



GLOBAL CLINICAL
SUPPLIES GROUP

EUROPEAN
KNOWLEDGE
FORUM 2024

MALTA | 15-17 Oct



10 YEAR
ANNIVERSARY

The Westin Dragonara Resort *Shipment & Handling Information*

THANK YOU for your support of the GCSG 2024 European Knowledge Forum! We are looking forward to seeing you in Malta.

The Westin Dragonara Resort will not notify the shipper of package receipts and 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 7th October 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 by the correct customs clearance paperwork. Neither GCSG nor the hotel will accept responsibility for or assist with getting shipments through customs.

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

- Name of **your organization & representative** responsible for the packages
- Hotel Address: The Westin Dragonara Resort
Conference Department
Attn: Mrs. Johanna Vella Marshall,
Dragonara Road
St. Julian's,
STJ 3143
Malta
- Event Name: GCSG European Knowledge Forum
- Event Date: 15th - 17th October 2024
- Number of Boxes: (e.g., Box 1 of 2 and Box 2 of 2)
- Table No.:
- Representative Name: <<Please insert the name of the individual from your organization who will be responsible for delivered items>>



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- Representative E-mail: <<Please insert the e-mail of the individual from your organization who will be responsible for delivered items>>
- Representative Contact Telephone No.: <<Please insert the mobile phone number of the individual from your organization who will be responsible for delivered items>>

Please **DO NOT** include Mrs. Johanna Vella Marshall'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: johanna.marshall@westin.com

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

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

At the end of the conference, each organization will be responsible for packing up all display items and arranging return collection. All items will need to be collected by Friday 18th October. 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 to the GCSG European Exhibitor Team: Email: VendorHelp@mygcsq.com

For any issues or concerns related to sponsorships please direct to the GCSG European Sponsorship Team: Email: SponsorshipHelp@mygcsq.com



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SITE Event Logistics: A specialist event logistics provider for Exhibitions, Conferences, Product Launches, Road Shows and Trade Fairs across the globe.

If you have logistical requirements for the GCSG 2024 European Knowledge forum, we have partnered with SITE Event Logistics to help ensure your shipment is delivered on time. (SITE Event Logistics is a recommended supplier NOT affiliated with GCSG. GCSG is NOT responsible for any shipments coming into Malta.)

Through SITE's global office network, they can offer tailored solutions to your shipping requirements. No matter how you ship, SITE offers the most cost-effective, time-sensitive logistic packages. SITE offers competitive rates along with priority delivery for clients who book our services direct. All courier shipments go via SITE's advanced receiving warehouse.

SITE offers all-inclusive packages from pick-up through to delivery to venue, storage of empties, return of empties, loading out and re-export to any destination globally.

Option 1: Official Freight Forwarder – Comprehensive all-inclusive freight package. Collected from client's door and delivered direct to the venue.

Malta customs require strict documentation for smooth customs clearance. As a guideline, please follow the below arrival deadlines:

- **AIR freight** – Shipments should arrive 7 working days prior to the required delivery date.



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- **SEA freight** – Shipments should arrive 10 working days prior to the required delivery date.
- **Courier** - Shipments should arrive 5 working days prior to the required delivery date.

Option 2: Delivery via the Advanced Receiving Warehouse:

If you choose to ship via your own courier, SITE Event Logistics provides an advance receiving warehouse for all exhibition material requiring delivery to the venue. All items will then be transferred from the warehouse to the venue. SITE can receive shipments up to 30 days before the show and require receipt at the warehouse no later than 3 working days prior to the first day of event build up. Please contact SITE for delivery details.

All shipments must be sent with all duties and taxes payable at origin by account holder. Charges apply.

GCSG IS NOT RESPONSIBLE FOR ANY SHIPMENTS. SITE EVENT LOGISTICS ARE A RECOMMENDED SUPPLIER AND ARE NOT AFFILIATED WITH GCSG Would you

like to learn more? Contact:

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