For more details please contact [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)

We hereby order the items indicated in this form in accordance with General Conditions.

.....  
Stamp & Authorised Signature

.....  
Date & Place



Please return this form by JUNE 23, 2006 to:

Triumf Expo, Nad Primaskou 31, CZ100 00 Prague 10

Tel.: +420 274 818 065, Fax: +420 274 72 406, E-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



### 5.3 Cleaning

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

Cleaning Includes: general cleaning before opening of the event, daily cleaning of carpeting with vacuum cleaner, waste disposal, washing of furniture. Cleaning will be done mainly at night, when the exhibition halls are closed. Listed prices are for the entire exhibition time.

#### Requirements:

Specification	Space m <sup>2</sup>	Price per m <sup>2</sup>	Total price
Stand cleaning		EUR 8	

The prices do not include 19% VAT.  
 The mentioned price is for the entire exhibition time.  
 We hereby order the items indicated in this form in accordance with General Conditions.

.....  
 Stamp & Authorised Signature

.....  
 Date & Place



Please return this form by JUNE 23, 2006 to:  
 Triumph Expo, Nad Primaskou 31, CZ100 00 Prague 10  
 Tel.: +420 274 818 065, Fax: +420 274 72 406, E-mail: zdena.fialova@triumf-expo.cz



## 5.4 Text & Graphics

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

One company name max.18 letters is included in the rental price.Exhibitors requiring additional graphics have to specify them. On the basis of this specification we will work out price quotation and present it for approval.

### Required company name:

<input type="text"/>																			
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The price is included in the rental price.

### Additional graphics – specification and requirement:

The price is according individual price quotation.  
We hereby order the items indicated in this form in accordance with General Conditions.

.....  
Stamp & Authorised Signature

.....  
Date & Place



Please return this form by JUNE 23, 2006 to:  
Triumph Expo, Nad Primaskou 31, CZ100 00 Prague 10  
Tel.: +420 224 942 575, +420 224 942 579, Fax: +420 224 942 550 • E-mail: zdena.fialova@triumf-expo.cz



## 5.5 Audio/Video/Telephone/Fax/Internet/PC

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

### Requirements:

Specification	Price per item	Number	Total price
Video player (PAL, SECAM, NTSC) + VHS	EUR 453		
TV – 63 cm	EUR 471		
TV – 72 cm	EUR 550		
Plasma screen 42"	EUR 1856		
DVD player	EUR 592		
Data projector (1200 ANSI lm) and screen (200 × 200 cm)	EUR 1252		
Telephone line including handset	EUR 195		
Fax (telephone line including fax machine)	EUR 875		
Telephone charges will be invoiced according to calls, prices are according to Český Telecom pricelist			
Internet – 64 kb/s (connection via Ethernet network)	EUR 605		
Internet – 128 kb/s (connection via Ethernet network)	EUR 938		
Internet – 256 kb/s (connection via Ethernet network)	EUR 1200		
Internet – 512 kb/s (connection via Ethernet network)	EUR 1628		
Internet – 1 M/s (connection via Ethernet network)	EUR 2143		
Internet – 2 M/s (connection via Ethernet network)	EUR 2995		

The prices do not include 19% VAT. If you require any PC equipment please contact directly: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)  
 The mentioned prices are for the entire exhibition time. After the exhibition is over, the equipment will be collected from stands.  
 We hereby order the items indicated in this form in accordance with the General Conditions.

Stamp & Authorised Signature

Date & Place



Please return this form by JUNE 23, 2006 to:  
 Triumf Expo, Nad Primaskou 31, CZ100 00 Prague 10  
 Tel.: +420 274 818 065, Fax: +420 274 72 406, E-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



## 5.6 Floral Decoration

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

### Requirements:

Name	Price	Pieces	Total price
<b>Plants 150–180 cm</b>			
Ficus Benjamina	EUR 45		
Kentia (palm)	EUR 73		
Schefflera	EUR 69		
Dracaena Marginata	EUR 69		
<b>Plants 100–120 cm</b>			
Ficus Benjamina	EUR 36		
Schefflera	EUR 41		
<b>Ikebana</b>			
small	EUR 49		
middle	EUR 65		
large	EUR 89		

The prices do not include 19% VAT.  
 The mentioned prices are for the entire exhibition time.  
 We hereby order the items indicated in this form in accordance with the General Conditions.

