



GLOBAL CLINICAL
SUPPLIES GROUP

ASIA PACIFIC
CONFERENCE
11-13 MARCH 2025
SEOUL 서울



Conrad Seoul

SHIPMENT & HANDLING INFORMATION

THANK YOU for your support of the GCSG 2025 Asia Pacific Conference! We are looking forward to seeing you in Seoul.

Shipment and Handling Information

As an exhibitor/sponsor, you are responsible for your shipment(s), including ensuring that they are accompanied by the correct customs clearance paperwork.

Neither GCSG nor the Conrad Seoul will accept responsibility for, or assist with, getting shipments cleared through customs.

We have prepared label templates for your use when addressing shipments. If you don't use the provided label templates, please include the following information on all the address labels for your shipment(s):

- Name of your organization & the onsite representative responsible for the packages
- Hotel Address:
ATTN : April Kim, Events Coordinator
Conrad Seoul 6F Event office
10 Gukjegeumyung-ro (Yeouido), Yeongdeungpo-gu,
Seoul 07326, Korea
- Event Name: GCSG APAC Conference
- Event Date: 11th - 13th March 2025
- 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>>
- 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 phone number of the individual from your organization who will be responsible for delivered items>>



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Conrad Seoul Events Team is the receiver. Please DO NOT include the name of the individual Events Coordinator 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 (including the waybill number and the logistics company used), the type of materials being sent, the number of packages and the expected arrival date of your packages with the hotel at: April.Kim@conradhotels.com

Conrad Seoul will not notify the shipper of receipt. The hotel will only accept delivery of prepaid shipments. They will refuse any shipment delivered C.O.D and will not make any notification to the shipper. The hotel will accept delivery of items for the event starting on 25 February 2025. Delivery times are:

Mon-Fri 09:00-17:00

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

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 must be collected by Friday, 21 March 2025. Collection times are:

Mon-Fri 09:00-17:00

Items not collected by Friday, 21 March 2025 will be discarded.

Please direct any issues or concerns related to exhibiting to the GCSG APAC Vendor Coordinator: Email: APACVendorHelp@mygcsg.com

For any issues or concerns related to sponsorships, please reach out to the GCSG APAC Sponsorship Coordinator: Email: APACSponsorshipHelp@mygcsg.com