

CANNAFEST 2024

GENERAL CARGO SHIPPING INSTRUCTIONS

Fairgrounds EXPO Prague Letnany, Czech Republic

All shipments to Fairgrounds EXPO Prague Letnany must be pre-advised and confirmed by CENTRUMSPED prior to departure from country of origin. CENTRUMSPED reserves the right to reject all non pre-advised shipments as well as the shipments that will be pre-advised or will arrive after below mentioned deadlines.

EXHIBITION SCHEDULE

| | |
|----------------------------------|---|
| Build-up period: | 30 th Oct - Wednesday – 31 st Oct - Thursday (9:00 AM – 10:00 PM) |
| Exhibition date: | 1 st Nov - Friday – 3 rd Nov - Sunday |
| Dismantling period: (NONSTOP) | 3 rd Nov – Sunday 6:00 PM – 4 th Nov – Monday 7:00 AM |

- Shipments to the exhibition grounds for direct unloading to stands are allowed only during the official build-up days and times which are confirmed by the organizer and exhibitors or their representative must be physically present at the stand to take over the shipment and sign the delivery sheet at the actual time of unloading and stand delivery.
- Goods that arrive before or after these build-up official days and times will be always unloaded to CENTRUMSPED warehouse and the storage will be charged based on the valid Tariff. Those shipments will be available from 30th Oct in the CARGO POINT. Exhibitors **MUST** visit the CENTRUMSPED desk in the CARGO POINT to initiate the shipment delivery to stand.
- Shipments arriving during the official build-up period will be unloaded directly to the CARGO POINT, exhibitors **MUST** visit the CENTRUMSPED desk in the CARGO POINT to initiate the shipment delivery to stand.
- The free of charge storage is offered by CENTRUMSPED for all shipments from 30th Oct - Wednesday – 31st Oct - Thursday during assembly and from 3rd Nov – Sunday (6:00 PM) – 4th Nov – Monday (12 PM) during disassembly. Before and after that period the storage fees will apply (based on the valid Tariff).
- **All forwarding and handling services MUST be paid before the stand delivery.**

1. ROAD-FREIGHT

All shipments must be consigned freight pre-paid as follows (CMR):

CANNAFEST 2024, Exhibitor Name, Hall/Stand No.

Fairgrounds EXPO Prague Letnany

Beranovych 667

CZ-199 00 PRAGUE 9

Czech Republic

c/o

CENTRUMSPED s.r.o.

Notify: Mr. Filip Cerveny

Tel.: +420 602 501 381

Warehouse opening hours: Mo – Fri, 08:00 – 15:00

EU ROAD SHIPMENTS DEADLINES:

| | |
|---|--|
| EU SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| EU SHIPMENTS DOCUMENTS PRE-ALERT | 3 workdays prior to departure from origin |
| EU SHIPMENTS ARRIVAL TO CENTRUMSPED WRHS | 2 workdays prior to stand delivery |

NON-EU ROAD SHIPMENTS DEADLINES:

| | |
|---|--|
| NON-EU SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| NON-EU SHIPMENTS FINAL DOCUMENTS PRE-ALERT | 5 workdays prior to departure from origin |
| NON-EU SHIPMENTS ARRIVAL TO CUSTOMS OFFICE * | 4 workdays prior to stand delivery |
| NON-EU SHIPMENTS ARRIVAL TO CENTRUMSPED WRHS* | 3 workdays prior to stand delivery |

Shipments that do not meet the above deadlines may be rejected.

**All NON-EU shipments MUST be then handled via CENTRUMSPED warehouse except standfitting material or shipments for direct stand unloading – for such loads standbuilders or exhibitors MUST be present on stand at the time of unloading. All NON-EU road shipments MUST first arrive to the customs office, address and instructions as per article 5.*

Direct stand unloading/loading is allowed only during the official build-up days and times which are to be confirmed by the organiser. Goods delivered/collected before or after these official days and times will be always handled via CENTRUMSPED warehouse. All shipments arriving after deadline will be charged as delayed shipments.

