



## Delegate Bag Insert Details

Per your sponsorship agreement, you are entitled to receive an insert into the delegate bags, to be distributed at registration to all IGHC 2012 delegates.

Please read below for details regarding the arrival date, quantity and other ancillary notes of interest.

Arrival Date	1 May, 2012 Items that arrive after 1 May, 2012 may not be included in delegate bags.
Quantity	700
Shipping Details	It is <i>strongly</i> recommended that all items are shipped with the contracted shipping partner for IGHC; European International Fairs. The Hotel will not accept shipments earlier the 48 hours prior to the event, and even this is done so reluctantly.
Additional Comments	Please be sure that if your delegate bag insert is something other than a brochure that it is cleared through Jill Schaefer before purchase and shipment. Should an item arrive onsite that is a conflict of sponsorship with another paying sponsor it may not be inserted into the bag.
Information Request	It is requested that your shipping and tracking information be sent to Jill Schaefer no later than 28 April in order to keep order and track of arrivals.

If you have questions regarding anything noted above, please reach out to [jill.schaefer@worldtek.com](mailto:jill.schaefer@worldtek.com)



SHIPMENT TYPE PLEASE CIRCLE ONE

**DELEGATE BAG INSERT / SPONSOR MATERIAL**

**EVENT: IATA GROUND OPS HANDLING COUNCIL**

SHIPPER:

SHIP TO: BECKSPEDITION  
Vystaviste Incheba Praha  
Vystaviste 67  
170 00 Praha 7  
Czech Republic

Tel: +420 724 328 380 \_\_\_\_\_ OF \_\_\_\_\_

CONTENTS:

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European International (Fairs) Limited - Tel. +44 (0)1732 860330 / E-mail: info@european-intl.com



SHIPMENT TYPE PLEASE CIRCLE ONE

**DELEGATE BAG INSERT / SPONSOR MATERIAL**

**EVENT: IATA WORLD CARGO SYMPOSIUM 2012**

Shipper:

SHIP TO: BECKSPEDITION  
Vystaviste Incheba Praha  
Vystaviste 67  
170 00 Praha 7  
Czech Republic

Tel: +420 724 328 380 \_\_\_\_\_ OF \_\_\_\_\_

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**GUIDELINES FOR DELEGATE BAG INSERT AND SPONSOR CONSIGNMENTS - ONLY**

**THE FOLLOWING SHIPPING GUIDELINES AND RATES APPLY DELEGATE BAG INSERT SHIPMENTS & SPONSOR SHIPMENTS SHIPPED BY COURIER ON A DDP BASIS. RATES AND GUIDELINES ARE NOT APPLICABLE FOR AIRFREIGHT CONSIGNMENTS OR EXHIBITOR SHIPMENTS.**

<p><b>SHIPPING ADDRESS</b>  BECKSPEDITION  Vystaviste Incheba Praha  Vystaviste 67  170 00 Praha 7  Czech Republic  Tel. +420 724 328380 Monika Vesela  <b>For: IATA GROUND HANDLING (IGHC) 2012</b></p>	<p><b>NON – EU shippers PLEASE NOTE:</b>  Courier companies can only clear shipments which:</p> <ul style="list-style-type: none"> <li>• Are less than €40.00m/ US\$ 50.00 in value</li> <li>• Are only literature</li> </ul> <p>Otherwise the courier company needs the consignee's VAT (Sales Tax) Number and a power of attorney to customs clear. If we become involved in customs clearance the rates quoted below will no longer apply – see our general shipping instruction for more information. It will take approx. 3 additional days for us to clear a courier shipment.</p>
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**SHIPPING DATE**

Please check with your courier in order that the shipment arrives, customs cleared in Prague no later than 30<sup>th</sup> April 2012

**PACKAGE MARKING**

WorldTEK/ Sponsorship Materials/Delegate Bag Insert (Delete as appropriate)

BECKSPEDITION

Vystaviste Incheba Praha

Vystaviste 67

170 00 Praha 7, Czech Republic

Case Number ..... of .....

Contents: (Insert type title etc so we can identify what is for)

**DOCUMENTATION – for Non-European Union Shipments**

Commercial Invoice/Packing list 1 copies (see attached excel format)

**PRE-ADVISE OF SHIPMENT**

Please advise us via email and or fax of the shipment arrival, this must include a copy of the commercial invoice, the contract form, number of pieces, courier details and arrival date.

**SHIPPING DATES AND PAYMENT & TERMS**

All shipments must be sent pre-paid on a Deliver Duty Paid basis and any 3<sup>rd</sup> party handling charges billed back to the shipper.

Services include

Receiving, handling, delivery to hotel

Minimum rate up to 25 kg or 2 pieces

€ 130.00

Thereafter per 10kg or piece, maximum 100 kg

€ 40.00

Exclusions: Customs clearance, duty and tax. **For shipments above 100 kilos please contact us for an individual quotation.**

**PAYMENT**

All fees must be paid prior to delivery via credit card by completing the following authorization to charge my credit card.

***Authorization to charge my credit card***

Shipper/Company name:																	
Address:																	
Country:												Postcode					
Contact:								VAT # EU Countries:									
Email:								Telephone #:									
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Corporate <input type="checkbox"/> Personal																	
Card Number		:															
Cardholders Signature:												Security #					
Print Name:												Expire Date:					
Cardholders Billing Address:																	
Exhibitor Name:												Stand #					

**NEED HELP**

For further information please contact:

**John Beresford** [john.beresford@european-intl.com](mailto:john.beresford@european-intl.com) / Tel +44 1732 860 330 / Fax +44 1732 860 331