.....  
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Please return this form by JUNE 23, 2006 to:  
 Triumph Expo, Nad Primaskou 31, CZ100 00 Prague 10  
 Tel.: +420 274 818 065, Fax: +420 274 72 406, E-mail: zdena.fialova@triumf-expo.cz



## 5.7 Hostesses/Security

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

Specification	price per hour/Euro
Hostess with knowledge of English	11
Briefing of a hostess (120 minutes maximum)	18

The prices do not include 19% VAT.

Hostesses are dressed in a white shirt and a black skirt. If you require a hostess dressed in your company colours, please contact [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz) and we will prepare for you a price quotation according to your requests.

### Requirements:

Date	No. of persons	From	To	Hours	Total price
August 16, 2006					
August 17, 2006					
August 18, 2006					
August 21, 2006					
August 22, 2006					
August 23, 2006					
August 24, 2006					



Specification	price per hour/Euro
Individual security service for your stand	16

The prices do not include 19% VAT.

**Requirements:**

Date	No. of persons	From	To	Hours	Total price
August 16, 2006					
August 17, 2006					
August 18, 2006					
August 21, 2006					
August 22, 2006					
August 23, 2006					
August 24, 2006					

We hereby order the items indicated in this form in accordance with the General Conditions.

.....  
Stamp & Authorised Signature

.....  
Date & Place



Please return this form by JUNE 23, 2006 to:  
Triumf Expo, Nad Primaskou 31, CZ100 00 Prague 10  
Tel.: +420 274 818 065, Fax: +420 274 72 406, E-mail: [zdene.fialova@triumf-expo.cz](mailto:zdene.fialova@triumf-expo.cz)



## 5.8 Catering Services

### Catering services are provided by:

Zátiší Catering Group, INC.  
Prague Congress Centre  
5. května 1640/65  
140 21 Praha 4  
Czech Republic

Phone: + 420 261 174 040  
Fax: + 420 261 174 025  
E-mail: linda@zatisigroup.cz

Contact person: Mrs. Linda Reitingerová

### General business conditions

- N.B. Do not forget to read the General Business Conditions: these are applied to all orders, as per the General Business Conditions of the catering company.
- VAT: all prices are excluding 19% VAT (presently 19%, Czech VAT).
- Invoicing to the client will be done by Zátiší Catering Group a. s. directly.
- Service and equipment is included in all prices.

**Deadline for Orders: July 15, 2006**

If you wish to order catering services, you can use:

1. \*.xls tables included in ZIP file (click here  to open) and return by e-mail to linda@zatisigroup.cz or
2. use the order forms on the pages 27–34 in this manual.



### 5.8.1 Stand Catering

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

Date 2006	14. 8.	15. 8.	16. 8.	17. 8.	18. 8.	19. 8.	20. 8.	21. 8.	22. 8.	23. 8.	24. 8.	25. 8.
Delivery time						free	free					

Morning selection	Unit	EUR	Sub total of order, excluding VAT											
Croissant	pc	1,00												
Pain au chocolate	pc	1,50												
Assorted freshly baked muffins	pc	1,50												
Selection of assorted fruit yoghurts	pc	1,00												
Selection of jams and marmalades – small servings	pc	1,00												
Butter – small servings	pc	0,50												
Range of cereal bars	pc	1,00												
Whole fruits	pc	1,00												
Lunch selection	Unit	EUR	Sub total of order, excluding VAT											
Quiches 10 cm round														
Quiche of ham and cheese	pc	4,00												
Onion, leek and mushroom quiche	pc	4,00												
Zucchini, aubergine and sweet bell pepper quiche	pc	4,00												
Afternoon tea	Unit	EUR	Sub total of order, excluding VAT											
Carrot cake	pc	1,50												
Chocolate brownies	pc	1,50												
Assorted cookies	pc	1,00												
Deluxe assortment of petit fours	4 pcs	4,00												





Date 2005	14. 8.	15. 8.	16. 8.	17. 8.	18. 8.	19. 8.	20. 8.	21. 8.	22. 8.	23. 8.	24. 8.	25. 8.
Delivery time						free	free					