2. COURIER SHIPMENTS

All consignments must be consigned freight pre-paid to Centrumsped warehouse as follows:

CANNAFEST 2024, Exhibitor Name, Hall/Stand No.

Fairgrounds EXPO Prague Letnany

Beranovych 667

CZ-199 00 PRAGUE 9

Czech Republic

c/o

CENTRUMSPED s.r.o.

Notify: Mr. Filip Cerveny

Tel.: +420 602 501 381

Contact person: Mr. Filip Cerveny, phone: +420 602 501 381, email: cerveny@centrumsped.cz

EU COURIER SHIPMENTS DEADLINES:

| | |
|---|--|
| EU SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| EU SHIPMENTS DOCUMENTS PRE-ALERT | 3 workdays prior to departure from origin |
| EU SHIPMENTS ARRIVAL TO CENTRUMSPED WRHS | 2 workdays prior to stand delivery |

NON-EU COURIER SHIPMENTS DEADLINES:

| | |
|---|--|
| NON-EU SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| NON-EU SHIPMENTS FINAL DOCUMENTS PRE-ALERT | 3 workdays prior to departure from origin |
| NON-EU SHIPMENTS ARRIVAL TO CENTRUMSPED WRHS | 5 workdays prior to stand delivery |

Shipments that do not meet the above deadlines may be rejected.

Shipments are considered as courier shipments in terms of charging only if under 50 kgs and if from NON-EU origin, then if delivered customs cleared to CENTRUMSPED warehouse. Courier shipments sent via Courier companies cannot be cleared temporarily and are always cleared permanently to CZ - VAT 21 % of declared CIF value + duty is applied.

3. AIR-FREIGHT

All shipments for MAWB must be consigned freight pre-paid as follows:

Consignee:

CENTRUMSPED s.r.o.

Vystaviste 416

CZ-170 00 PRAGUE 7

Czech Republic

Notify:

CANNAFEST 2024, Exhibitor Name, Hall/Stand No

Mr. Filip Cerveny

tel: +420 602 501 381, e-mail: cerveny@centrumsped.cz

Airport of destination: PRG / PRAHA – VACLAV HAVEL / CZECH REPUBLIC

EU AIR-FREIGHT DEADLINES:

| | |
|---|--|
| EU SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| EU SHIPMENTS FINAL DOCUMENTS PRE-ALERT | 3 workdays prior to departure from origin |
| EU SHIPMENTS ARRIVAL TO PRG AIRPORT | 5 workdays prior to stand delivery |

NON-EU AIR-FREIGHT SHIPMENTS DEADLINES:

| | |
|---|--|
| NON-EU SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| NON-EU SHIPMENTS FINAL DOCUMENTS PRE-ALERT | 5 workdays prior to departure from origin |
| NON-EU SHIPMENTS ARRIVAL TO PRG AIRPORT | 5 workdays prior to stand delivery |

Shipments that do not meet the above deadlines may be rejected.

Any consignment delivered to the Praha - Vaclav Havel Airport will be handled via CENTRUMSPED warehouse.

4. SEA-FREIGHT

All sea-freight shipments must be consigned freight pre-paid to Prague Terminal (via Hamburg or Bremerhaven only) as follows:

Consignee:
CENTRUMSPED s.r.o.
Vystaviste 416
CZ-170 00 PRAGUE 7
Czech Republic

Notify:
CANNAFEST 2024, Exhibitor Name, Hall/Stand No
Mr. Filip Cervený
tel: +420 602 501 381, e-mail: cerveny@centrumsped.cz

Place of destination: PRAGUE – CZECH REPUBLIC

Seaport of destination: HAMBURG or BREMERHAVEN / GERMANY

SEA-FREIGHT LCL SHIPMENTS DEADLINES:

| | |
|--|--|
| LCL SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| LCL SHIPMENTS FINAL DOCUMENTS PRE-ALERT | 7 workdays prior to departure from origin |
| LCL SHIPMENTS ARRIVAL TO PORT | 15 workdays prior to stand delivery |

