



CROWNE PLAZA BARCELONA - FIRA CENTER

SHIPMENT HANDLING INFORMATION

SHIPMENT/PACKAGE HANDLING AND STORAGE

The Crowne Plaza Barcelona Fira Center hotel will make no notification of receipt to the shipper. The hotel will only accept delivery of prepaid shipments. The hotel will refuse any shipment delivered C.O.D and will make no notification to the shipper. The hotel will accept delivery of items for the conference from Friday 19th October onwards between 9:00 a.m. and 5:00 p.m. only.

Please inform couriers that all items must be delivered to the hotel storage location, as instructed by hotel staff.

As an exhibitor/sponsor, you will be responsible for your own shipments and ensuring that shipments are accompanied with the correct customs clearance paperwork. The GCSG will not accept responsibility or assist with getting shipments through customs.

Please include the following information on all the address labels for your shipments

- Name of your organisation
- Name of the organisation representative responsible for the packages
- Hotel Address: Crowne Plaza Barcelona Fira Center

Av. Rius i Taulet, 1-3
E-08004 Barcelona
SPAIN

- Event Name: GCSG Conference 23rd-25th October 2018
- Number of Boxes: (e.g. Box 1 of 2 and Box 2 of 2)
- Table No.:
- Hotel Contact: Irene Perez

E-mail: irene.perez@crowneplazabarcelona.com
Telephone: +34 934 254 102
Mobile: +34 697487217

Please **DO NOT** include Irene Perez's name on the commercial invoice as the receiver for shipments, as this may cause shipments to be delayed in customs.

Neither the GCSG nor the hotel will accept any liability for equipment, goods, displays, or any other material, that fails to arrive or arrives unmarked or damaged. Each organisation is responsible for insuring its own property for loss or damage.



At the end of the conference, each organisation will be responsible for packing up all display items and arranging return collection. All items will need to be collected no later than 5:00 p.m. on Thursday, 25th October. Items not claimed within 2 days of the conference dates will be discarded.

PLEASE NOTE: The hotel will not arrange for collection and return of your items.