



25th IGHC Ground Handling Conference

6-9 May

Prague, Czech Republic



25th IGHC Ground Handling Conference Sponsor Manual

For more event information, please visit: <http://www.iata.org/events/Pages/IGHC.aspx>



CHECKLIST & QUICK FACTS

DUE UPON RECEIPT

- Company Directory Listing & Logo - submit to Jill Schaefer at jill.schaefer@worldtek.com
- Payment for Participation – your invoice will be sent to you shortly if you have not already received. If you have not received an invoice or you need an additional copy, please email danielle.harnois@worldtek.com

EVENT REGISTRATION - DUE BY 2 April 2012

- Complimentary Passes – Please consult your contract regarding the number of registration passes included in your exhibition package.
- Please use discount code provided to you when registering. If you are unable to locate your promotional code, please contact your sales representative or email jill.schaefer@worldtek.com or Danielle.harnois@worldtek.com
- Register online at <https://ems.resrunner.com/IGHC>
- Additional passes beyond those accounted for in your exhibition contract can be purchased at 20% off the regular rate. Please register your delegates as you would normally and enter the code IGH CSP20 to tender a discounted balance upon checkout.

HOTEL ACCOMODATIONS – DUE BY 2 APRIL 2012

- Book Hotel Room online during Event Registration at <https://ems.resrunner.com/IGHC>
- We highly recommend you make your hotel reservations at your earliest convenience in order to secure the discounted hotel rate and guarantee your housing.

Hotel	The Hilton Prague
Address	Pobrezni 1 186 00 Prague 8 Prague, Czech Republic
Room Rate	Starting at CZK 3,950
Room Details	Room rate is quoted in CZK (Czech crowns), includes Buffet Breakfast, Wi-Fi internet connection and excludes 10% VAT.
Cancellation/Change/No-Show Policy	<p>IMPORTANT CANCELLATION POLICY: Cancellations made on or after 20 April, 2012 will result in a penalty of 100% of your reservation.</p> <p>Your credit card will be charged for the entire duration of your confirmed reservation.</p> <p>IMPORTANT CHANGE POLICY: If you need to shorten your stay, to avoid penalties, you must change your reservation no later than 19 April, 2012.</p> <p>If you shorten your stay within on or after 20 April, 2012, you will be charged for all nights not used.</p> <p>NO-SHOW: If you fail to check-in on the scheduled date of arrival, the Hotel will automatically charge your credit card the entire duration of stay. Your room will be released for general sale.</p>



Event Information

Event Location:

Hilton Prague

Pobrezni 1
186 00 Prague 8
Prague, Czech Republic
T: +420 224 842 345
F: +420 224 842 371

http://www1.hilton.com/en_US/hi/hotel/PRGHITW-Hilton-Prague-hotel/index.do

Important Contacts

Event Logistics	Jill Schaefer: jill.schaefer@worldtek.com +1 858 385 7887
Event Sales	Michael Huntington: huntingtonm@iata.org Sandro Francini: francinis@iata.org
Registration and Housing	iataGHC@worldtek.com +1 800 233 5989 +1 203 772 0470
Finance	Danielle Harnois: Danielle.harnois@worldtek.com + 1 203-773-649
Official Freight Forwarder	European International Fairs John Beresford: john.beresford@european-intl.com +44 1732 860 330



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Shipping Information

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>SHIPPING ADDRESS BECKSPEDITION Vystaviste Incheba Praha Vystaviste 67 170 00 Praha 7 Czech Republic Tel. +420 724 328380 Monika Vesela For: IATA GROUND HANDLING (IGHC) 2012</p>	<p>NON – EU shippers PLEASE NOTE: Courier companies can only clear shipments which:</p> <ul style="list-style-type: none"> • Are less than €40.00m/ US\$ 50.00 in value • Are only literature <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 30th 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 3rd 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 / Tel +44 1732 860 330 / Fax +44 1732 860 331



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:

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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