SEA-FREIGHT FCL SHIPMENTS DEADLINES:

| | |
|--|--|
| FCL SHIPMENTS PRE-ADVICE & SERVICES ORDER | 10 workdays prior to departure from origin |
| FCL SHIPMENTS FINAL DOCUMENTS PRE-ALERT | 7 workdays prior to departure from origin |
| FCL SHIPMENTS ARRIVAL TO PORT | 15 workdays prior to stand delivery |

Shipments that do not meet the above deadlines may be rejected.

All consignments delivered to Prague Terminal will be handled via CENTRUMSPED warehouse.

5. CUSTOMS CLEARANCE PROCEDURE (NON-EU-SHIPMENTS)

For all consignments delivered from NON-EU countries it is necessary to take into account 2-4 days for the customs clearance procedure. The customs clearance and control of all consignments shall be executed exclusively by CENTRUMSPED. Delivery terms - according to INCOTERMS, Brussels – customs code (CIF incoterm is required).

Importation of alcohol, tobacco, drugs, dangerous products, weapons, ammunition, e-cigarette equipment such as liquids, fillings, full cartridges etc. incl. nicotine or without nicotine is strictly prohibited.

Importation of all above goods is subject to importation licensing or stamp duty and such material must be forwarded via tax or military warehouse. Please bear in mind CENTRUMSPED doesn't offer such service.

PERMANENT IMPORT

Marketing materials and other disposals and giveaways: advertising printouts – catalogues etc., advertising gifts, consumer goods, (goods for consumption): must be imported to CZ permanently and marked as “Disposed or Consumed” or “Given away” in the CIPL, such goods must not be re-exported back to origin and exhibitor will be re-charged by CENTRUMSPED for duties and taxes accordingly. VAT 21 % of declared CIF value + duty is applied.

Courier shipments sent via Courier companies cannot be cleared temporarily and are always cleared permanently to CZ, VAT 21 % of declared CIF value + duty is applied.

TEMPORARY IMPORT

Exhibits, exhibition materials (goods for temporary use): must be imported to CZ temporarily and marked as “Re-export after exhibition” in the CIPL, such goods entered under our bond / guarantee, remain under our control. At the end of the show, goods must be re-exported from CZ in unchanged form - same volume, value and net weight as exported from origin they. Goods imported on our bond cannot be handed over to third parties to export from the Czech Republic.

For goods, which is being imported only for the exhibition purposes and for which is its' sale during the event not expected and it is obvious, that will be in an **unchanged form** re-exported back to origin, we recommend to use **Carnet ATA** as the accompanying customs document (from the Chamber of Commerce and Industry in the country of origin).

CUSTOMS CLEARANCE DOCUMENTATION

Separated Commercial Invoice/Packing List (**CIPL**) is required for permanent items and temporary items.

We must have copies of all documents at least 5 working days in advance of dispatch from origin.

CIPL has to be addressed as follows:

CIPL Consignee:

Exhibitor Name and Address

C/O “CANNAFEST 2024”

Hall Number / Stand Number

C/O

CENTRUMSPED s.r.o.

Vystaviste 416

CZ – 170 00 PRAGUE 7 (EORI: CZ47124598)

Requisites of the CIPL document:

- CIPL number
- Type of entry (Status)
- Delivery terms / Delivery condition - according to INCOTERMS, Brussels – customs code – CIF PRG incoterm required)
- HS code for each item
- Detailed description of each item (kind of goods - e.g. exhibition stand, TV, brochure, pen -, brand, trademark, type name, used material type where not obvious, area in sqm by all fabrics, serial numbers by all electronics, etc.)
- No. of loading pieces, number of particular item pieces, both gross/net weight for each item, both particular item value and total value (CIF Prague value required – state the fair market value to avoid a possible value adjustment by the Customs + add insurance a freight costs)
- Please remember the description will need to be understood by people that are not familiar with your goods
- Where the description not obvious, be ready to provide the goods pictures

Carnet ATA:

“CENTRUMSPED s.r.o.” must be written in section B of the ATA Carnet.