Tonic	1 ltr	2,50											
Sprite	1 ltr	2,50											
Mineral water	1,5 ltr	2,50											
Still water	1,5 ltr	2,50											
Evian	1 ltr	5,00											
Perrier	0,7 ltr	5,00											
Pilsner Urquell	0,33 ltr	2,50											
Radegast non-alcoholic beer	0,33 ltr	2,50											
Moravian white house wine	0,7 ltr	9,00											
Moravian red house wine													
Sparkling wine – Bohemia sekt Brut	0,7 ltr	11,00											
<b>Hot beverages</b>	<b>Unit</b>	<b>EUR</b>	<b>Sub total of order, excluding VAT</b>										
Filtred coffee	1 ltr	7,00											
Darjeeling tea	1 ltr	6,00											
Selection of different teas	1 bag	1,00											
Coffee Lavazza	1 kg	20,00											
Decafinated coffee	0,5 kg	15,00											
Whole grain coffee Lavazza	1 kg	40,00											
<b>Equipment (per day)</b>	<b>Unit</b>	<b>EUR</b>	<b>Sub total of order, excluding VAT</b>										
Coffee machines incl. filtres and jugs	pc	45,00											
Coffee box 9l	pc	15,00											
Water boiler	pc	5,00											
Glassware, cutlery and crockery	pc	0,30											

Stamp & Authorised Signature

Date & Place



Please return by JULY 15, 2006 to:  
 Zatiši Catering Group, Prague Congress Centre, 5. května 1640/65, CZ140 21 Prague 4,  
 Tel. + 420 261 174 026, Fax: + 420 261 174 025, E-mail: linda@zatisigroup.cz



## 5.8.2 Cocktails

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

Date 2005	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.
	8.	8.	8.	8.	8.	8.	8.	8.	8.	8.	8.	8.
Delivery time												
For how many persons							free	free				

Cold Canapés	EUR	Quantity Ordered																
Smoked trout with Crème Fraîche on new potato	1,00																	
Smoked Scottish salmon with Crème Fraîche on crispy potato	1,00																	
Yellow fin tuna Sashimi with Wasabi Maionaise	1,00																	
Parma ham with honey dew melon	1,00																	
Roast beef with Wasabi Mousse	1,00																	
Gorgonzola wrapped in pumpkin seeds	1,00																	
Mushrooms on toast with parmesan and truffles	1,00																	
Cherry tomato with mozzarella and pesto	1,00																	
Fajita spiced chicken salad on crispy corn chip	1,00																	
Grilled zucchini wraps with fresh goat cheese and spicy walnuts	1,00																	
Beef skewer with horseradish cream and red onion relish	1,00																	
Hot Canapés	EUR	Quantity Ordered																
Salmon-shrimp kebab with Thai chili sauce	2,00																	
Grilled sea bass with Thai coconut sauce	2,00																	
Farm chicken tandoori with tomato sauce	1,00																	
Mini farm chicken schnitzel with Dijon sauce	1,00																	



Date 2005    14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25.  
                   8. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8.

Delivery time												
For how many persons							free	free				

Mini Quiche Lorraine	1,00											
Swedish meatballs in tangy tomato sauce	1,00											
Mini pork schnitzels	1,00											
Vegetable spring rolls with Thai chili sauce	1,00											
Empanadias with cheese and onion	1,00											
<b>Sweet Canapés</b>	<b>EUR</b>	<b>Quantity Ordered</b>										
Mini caramel Tiramisu with almonds	1,00											
Mini Crème Brûlée (chestnut, pistachio, vanilla with forest fruit)	1,00											
Mini tartlet with fresh fruit	1,00											
Mini carrot cake	1,00											
Mini brownies	1,00											
Mini tartlet with nuts and green apple	1,00											
Mini chocolate Baileys truffle	1,00											
Fresh fruit cocktail	1,00											

Fixed price per person (service, equipment)  
 CZK 150,- /EUR 5,-

Sub total of day, including service and equipment, excluding VAT

Price per canapé CZK 30,- /EUR 1,-  
 (CZK 60,- /EUR 2,-)

14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25.  
 8. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8. 8.

