



HOTEL CASCAIS MIRAGEM

SHIPMENT HANDLING INFORMATION

SHIPMENT/PACKAGE HANDLING AND STORAGE

The hotel Cascais Miragem 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 Thursday 17th October onwards between 9am and 5pm 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: Hotel Cascais Miragem Health and Spa
Av. Marginal n°8554
2754 -536 Cascais
Portugal
- Event Name: GCSG Conference 22nd-24th October 2019
- Number of Boxes: (e.g. Box 1 of 2 and Box 2 of 2)
- Table No.:
- Hotel Contact: Raquel Freire
E-mail: raquel.freire@cascaismirage.com
Telephone: +351 210 060 603
Mobile: +351 932 160 655

Please **DO NOT** include Raquel Freire'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 5pm on Thursday, 24th 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.