

We're excited to announce that SITE Global Event Logistics has been appointed by **GCSG** as the recommended freight forwarder and on-site logistics partner for this event. With a global office network and years of experience supporting exhibitions worldwide, SITE provides end-to-end shipping solutions tailored to your needs — from documentation support and customs clearance to final delivery direct to your stand. All documentation assistance is provided free of charge, ensuring a smooth and stress-free experience.

**By booking directly with SITE, you'll benefit from:**

- Preferential rates
- Priority delivery to your booth
- Local support from a dedicated logistics team

** Available Services**

**Option 1 – Door-to-Stand All-Inclusive Service:**

SITE collect your materials from your premises and deliver them directly to your stand — hassle-free and fully managed.

**Option 2 – Courier Shipments via Advance Warehouse:**

Send your materials to our advance warehouse prior to the event. SITE will ensure they are safely delivered to your booth in time for setup.

** Key Shipping Deadlines**

**To ensure timely delivery, all shipments must arrive at SITE's advance warehouse by (3 working days prior to the official build up date) (customs cleared).**

**If you are choosing the door-to-door option, please follow the below guidelines:**

- EU Collections, UK, and ROW: **(14 working days prior to the official build up date)**
- USA: **(10 working days prior to the official build up date)**

** Important Customs Note**

Please be aware that the venue cannot act as the Importer of Record. For accurate import guidance and to obtain the correct shipping address, contact SITE as early as possible.

** Stands / Light boxes / display panels**

Need extra help setting up your lightbox pop up or modular booth? SITE also do the production of lightboxes for rental and purchase along with install and dismantle services (even if your booth was not produced with SITE). Please contact [dean@siteeventlogistics.com](mailto:dean@siteeventlogistics.com) for further information.

** Our Recommendation**

***We highly recommend sending your materials with SITE rather than shipping directly to the venue. This ensures secure handling and delivery to your stand, avoiding potential customs delays or misplacement on-site.***

***Please note: If materials are sent directly to the venue GCSG cannot accept liability for lost or delayed items. SITE will do their best to assist on-site, but pre-booking services is the best way to ensure a smooth delivery.***

**Your portal access code: 3346**

## **1. Sign Up or Sign In**

When you arrive on the portal, choose **Sign Up** if it's your first time, or **Sign In** if you already have an account. New users will be asked to verify their email with a one-time password before gaining full access.

## **2. Your Dashboard**

Once logged in, you'll see your dashboard showing all current and past enquiries, their status, any saved drafts, and completed payments.

## **3. Start a New Enquiry**

Click the red **Start Here** button to begin. You'll be asked to enter a **four-digit organizer passcode**.

## **4. Organizer Passcode & Event Selection**

Your portal access code is: **3346**

After entering it, select your event from the list and continue.

## **5. Choose Your Services**

Select how you'd like SITE to handle your shipment:

- **We collect from you** – SITE manages the full door-to-door journey
- **Ship to warehouse** – You send items to SITE's local warehouse, and we handle venue delivery and post-show returns

You can also select **stand services** (purchase, rental, or install/dismantle). A SITE team member will contact you if graphics or further details are needed.

## **6. Enter Shipment Details**

Add item dimensions, weights, and descriptions. You can also choose:

- **Outbound return after the event**
- **Empty case storage** during the show

## **7. Warehouse Info, Labels & Insurance**

For warehouse shipments, you'll be able to download a full information bundle, including the warehouse address and instructions.

Labels can be generated directly in the portal once dimensions are entered.

Optional insurance is available at **2% of shipment value (minimum USD 100)**.

## **8. Payment**

Once reviewed, proceed to payment by **credit card or bank transfer**, or save the enquiry to complete later.

For full door-to-door services, payment is **not taken immediately** — the SITE team will review your details and send a quotation by email.

## **9. Shipping Pre-Alerts**

For warehouse shipments, a **pre-alert** must be submitted before delivery, so the warehouse is ready to receive your items. A second pre-alert is required after the event for collection from the warehouse. Both can be completed by logging back into the portal when ready.

# EXHIBITION DISPLAY SOLUTIONS

Your turnkey solution for impactful, portable, and easy-to-set-up event displays.

## OPTION 1

### "KIT IN A BOX" – LIGHTBOX DISPLAY KIT (PILLOWCASE)

↖ ↗ Size:  
↙ ↘ 240cm x 240cm

#### Kit Includes:

- ✓ Frame with LED light strips
- ✓ Pillowcase-style graphic (single-sided)
- ✓ Silver support feet with carrying bag
- ✓ Brilliant illumination for enhanced brand impact



## OPTION 2

### GRAND FABRIC DISPLAY KIT – NON-ILLUMINATED

↖ ↗ Size:  
↙ ↘ 232cm x 240cm

#### Kit Includes:

- ✓ Lightweight aluminium frame
- ✓ Seamless printed fabric graphic (pillowcase style)
- ✓ Support feet
- ✓ Tool-free setup
- ✓ Packs down neatly into wheeled transport case



### OPTIONAL ACCESSORY TRANSPORT COUNTER CASE WITH WRAP

#### Features:

- ✓ Designed to transport either display kit
- ✓ Converts into branded counter with graphic wrap
- ✓ Includes internal shelves and silver countertop (custom colours available)



### WHY CHOOSE OUR DISPLAYS?

- ✓ Quick, tool-free assembly
- ✓ Durable and reusable materials
- ✓ Lightweight and easy to transport
- ✓ High visual impact for exhibitions and events

Contact us today to discuss your event needs or to place an order.

**Dean Haddow**

☎ Tel: 0044 7596 288 989 (UK)  
✉ dean@siteeventlogistics.com



**SITE GLOBAL EVENT LOGISTICS BOOTH  
DESIGN / INSTALL / DISMANTLE SERVICES**

We are excited to announce that **SITE GLOBAL EVENT LOGISTICS** has started to offer pop-up exhibition booth design, installation, and dismantle services as an official contractor for this event. Below is a breakdown of services available:

**CUSTOM BOOTH INSTALLS AND DISMANTLE / PACK SERVICE.**



**NON ILLUMINATED FABRIC DISPLAY**



**ILLUMINATED LIGHT BOX**

**SITE GLOBAL** Can provide the below services please select the service you are requiring:

	Supply of "a kit in a box" / - portable pop up stand	<input type="checkbox"/>
	Storage between events – Pre/post event.	<input type="checkbox"/>
	Transport to event	<input type="checkbox"/>
	Install & dismantle service	<input type="checkbox"/>
	Change of design / graphics refurbish	<input type="checkbox"/>

**SITE GLOBAL CONTACT:**

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 ☎ 0044 7596 288 989 (UK)  
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All business is undertaken in accordance with our Terms & Conditions – a copy is available on request