Prices exclude 19% VAT

|  |  |  |  |  |  |      |      |  |  |  |  |  |
|--|--|--|--|--|--|------|------|--|--|--|--|--|
|  |  |  |  |  |  | free | free |  |  |  |  |  |
|--|--|--|--|--|--|------|------|--|--|--|--|--|

E.g. you pick up 6 canapés = CZK 180,- + fixed price CZK 150,- = CZK 330,-/pp + Beverages

We suggest 10 – 12 canapés for the 1,5 hour cocktail. The minimum order is 20 pcs of a kind.

.....  
 Stamp & Authorised Signature

.....  
 Date & Place



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 Zátisí Catering Group, Prague Congress Centre, 5. května 1640/65, CZ140 21 Prague 4,  
 Tel. + 420 261 174 026, Fax: + 420 261 174 025, E-mail: linda@zatisigroup.cz



### 5.8.3 Lunch Boxes

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

|           |     |     |     |     |     |     |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Date 2006 | 14. | 15. | 16. | 17. | 18. | 19. | 20. | 21. | 22. | 23. | 24. | 25. |
|           | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  |

|               |  |  |  |  |  |      |      |  |  |  |  |  |
|---------------|--|--|--|--|--|------|------|--|--|--|--|--|
| Delivery time |  |  |  |  |  | free | free |  |  |  |  |  |
|---------------|--|--|--|--|--|------|------|--|--|--|--|--|

|             | EUR  | Quantity Ordered |  |  |  |  |  |  |  |  |  |  |  |
|-------------|------|------------------|--|--|--|--|--|--|--|--|--|--|--|
| Lunch box A | 8,00 |                  |  |  |  |  |  |  |  |  |  |  |  |
| Lunch box B | 8,50 |                  |  |  |  |  |  |  |  |  |  |  |  |
| Lunch box C | 9,00 |                  |  |  |  |  |  |  |  |  |  |  |  |
| Lunch box D | 9,50 |                  |  |  |  |  |  |  |  |  |  |  |  |

All boxes are served in plastic containers including napkins and tissues.

Sub total of day, excluding VAT

|  |     |     |     |     |     |     |     |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|  | 14. | 15. | 16. | 17. | 18. | 19. | 20. | 21. | 22. | 23. | 24. | 25. |
|  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  | 8.  |

|  |  |  |  |  |  |      |      |  |  |  |  |  |
|--|--|--|--|--|--|------|------|--|--|--|--|--|
|  |  |  |  |  |  | free | free |  |  |  |  |  |
|--|--|--|--|--|--|------|------|--|--|--|--|--|



**Lunch box A**

Mozzarella with tomato and pesto sandwich  
 Mini carrot cake and walnut tartlet  
 Granny Smith Apple  
 0,2 Mineral water



**Lunch box B**

Roasted farm chicken and guacamole sandwich  
 Mini walnut tartlet and chocolate brownies  
 Wine grape  
 0,2 Mineral water



**Lunch box C**

Zucchini, aubergine and sweet bell pepper sandwich  
 Chocolate brownies and fresh fruit tartlet  
 Banana  
 0,2 Mineral water



**Lunch box D**

Roast beef with rucola, cheese and sun dried tomato sandwich  
 Mini carrot cake and chocolate brownies  
 Nectarine  
 0,2 Mineral water

.....  
 Stamp & Authorised Signature

.....  
 Date & Place



Please return by JULY 15, 2006 to:  
 Zátiší Catering Group, Prague Congress Centre, 5. května 1640/65, CZ140 21 Prague 4,  
 Tel. + 420 261 174 026, Fax: + 420 261 174 025, E-mail: linda@zatisigroup.cz





## 5.9 Schematic Plan

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

1. Sketch the location of your utilities, such as furniture, power outlets, spotlights and water, on the plan below. Do not forget to mark on this Schematic Plan the border of your stand, as well as the orientation of your drawing (to clarify where there is a passage and where a neighbouring stand is).
2. If the schematic plan is not returned, then the ordered items will be placed at the discretion of Triumpf Expo and any relocation will be at the Exhibitor's expense.

