Exhibition Manual

Dear Exhibitor,

We are happy to provide you with this handout and inform you about details of the location, exhibition, important deadlines and available additional equipment.
Please take your time and read this Manual carefully and feel free to contact us for any further details not included in our document.

Please make sure this exhibition manual is distributed to the exhibition staff that is in charge of designing, planning and building your stand at IEEE ICC 2013.

For more information about the Congress please visit www.ieee-icc.org

The Exhibitor Help Desk will be open during set-up and tear down time and I will also be there to assist you personally.

Ildiko Szilagyi
Asszisztencia Kft
Mobile: +36 30 534 4127
Phone: +36 1 350 1854
E-mail: ildiko.szilagyi@asszisztencia.hu

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1. Venues

The IEEE ICC 2013 will take place at three hotels situated one next to the other, in the center of the city on the banks of river Danube:

Budapest Marriott Hotel - Conference Headquarters
H-1052 Budapest, Hungary
Apaczai Csere Janos u. 4.
http://www.marriott.com/hotels/travel/budhu-budapest-marriott-hotel/

Intercontinental Budapest Hotel
H-1052 Budapest, Hungary
Apaczai Csere Janos u. 12-14
http://www.ichotelsgroup.com/intercontinental/hotels/gb/en/budapest/budhb/hoteldetail

Sofitel Budapest Chain Bridge
1051 – Budapest, Hungary
Szechenyi Istvan ter 2.
http://www.sofitel.com/gb/hotel-3229-sofitel-budapest-chain-bridge/index.shtml

2. Exhibitor Badges and Registration

Registration and badges for company delegates:
- Patrons have free registrations according to Patronship Packages.
- Other exhibiting company: 2 registrations free of charge

Please send the following details of your representatives by e-mail to ildiko.szilagyi@asszisztencia.hu

- Firstname
- Surname
- Company name
- Job title
- Address
- Phone and faxnumber
- E-mail address

The deadline for registering your staff is: May 17, 2013

Complimentary registration of company delegates includes: programme book, badge and welcome reception and coffee breaks.

Badges will show company name, city and country only and will be available at the Exhibitor Help Desk.

3. Key Dates and Deadlines

Final Payment for Exhibition	February 28, 2013
Cancellation (in writing only)	February 28, 2013
Additional Equipment to be ordered	May 17, 2013
To order Shipping services	May 17, 2013
Registration of the company delegates	May 17, 2013
Bag Inserts to arrive	May 31, 2013

4. Time Schedule

	Sunday 09th June	Monday 10th June	Tuesday 11th June
Build Up Breakdown	8.00 – 17.00 -	- -	- 17.00 – 20.00
Exhibitor Help Desk	8.00 – 18.00	9.00 – 12.00	16.00 – 19.00
Exhibition hours	19.00 – 21.30	10.30 – 18.00	8.30 – 16.15

	Saturday June 8	Sunday June 9	Monday June 10	Tuesday June 11	Wednesday June 12	Thursday June 13
	15.00 - 18.00 Registration Open	08.00 - 19.00 Registration Open	08.00 - 17.00 Registration Open	08.00 - 17.00 Registration Open	08.00 - 17.00 Registration Open	08.00 - 14.30 Registration Open
		08.00 - 17.00 Exhibition Setup 19.00 - 21.30 Exhibition Opening	10.30 - 18.00 Exhibition Open	08.30 - 16.15 Exhibition (closed during Keynotes)		
8:30			Welcome Opening Keynote Awards Ceremony			
09:00 - 10:30		Workshops / Tutorials		I&B Panels / Invited Talks / Technical Symposia (18 sessions)	I&B Panels / Technical Symposia (18 sessions)	Workshops / Tutorials
		Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
11:00 - 12:30		Workshops / Tutorials	I&B Panels / Invited Talks / Technical Symposia (18 sessions)	Keynotes	Keynotes	Workshops / Tutorials
12:30 - 14:00		Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
14:00 - 15:30		Workshops / Tutorials	I&B Panels / Invited Talks / Technical Symposia (18 sessions)	I&B Panels / Invited Talks / Technical Symposia (18 sessions)	I&B Panels / Technical Symposia (18 sessions)	Workshops / Tutorials
		Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
16:00 - 17:30	Registration Open	Workshops / Tutorials	I&B Panels / Invited Talks / Technical Symposia (18 sessions)	I&B Panels / Invited Talks / Technical Symposia (18 sessions)	Technical Symposia (21 sessions)	Workshops / Tutorials
17:30 - 19:00		First Time Attendee Reception	Hungarian Nibbles Wireless Futures Evening Panel			
19:00 - 21:00		Welcome Reception		Conference Banquet		

