



GLOBAL CLINICAL
SUPPLIES GROUP



EUROPEAN
KNOWLEDGE
FORUM 2022

04-06 October | Dubrovnik, Croatia

VALAMAR LACROMA DUBROVNIK HOTEL **SHIPMENT & HANDLING INFORMATION**

The Valamar Lacroma Dubrovnik 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 event from Monday 26th September onwards. Delivery times are as follows: -

Mon-Fri 07:00-14:00

Sat 07:00-12:00

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 organization and representative responsible for the packages
- Hotel Address: Valamar Lacroma Dubrovnik Hotel
Conference Department
Attn: Attn: Ms. Ana Jurić
Iva Dulčića 34, 20 000,
Dubrovnik,
Croatia
- Event Name: GCSG European Knowledge Forum
- Event Date: 4th - 6th October 2022
- Number of Boxes: (e.g., Box 1 of 2 and Box 2 of 2)
- Table No.:
- Hotel Contact: Ms. Ana Jurić
- E-mail: ana.juric@imperial.hr
- Telephone: +385 99 498 9220

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

After sending your shipment, please share the tracking information with the hotel at:
ana.juric@imperial.hr



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For shipments originating from outside the EU please make sure that all custom duties are paid.

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 by Friday 7th September. Collection time is between 07:00-14:00. Items not collected by this time will be discarded.

Please direct any issues or concerns related to exhibiting or sponsorships to the GCSG European Vendor Coordinator: Email: VendorHelp@mygcsg.com