



GCSG 2025

EUROPEAN KNOWLEDGE FORUM

BUDAPEST | OCTOBER 14-16

The Corinthia Hotel Budapest

Shipping and Logistics Information

Dear Exhibitor,

Thank you for supporting the GCSG 2025 European Knowledge Forum — we look forward to seeing you in Budapest!

Shipping & Delivery Guidelines

Hotel Delivery Address

IHI Magyarország Zrt.
Hársfa street 50-54, 1073 Budapest, Hungary
Attn: GCSG European Knowledge Forum (14–16 October 2025)

NB: All packages should be addressed to “**IHI Magyarország Zrt.**” to ensure smooth delivery at the hotel. We have created label templates to assist in getting the correct information on the labels. Be sure to download them from the GCSG website.

Delivery Window

Shipments will be accepted **from Monday, 6 October 2025** onwards during the following hours:

- **Monday–Friday:** 07:00–12:00
- **Weekend:** No delivery

Important:

The hotel:

- Will not notify the organiser upon receipt of packages
- Will **only accept prepaid shipments**
- Will **refuse any C.O.D. deliveries**
- Will not assist with customs clearance

All shipments must be delivered to the hotel **storage area** as directed by hotel staff.



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Customs & Liability

- Exhibitors are responsible for **all customs paperwork** and **clearance procedures**
- For shipments from outside the EU, **customs duties must be prepaid & incoterms should be DDP**
- **The billing address needs to be as follows:**
Company name: IHI Magyarország Zrt.
Address: Erzsébet körút 43-39, Budapest 1073
- You must **insure your own materials** against loss or damage. Neither **GCSG** **nor the hotel** will be liable for delays, customs holds, damages, or lost/unmarked packages
- For assistance, please see the information shared about SITE Event Logistics at the end of this document.

⚠ Do NOT include a hotel contact name on the commercial invoice — this may cause customs delays.

Once your shipment has been sent, please forward tracking information to the hotel at:
fanni.murar@corinthia.com
daniel.vass@corinthia.com

Labeling Requirements

Please include the following on all shipment labels:

- Organization name
- Representative name, email, and mobile number
- To the attention of: Fanni Murar
- Event: GCSG European Knowledge Forum
- Event dates: 14–16 October 2025
- Box count (e.g., Box 1 of 2)
- Table number

Download the label template from our website to ensure you capture all of the necessary information on your labels.



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Post-Event Pick-Up

You are responsible for:

- Packing up your materials
- Scheduling and confirming return shipment pickup

All return shipments must be collected by Friday, 17 October 2025 between 07:00 and 12:00.

Uncollected items will be discarded.

Contacts

- Exhibitor questions: EKFExhibitor@mygcsq.com
- Sponsorship questions: EKFSponsorship@mygcsq.com



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SITE EVENT LOGISTICS

We are pleased to share the following information about SITE Global Event Logistics for your consideration for logistics and on-site handling.

With a global network and years of exhibition experience, SITE offers tailored logistics solutions to meet your specific shipping needs. They also provide complimentary guidance on customs documentation to ensure your materials arrive on time and without issues. As a recommended provider, SITE is well-positioned to offer priority stand delivery and competitive rates for exhibitors who book directly.

To help avoid any delays, misplaced shipments, or customs clearance issues, we strongly advise using their Advanced Receiving Warehouse.

Shipping Options Available:

- **Option 1** – All-Inclusive Freight Package - Collection from your door and direct delivery to your stand.
- **Option 2** – Courier Shipments via Advanced Warehouse - Send your materials to their warehouse ahead of the show. SITE will then deliver them directly to your booth.
- **Option 3** – Empty Case Storage - Secure storage of empty packaging during the show (pre-booking required at least 48 hours before show opening).

Key Deadline:

All shipments must arrive at the Advanced Warehouse no later than 9th October. Please allow for transit and customs clearance when scheduling your shipments.

Important Note:

The venue cannot accept direct deliveries or act as the importer of record. To avoid delays or complications, please contact SITE early to obtain the correct shipping labels and import instructions.



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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 NOT AFFILIATED WITH GCSG

Would you like to learn more? Contact:

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