IEEE INTERNATIONAL CONFERENCE ON COMMUNICATIONS
INDUSTRY FORUM & EXHIBITION
9-13 JUNE • BUDAPEST, HUNGARY
IEEE
IEEE COMMUNICATIONS SOCIETY

5. Shipping Information and Storage

Our official forwarding and storage contractor can assist you with customs clearance, the transportation of goods, fork lifting, and the handling of goods on site and the storage of empty packing cases. Please check the shipping information document!

ATTENTION! If you are planning to use your own forwarder please contact our office (ildiko.szilagyi@asszisztencia.hu)!

Please do not send any material to the Hotel!

Storage room for empties and other exhibition goods will not be available at the venue. Please order this service from Pannon-Sped. It will only be open during build-up and breakdown.

Fork lift trucks, trolleys will be not provided. Please contact PannonSped for support.

Pannon-Expo Sped Kft.

Please remove old shipping labels and make sure to put on clear new labels with your company name and booth number.

The shipment must be clearly marked:

- IEEE ICC 2013 Congress
- full company name
- Contact person, name and contact details
- Stand number / Delegate Bag Inserts

Flyers for Delegate Bag:

Please send 2 000 pcs of each to:

Pannon-Expo Sped Kft.

with mention IEEE ICC2013 Delegate Bag Insert

Deadline: May 31, 2013

After sending the flyers and cards please send an e-mail with a pdf version of your printed materials and with short information about the shipping to: ildiko.szilagyi@asszisztencia.hu.

It is the responsibility of the Patron, exhibitor to check if parcels were delivered to the depot successfully and in time. All remainders are receivable at the Exhibition Help Desk during the Congress.

6. Clearance

General EU regulations apply to Hungarian Customs regulations regarding expositions, trade fairs , samples (give-aways etc.) and commercial articles, printed articles.

7. Parking – Hotel Marriott

Private cars can be parked in the hotel:

- Open air car park for 630 HUF/hour or 6.300 HUF/day,
- Garage for 730 HUF/hour or 7.300 HUF/day.

Attention! The large trucks needs for the truck of the venue a special permission, our forwarder is standing at your kind disposal with the obtaining of the permissions. For the 3,5 to total weight trucks mornings from 5-7 and evenings from 18-22 Hour You don't need a permission.
Large trucks need a special permission to enter the venue. For permission please contact our forwarder company, Pannon-Expo-Sped Kft.
Trucks up to 3.5 tons of total weight, are free to enter the venue between 5:00 – 7:00 a.m. and 6:00 – 10:00 p.m.

8. Technical Details of the Exhibition Area

Height	3,8 m
Entrance max height	4 m
Goods elevator	1.000 kg
Dimensions of goods elevator	
Width	1,75 m
Height	2 m
Depth	2 m
Passenger lift	YES
Smoke detector	YES

Ceiling suspensions are not allowed!

9. Cleaning and Waste Disposal

Large items of waste material will be disposed prior to the opening of the exhibition. The cleaning team will clear bulk waste after the build-up and breakdown periods of the exhibition. Cleaning of the floors also inside of the stands is provided.

10. Booth Activities

Business activities, circulars and advertising material of the exhibitor shall be conducted and/or distributed within the booth assigned to the exhibitor. Exhibitors shall request ASSZISZTENCIA Kft. for permission to conduct any activities on the outside grounds, parking area, or elsewhere inside the congress venue.

For programmes created from musical and literary elements and presented within the frame of a function, copyright fee must be paid according to Act no. LXXXVI. of 1999 on Copyright. The Company of the function is obliged to declare the programme to the Office of Legal Protetction of Copyright (ARTISJUS) and pay the copyright fee. In case any losses, damages occur or fine imposed on the Hotel if the Company breaches its announcement and/or copyright fee paymnet obligation, the Company shall fully indemnify the Hotel without any delay. The Comapny acknowledges that the Hotel may announce such events to Office of Legal Protetction of Copyright (ARTISJUS) if Company fails to do so. The telephone number of the Office of Legal Protetction of Copyright (ARTISJUS) is 36 1 212 1553 / extension 261, fax 36 1 212 1546.
In case the Company intends to make a video record or an interview for any TV copmany, the hotel must be informed through the catering manager 3 days prior to the funtction to be able to arrange for the necessary film-shooting approvals.