### Plan of Booth

Please indicate dimensions of your booth

#### Grid for schematic plan:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

= 1 x 1 meter

Key: electric supply    **S** spotlight    water/drain    **T** telephone/fax    **I** Internet

Your company name will be executed in standard lettering in the HELVETICA font.  
The total length of the name is restricted to 18 letters.

Required name:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Stamp & Authorised Signature

Date & Place



Please return this form by JUNE 23, 2006 to:  
Triumpf Expo, Nad Primaskou 31, CZ100 00 Prague 10  
Tel.: +420 274 818 065, Fax: +420 274 72 406, E-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



## SECTION 6 – SPEDITION INFORMATION

### 6.1 Forwarding Instructions

General shipping instructions for international exhibit materials to the Czech Republic.

**BECKSPEDITION** is the official forwarding agent for exhibitions and congresses at the Prague Congress Centre. Experienced professionals handle the exhibition forwarding the services in company. They are equipped with a large number of technical devices and we employ skilled workers.

**ARRIVAL deadline of goods to the Prague Congress Centre:  
August 14, 2006 (08.00–14.00 hrs.)**

**Consigning address – all forms of transportation:**

|                       |                             |
|-----------------------|-----------------------------|
| BECKSPEDITION         | Tel/Fax: +420 286 881 730   |
| Fairs & Exhibitions   | Fax: +420 261 176 150       |
| Dipl. Ing. Pavel Beck | Mobil: +420 602 311 950     |
| Chrastavská 113/4     | E-mail: beck.pavel@volny.cz |
| CZ190 00 Praha 9      |                             |

**Notify:**

XXVIth General Assembly of IAU  
Prague Congress Centre  
Street 5. května 65  
140 21 Prague 4, Czech Republic  
Exhibition venue/dates  
Exhibitor  
Stand No.  
c/o BECKSPEDITION PRAGUE

**Advice of shipment:**

All shipments should be advised by fax or by e-mail 2 days before the arrival of the goods to the Czech Republic at the latest.

**Case marking:**

Each case should be clearly marked as follows:  
Name & Location of exhibition  
Exhibitors name  
Stand No.  
Case No.  
c/o BECKSPEDITION PRAGUE



## Documentation:

### 1) Temporary importation

ATA-Carnet with a packing list or Pro-forma Invoice and EUR 1 (2) certificate (where applicable) or other certificate of origin showing details as above and the values of each item and the total value of the goods.

### 2) Permanent importation

Pro-forma Invoice prepared as a packing list with value of each item is needed for customs -clearance.

A detailed packing list in English showing:

- Exhibitor's name and address with contacts, VAT number
- Name of the exhibition, location, stand No.
- Description of the goods
- Measurements in centimetres and gross/ net weights of each case in kilos

## Terms and conditions

The exhibitors should ensure they have adequate cover whilst their goods are being transported to and from the event, as well as during handling operations and the exhibition period.



## 6.2 Access Routes

### Limits of freight – trucks

The truck which can drive into the basement through the porters-lodge No. 3 to the passage can have maximal dimensions as follows:

- Height (of the truck) max. 3,4 m
- Width max. 3,5 m
- Length max. 10 m
- Total weight of the truck (together with the cargo) is max. 10 ton

The truck, which can drive in front of the Prague Congress Centre, has the below mentioned limits:

- Max. weight to one axle 6 ton
- Max. length of the truck is 15 m

If the driver will use the reinforced route round the building, he must not turn aside to the normal pavement, which could burst. The driver cannot drive round the building, he must make back way.

Other trucks, which do not correspond to the mentioned limits have to be loaded/unloaded on the traffic-circle in front of Prague Congress Centre and the material must be delivered (about 400 meter) to the lift K by smaller vehicles.

| Lifts:       | Capacity | Width  | Height | Depth  |
|--------------|----------|--------|--------|--------|
| Lift K       | 5000 kg  | 240 cm | 250 cm | 500 cm |
| Lift G       | 2000 kg  | 200 cm | 240 cm | 323 cm |
| Lift C3      | 1000 kg  | 170 cm | 240 cm | 234 cm |
| Lifts C4, C5 | 500 kg   | 110 cm | 195 cm | 173 cm |

Arrival of the truck with tonnage over 6 ton – from direction highway Brno to the „Třída 5. května“ and before „Nuselský most“ (bridge) to the Prague Congress Centre, where the truck will be directed by dispatchers of the Forwarding Agent to the place of unloading/loading. Trucks up to 6 ton tonnage may also use the route north/centre of Prague, Sokolská Street, „Nuselský most“ to the Prague Congress Centre – petrol station ÖMV where is also the porters-lodge No. 3, where also the unloading/loading take place.