“CANNAFEST 2024” must be indicated in section C of the ATA Carnet.

NON-EU ROAD / AIR / SEA FREIGHT additional documents and instructions:**T1 form:****Consignee for T1 Form:**

CENTRUMSPED s.r.o.

Vystaviste 416

CZ – 170 00 PRAGUE 7

EORI: CZ47124598

Customs Office for T1 Form: CZ510201

Customs office address:

Celni urad pro hlavni mesto Prahu

K Hrušovu 293/2

CZ 102 00, Praha-Sterboholy

Opening hours:

Mon, Wed: 08:00 – 17:00

Tue, Thu: 08:00 - 15:00

Fri: 08:00 - 14:00

Instructions for ROAD FREIGHT - trucks arrival and clearance:

Customs clearance will take place at the customs office. First, the driver parks in the aforementioned customs parking lot (K Hrušovu 293/2) and comes with documents to the customs agent’s office (Customs services Žáček, K Hrušovu 4, Papyrus building, 3rd floor), where the documents are taken over by the customs declarant who arranges the customs clearance, brings back the necessary documents to the driver and releases the vehicle to continue to the unloading address. The truck MUST arrive at least 3 hours before the closing time. If the goods will be requested for the detailed customs inspection, the shipment will be unloaded to the customs warehouse and after inspection and clearance will be picked up and delivered to the exhibition grounds by CENTRUMSPED transport.

6. LABELING OF PACKAGES

All cases, packing materials etc. have to be legibly identified by the exhibitor (identification of the exhibition, name of the exhibitor, stand number and exhibition hall number) with a label, which he will receive from the forwarding agent:

CANNAFEST 2024, Exhibitor Name, Hall/Stand No.

Fairgrounds EXPO Prague Letnany

Beranovych 667

CZ-199 00 PRAGUE 9

Czech Republic

c/o CENTRUMSPED s.r.o.

Dimensions: x x cm

Gross Weight:kg

Net Weight: kg

7. STORAGE OF EMPTIES AND EXHIBITS, GOODS AND MATERIAL

The empty boxes / full boxes with exhibits, goods and material will be delivered into CENTRUMSPED warehouse and stored during the whole period of the exhibition and after termination of the exhibition will be brought back to your stand. Empty cases are cases, pallets, baskets, barrels, etc. without exhibits, any of their parts, or without any exhibition material for which is forwarder not liable during the storage period, if storage of such a material is not properly ordered!

8. WARNING

In case of import of non-declared goods, CENTRUMSPED doesn't carry any responsibility against the local customs office. All the costs (Penalty, fee, duty, tax etc...) caused by non-declared import must be paid by sender and it is possible that customs office can confiscate the whole delivery (including the properly declared part). This might cause delay of the date of delivery.

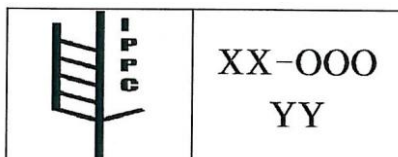
9. INSURANCE

Please take into consideration that the liability of CENTRUMSPED Ltd. is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise that all exhibitors are obliged to insure their goods for the assembly, duration and disassembly. The forwarding agent's responsibility ends at the moment of the goods delivery to the exhibition stand or to the closest possible accessible spot, and will be resumed at the moment of collection of the packed and properly marked consignment from the exhibition stand.

10. WOOD PACKING MATERIAL

All wooden packing materials entering any EU port must conform to the international phyto-sanitary standards set out under ISPM15. In short this means:

Only wood, free of bark, correctly treated and showing the IPPC stamp can enter the European Community



11. CONTACTS

CENTRUMSPED s.r.o.

www.centrumsped.cz

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Mobile: +420 602 501 381