11. Layout, Details and Equipment of a Booth

Equipments	Booth with 6 sqms	Booth with 12 sqms
Table	1	2
Chair	3	6
White walls	incl	incl
Open information desk	1	1
Trashbin	1	1
Power connection – monophasic socket 220V	incl	incl
Booth sign	Incl	incl

Electricity

The standard power outlet available at every stand is: 16 A, 230 V, 1 fas.
If you have electrical equipment such as PC, TV, coffee-maker, and / or special equipment you should check the needed amount of sufficient electricity.

Booth sign

Company name will be applied directly to the fascia (with Arial black). Your company name will appear as written on your Company Registration Form and the Congress website.

For any change please contact Asszisztencia – ildiko.szilagyi@asszisztencia.hu.

12. Regulation

1. The exhibitor must leave the exhibition space in the same condition as it was at the beginning of the congress / rigging of exhibition. Damage made during the event will be noted and the exhibitor will have the obligation to cover the financial costs.

The exhibition walls must not be damaged during construction, exhibition or dismantling. For example use of staples, nails or drilling on the wall or floor is strictly forbidden. We suggest using pre-approved tape to place posters and other material on the exhibition walls.

For heavier equipment like a flat screen TV or special equipment you need to contact us to find the best suitable fastening tools.

2. All posters, tape and tape residue must be removed from the walls after the exhibition.

3. All exhibitors must keep within the assigned exhibition area. No exceptions will be made.

4. Exhibitors must comply with Hungarian law and statutory regulations, and acquire any and all permits required in connection with the exhibition from the responsible authorities.

5. The use of open flame on any stand is not allowed.

6. Sub-letting of exhibition space/stands is not permitted. Only companies registered as exhibitors may participate.

7. Failure to comply with the payment terms may entail loss of the allocated stand space. In such cases, the organiser is entitled to dispose of the space concerned as it sees fit.

Additional Order Form

IEEE International Conference on Communications | June 9-13, 2013 | Budapest, Hungary

Complete with block letters and return to ASSZISZTENCIA Kft – H-1055 Budapest,, Szent István krt. 7. Hungary – Fax: (+36 1) 350 0929

Company name .....

Contact .....

City, country ..... Zip code .....

Contact .....

Phone ..... Fax .....

E-mail .....

Item	Amount	Price
	pc(s)	EUR*
	pc(s)	EUR*
	pc(s)	EUR*
	pc(s)	EUR*
	pc(s)	EUR*
	Total Order	EUR*

**Prices excl. 27 % VAT*

Payment

Please indicate the way of payment chosen.

❑ *Credit Card*

Please fill in and return the attached Credit Card Authorization Form

❑ *Bank transfer*

Payments shall be sent to the following bank account:

Account name:	ASSZISZTENCIA Kft.
Bank:	K&H Bank Zrt.
Bank address:	H-1133 Budapest, Pozsonyi út 77-79.
Swift code:	OKHBHUHB
IBAN code:	HU18 1040 1000 5051 5048 5750 1013

Upon receipt of your order ASSZISZTENCIA Kft will issue an official invoice on 100% of the amount of your order that is to be paid within 8 days.

Cancellation policy

Cancellation should be submitted in writing (fax or e-mail) to Asszisztencia Kft

Before	May 17, 2013	Total refund less 30 EUR administration fee
After	May 17, 2013	No reimbursements for cancellations received after this date.

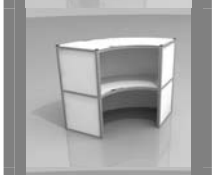
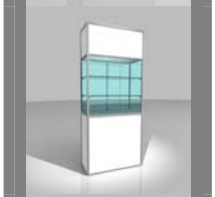
I have read, understood and agreed to the terms of booking as outlined on this form.