### Parking of the trucks

Prague Exhibition Area, Beranových 667, Prague 9 – Letňany  
Price: EUR 40/truck/day

Parking-place, direction highway Brno (about 20 km), Průhonice (petrol station, Motel-parking-place. These possibilities are not obligatory. They are our recommendation only.

### Parking of personal cars

Prague Congress Centre, 5. května 65, 140 21 Prague 4  
Price: EUR 15/car/day



## 6.3 Forwarding Tariff

| <b>1. Handling Charges</b>  | <b>Price/EUR</b>    |
|---|---------------------|
| 1.1. Unloading/loading and delivery of goods to the stand;<br>consignment from the grouped lorry<br>and from the complete lorry | 16/100 kilograms    |
| 1.2. minimum  | 75/consgmt.         |
| 1 m <sup>3</sup> = 300 Kg   |                     |
| <b>2. Air Cargo, Post Consignments</b>  |                     |
| 2.1. Consignments   | 75/100 kilograms    |
| Minimum   | 75/consgmt.         |
| <b>3. Surcharges (will be added to the basic charges)</b>   |                     |
| 3.1. Heavy lift surcharge<br>(for packages from 250 up to 3000 kilograms)   | 25% of the rate     |
| 3.2. Saturdays Sundays Holidays surcharges  | 25% of the rate     |
| 3.3. Upper Floor surcharge  | 25% of the rate     |
| <b>4. Customs Charges</b>   |                     |
| 4.1. Opening of the temporary customs admission,<br>its cancelling or prolongation if any,<br>of final customs clearance        | 12/100 kilograms    |
| 4.1.1. minimum  | 75/consgmt.         |
| 4.1.2. maximum  | 240/consgmt.        |
| 4.2. Reimbursement for the customs-security   | 0,5% from the value |
| 4.3. minimum for reimbursement for the customs-security   | 36/consgmt.         |
| 4.4. Issuing TIR Carnet   | 50/Carnet           |
| 4.5. Carnet A.T.A. – import   | 50/Carnet           |
| 4.6. Carnet A.T.A. – export   | 50/Carnet           |
| <b>5. Handling of Empties</b>   |                     |
| 5.1. Loading, carriage, discharging, storing during the fair<br>and delivery as near as possible to the stand                   | 25/m <sup>3</sup>   |
| <b>6. Workers and Technical Service</b>   |                     |
| 6.1. Skilled worker   | 15/hour             |
| 6.2. Fork lift 2-3,5 ton  | 90/hour             |
| 6.3. Crane (lifting capacity 8–16 ton)  | 120/hour            |
| 6.4. Vehicles   | 10/hour             |
| <b>7. Other Services</b>  |                     |
| 7.1. Providing packages with straps   | 1/1 m               |
| 7.2. Fixed charge (postage, papers, phone, fax cost)  | 16                  |



## 6.4 Order Form for Transport Services

Exhibitor:  Stand No:

Contact person:

Invoice address:

Telephone:  Fax:

E-mail:

|                      | Date                 | Quantity             |
|----------------------|----------------------|----------------------|
| Complete lorry loads | <input type="text"/> | <input type="text"/> |
| Storage (empties)    | <input type="text"/> | <input type="text"/> |
| Help workers         | <input type="text"/> | <input type="text"/> |
| Fork-lift            | <input type="text"/> | <input type="text"/> |
| Pallet truck         | <input type="text"/> | <input type="text"/> |
| Crane                | <input type="text"/> | <input type="text"/> |
| Customs charges      | <input type="text"/> | <input type="text"/> |

.....  
Stamp & Signature

.....  
Date & Place



Please return this form to BECKSPEDITION,  
Fax: +420 261 176 150 latest by AUGUST 1, 2006