Signature, stamp

Date

FENYVES
Műszaki Szolgáltató Kft. • KIÁLLÍTÁS KIVITELEZÉS • Alapítva: 1986
Adószám: 11964067-2-42 • Cégjegyzékszám: Cg. 01-09-685501
Cím: H-1102 Budapest, Füzér utca 25. • Tel./Fax: 262-6307, 262-1192, 260-3045 • E-mail: fenyves@fenyves.hu • Internet: www.fenyves.hu

ADDITIONAL EQUIPMENT

FURNITURE	UNIT	PRICE	PICTURE
OPEN INFORMATION DESK (100 X 50 X 100 CM)	PC	18 EUR	
LOCKABLE INFORMATION DESK (100 X 50 X 100 CM)	PC	23 EUR	
ARCHED INFORMATION DESK	PC	28 EUR	
TABLE SHOWCASE (100 X 50 X 100 CM)	PC	30 EUR	
GLASS SHOWCASE WITH 2 SHELVES (100 X 50 X 250 CM)	PC	40 EUR	
GLASS SHOWCASE WITH 3 SHELVES (100 X 50 X 250 CM)	PC	44 EUR	
WODDEN SHELF	PC	12 EUR	
TABLE (80 X 80CM OR 120 X 80 CM)	PC	10 EUR	
ROUND TABLE (D: 70 CM)	PC	10 EUR	
ROUNG GLASS TABLE (D:80 CM)	PC	16 EUR	

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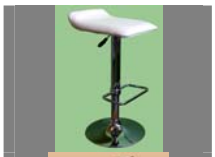
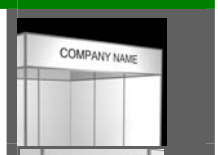
Cím: H-1102 Budapest, Füzér utca 25. • Tel./Fax: 262-6307, 262-1192, 260-3045 • E-mail: fenyves@fenyves.hu • Internet: www.fenyves.hu

BIG GLASS TABLE (100 X 54 X 50 CM)	PC	18 EUR	
BAR TABLE	PC	28 EUR	
OFFICE CHAIR	PC	5 EUR	
SHELLED CHAIR	PC	12 EUR	
LEATHER CHAIR	PC	16 EUR	
WHITE CHAIR	PC	15 EUR	
CLUB CHAIR - CREAM	PC	25 EUR	
CLUB CHAIR - BLACK	PC	25 EUR	
COUCH – BLACK, DOUBLE	PC	50 EUR	
BAR STOOL	PC	13 EUR	
„CONE” BAR STOOL	PC	16 EUR	

BISTRO BAR STOOL	PC	18 EUR	
FREE STANDING LITERATURE RACK	PC	32 EUR	
FRIDGE	PC	48 EUR	
WASTE BIN	PC	1,5 EUR	
WHITE LOCKER (90 X 45 X 74 CM)	PC	18 EUR	

ELECTRIC DEVICES - ONLY FOR SHELL SCHEME STANDS	UNIT	PRICE
SPOT LIGHT	PC	9 EUR
SPOTLIGHT WITH ARM	PC	12 EUR
MINI FLOODLIGHT	PC	14 EUR
MINI FLOODLIGHT WITH ARM	PC	16 EUR
3-WAY ELECTRIC SOCKET	PC	9 EUR

POWER SUPPLY FOR SPACE ONLY STANDS	UNIT	PRICE
POWER SUPPLY 0 – 2 KW	PC	25 EUR
POWER SUPPLY 3 - 5 KW	PC	35 EUR
POWER SUPPLY 6 – 10 KW	PC	45 EUR
POWER SUPPLY 11 – 15 KW	PC	55 EUR

GRAPHICS	UNIT	PRICE	
COMPANY NAME (MAX. 30 CHARACTERS)	PC	10 EUR	
LOGO (VECTOR VERSION NEEDED!)	PC	20 EUR	
DIGITAL PRINT (INCLUDING MOUNTING)	M^2	26 EUR	

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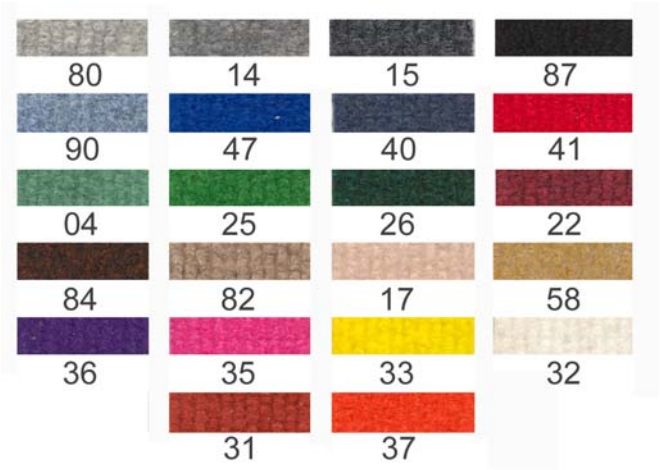
Cím: H-1102 Budapest, Füzér utca 25. • Tel./Fax: 262-6307, 262-1192, 260-3045 • E-mail: fenyves@fenyves.hu • Internet: www.fenyves.hu

COLOURED WALL PANELS (COLOUR TO BE CHOSEN FROM JAC SERICAL SAMPLE)	M ²	5 EUR

CARPETING	UNIT	PRICE
CARPETING AT LEND-LEASE PRICE	M ²	2,8 EUR



The prices above are net prices, do not include 27% VAT!

The offered prices are valid for the duration of the event.

CREDIT CARD AUTHORIZATION FORM

Attention handling fee should be paid by the exhibiting company.

Exhibition, sponsoring, workshop or advertising fee	EUR .....
Company representative registration fee	EUR .....
Addidtional Equipment fee	EUR .....
Other	EUR .....
Total Order	*EUR* .....

Card type ❑ MasterCard ❑ VISA ❑ Amex

Cardholder's name _____

Cardholder's address
(as it is registered at the bank) _____

_____

Card number __ __ __ __ – __ __ __ __ – __ __ __ __ – __ __ __ __

Expiry (month/year) __ __ / __ __

Card Security Code* __ __ __

The Card Security Code (CSC) is a 3-digit security code that is printed on the back of your Visa or MasterCard. The number appears on the signature strip after the last four digits of your account number. The signature strip may contain your entire account number or just the last four digits of your account number. Either way, the CSC will appear after the last four digits of your account number. The CSC is used to verify that you have possession of the credit card you are attempting to use.

Signature, stamp Date

PANNON-
EXPO-SPED
FORWARDING LTD.

Pannon-Expo-Sped Kft.

GENERAL SHIPPING INSTRUCTION 2013

Exhibition

Please forward it to your freight forwarder partner!

I. General information

II. Consigning and deadlines for airfreight

III. Consigning and deadlines for piece-goods truck and courier companies

IV. Customs documents

V. Deliveries from the territory of EU

VI. Other forwarding services

VII. Payment terms

I. General information

Pannon-Expo-Sped Ltd. as the official forwarding agency IEEE ICC 2013 Congress in Budapest, Hungary would like to inform you about the customs regulation valid in Hungary and about some forwarding instructions for the smooth handling of your exhibition goods.

ALL shipments must be pre-booked with Pannon-Expo-Sped Kft. (pes@t-online.hu) in advance. Failure to pre-book your shipment could result in delays when arriving on-site at the Conference venue.

- For all dutiable goods arriving to Hungary, a 40% customs guarantee has to be deposited at the site of entry independent of the customs procedure chosen, even if it is arriving as personal luggage. This sum can be deposited by you or by your forwarder on behalf of you, and returned when the goods leaves Hungary, or cleared for the inland trade.
- For exhibition goods, the TEMPORARY ADMISSION or the CUSTOMS TRANSIT PROCEDURE is proposed.
- That is why the courier, airfreight or piece - goods forwarders cannot customs clear your goods in temporary admission as exhibition goods.
- Goods to be cleared as exhibition items have to arrive with pro-forma (not commercial) invoice.
- The temporary admission is valid only for the period of the exhibition. After the exhibition there are two possibilities for the customs clearance from the temporary admission: transporting back or customs clearance for inland trade with commercial invoice.

We can deposit the customs guarantee for your goods, if you entrust our company or our forwarding partners with providing all the forwarding services.

In case of this, we would like to ask the exhibitors to advise us about their exhibition goods in due time by mail or fax and send us the copy of Pro-forma invoice right after dispatching the goods, because this customs procedure extends the time of the customs transit and clearance. We suggest to **dispatch your goods in due time,**

letting it arrive to Budapest min. 4-**5 workdays before** the building date of the exhibition.

Customs clearance on weekends: we can perform only when ordered in advance!

Please note that ALL shipments will be left in our warehouse for collection by exhibitors / contractors and according your order we deliver to your stand.

Building time begin: 9th of June, 2013, early in the morning

End of the exhibition: 11th of June, afternoon

II .Consigning and deadlines for airfreight

Please instruct your chosen courier handler not deliver any items for Conference venue prior to the stated deadline as they will not be received onsite!

Consigning of the AWB and Pro-Forma Invoice or Carnet ATA as follows:

You have Hungarian partner firm: *Consignee:* **Pannon-Expo-Sped Kft.**
Bogáncsvirág utca 5-7.
H-1106 Budapest
Tel +36-20-9434-984
Email: pes@t-online.hu
VAT : HU 10305272
C/o: Exhibitor: IEEE International Conference on Communications 2013
{Exhibitor's name}
Hotel Marriott

Please prescribe on the freight documents:

Attention! Urgent exhibition goods! Please inform the consignee and c/o immediately!

Deadlines:

The latest date of arriving to Budapest Airport: 4 workdays before the building time

Dispatch advice:

ATTENTION!

Please remember to pre-alert Pannon-Expo-Sped Kft. (pes@t-online.hu) with all copy documents in advance of your shipment:

Please, send us the copy of the AWB, Pro-Forma Invoice or Carnet ATA by mail before dispatch.

III. Consigning and deadlines for piece-goods truck and courier companies

Attention! Courier companies **cannot** arrange the special customs procedure required for exhibition goods in Hungary despite the fact that the goods are taken over maybe with term Delivered, Duty Paid!

There is only a separate customs office in Budapest is authorized to release these goods. Therefore you can prepay shipment only to Budapest arriving port. (DDU)

We can arrange the required special customs procedure and other related exhibition forwarding services upon arrival. If you advise us the exact parameters and provide the documents of your goods in advance, we can quote and provide a calculation of the charges for these services before you dispatch the goods.

Consigning of the freight document and Pro-Forma Invoice or Carnet ATA

Consignee: **Pannon-Expo-Sped Kft**.
Bogáncsvirág utca 5-7.
H-1106 Budapest
Tel +36-20-9434-984
Email: pes@t-online.hu
VAT : HU 10305272
c/o IEEE International Conference on Communications 2013
{Exhibitor's name}
Hotel Marriott

Please prescribe on the freight documents:

Attention! Urgent exhibition goods! Please inform the consignee and c/o immediately!

Deadlines

The latest date of arriving to the Hungarian arriving port:4 workdays before the building time

Dispatch advice:

ATTENTION!

Please remember to pre-alert Pannon-Expo-Sped Kft. (pes@t-online.hu) with all copy documents in advance of your shipment:

Please, send us the copy of the Pro-Forma Invoice or Carnet ATA by mail before dispatch.

IV. Customs documents

For the customs clearance we need these customs document:

- Carnet ATA or
- Pro-Forma Invoice in 8 pieces, separately for temporary import (exhibition goods) and final import (prospects, giveaways etc.)
- Packing list

The Pro-Forma Invoice of the exhibition goods has to involve these data:

- The denomination of „ Pro-Forma Invoice" ("commercial invoice" is not acceptable for the customs clearance of the exhibition goods)
- The exact name of the exhibition goods for all items
- Exact number of pieces for all items and altogether
- Weight and value of the pieces, and altogether (with the currency name)
- Serial number of the machines, instruments, the ECCN number
- Importation purpose: „temporary for the **{name of the exhibition}** exhibition
- Sender's data, consignee's data
- Terms (acc. to the INCOTERMS)

pes@t-online.hu Pannon-Expo-Sped Kft.Béke tér 7. H-1139 Budapest

- Country of origin

IMPORTANT!!! The goods, arriving for the **representation** or for the **propaganda** (brochures, leaflets, or advertising material etc.) please write on **separate Pro-Forma invoices**, because these items have to be customs cleared for the inland trade.

Please prescribe on the pro-forma invoice, that this goods are **free of charge**. We cannot customs clearing the goods of inland revenue, for ex. alcohol, coffee, tobacco as exhibition goods.

We can send to the exhibitors the Pro-Forma Invoice document of Pannon-Expo-Sped Kft.

V. Deliveries from the territory of EU

As we stated ALL shipments must be pre-booked with Pannon-Expo-Sped Kft. (pes@t-online.hu) in advance. Failure to pre-book your shipment could result in delays when arriving on-site at the Conference venue.

Therefore the deliveries must directed as follows:

Consignee: **Pannon-ExpoSped Kft**.
Bogáncsvirág utca 5-7.
H-1106 Budapest
Tel +36-20-9434-984
Email: pes@t-online.hu
VAT : HU 10305272
c/o IEEE International Conference on Communications 2013
{Exhibitor's name}
Hotel Marriott

VI. Other forwarding services

Our forwarding services, that we can offer to you: customs clearance, customs transit procedure, delivery of the exhibition goods to/off the stand, storage, empty handling, packaging, delivery inland and abroad, dispatching of the retour goods.

VII. Payment terms

Payment conditions: prepayment against invoice, cash on venue, or certified bank-transfer (irrevocable)

The latest payment: latest day/end of the exhibition.

If you need more information, please do not hesitate to contact us.

Yours faithfully:

Pannon-Expo-Sped Kft.

pes@t-online.hu Pannon-Expo-Sped Kft.Béke tér 7. H-1139 Budapest

Pannon-Expo-Sped Kft.
H-1139 Budapest, Béke tér 7.
Tel: +36 20-9484-984
Email:pes@t-online.hu

TARIFF 2013

Events and Congresses
Budapest

1 Loading Services / offloading, reloading, taking to/off the exhibition stand, and delivery cost

EUR

1.1 Consignments arriving to the exhibition palace

1.1.1 Consignments arriving as complete truckload, or stand building materials

offloading	450,-
reloading	550,-

1.1.2 Groupage / part-consignments unloading standing to exhibitors booth

up to 400 kgs min.	60,-
+ for each further 100 kgs	15,-

1.2 Consignments arriving to / from the airport, warehouse, courier-services, the exhibition place, till/off the exhibition stand

1.2.1 Delivery from / to airport to warehouse, warehousing, delivery from warehouse to exhibition venue / incl. terminal charges

up to first 1oo kg	170,-
for each further 100 kg	35,-

1.2.2 Arrival in warehouse, warehousing,

delivery from warehouse to exhibition venue / all off 100 kgs began	28,-

1.2.3 Delivery cost in territory of Budapest and offloading /

reloading up to first 100 kg	70,-
+ for each further 100 kg	16,-

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2 Customs clearance administrative costs and taxes

2.1 Customs guarantee, the temporary import fee is established in the amount of 0,5% depending on the value of imported goods, however the total value imported should not exceed EUR 30.000,-

admission but minimum. 150,-

2.2 Customs clearance in temporary admission

per consignment max 7 customs tariff position / up to 7 BTN Code 250,-
+ for each customs tariff position / BTN Code / 12,-

2.3 Customs clearance for the inland trade

permanent clearance of the advertising materials, consumption-goods and brochures, printed matter/ per item max 7 BTN Code / 250,
+ for each customs tariff position / BTN Code / 12,-

2.4 Customs clearance / supervision of Carnet ATA importation or re-export per Carnet ATA 200,-

3 Staff loan / all of hours began / person 35,-

4 Fork-lift / per hour 130,-

5 Packing-materials

5.1 EUR-pallet per piece 15,-

5.2 Banding with iron/plastic band, packing with nylon-folia per piece

but min. (m/m) 11,-

6 Empty box handling during time of exhibition

incl. delivery from / to the exhibition place, calculated on venue, per m3 60,-

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7 Other forwarding services

7.1	**Advancing fee for the cash-expenses / customs costs, VAT, per item 5%**	
	but minimum	20,-
7.2	**Obtaining for special licences, damage report with damage**	
	examination per piece	80,-
7.3	**Fix tax (paper, porti, marks, communication, inbound/outbound**	30,-

8 Surcharges

8.1	**Surcharge for heavy packages over 1.000 kg/piece**	+50 %
8.2	**Surcharge, if the stand is not in the ground floor**	+25 %
8.3	**Saturday /Sunday / Holiday surcharge**	+50 %
8.4	**Surcharge for high-sensitive, high-valuable, and fragile goods,**	
	or extra dimensions	+25 %
8.5	**Surcharge for the retour goods, filling out the export documents**	
	per consignment	30,-
8.6	**Late arrival on opening day**	+50 %
8.7	**Correction of the documents, because of the modification of the data,**	
	with new invoice per item after costs in 2.2, 2.3.	+50 %