



GCSG 2026

EUROPEAN KNOWLEDGE FORUM

ROME | OCTOBER 13-15

ROME MARRIOTT PARK

Shipping and Logistics Information

Dear Exhibitor,

Thank you for supporting the GCSG 2026 European Knowledge Forum — we look forward to seeing you in Rome!

Shipping & Delivery Guidelines

Hotel Delivery Address

ROME MARRIOTT PARK
VIA COLONNELLO TOMMASO MASALA, 54 - 00148 ROMA
Attn: GCSG European Knowledge Forum (13–15 October 2026) // **Francesca Palma**

Delivery Window

Shipments will be accepted **from Monday, 5 October 2026 to Monday 12 October 2026 included** during the following hours:

- **Monday–Friday:** 07:00 – 17:30
- **Weekend:** No delivery

Important:

The hotel:

- Will not notify the organiser upon receipt of packages
- Will **only accept prepaid shipments**. The hotel will NOT be responsible for paying any customs clearance fees, import duties, taxes, or other related charges. Any such costs must be paid directly by the exhibitor.
- Will not assist with customs clearance
- Does NOT have a pallet truck or forklift. If you are shipping palletized materials, you are responsible for transporting them from the hotel warehouse area to the



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conference area. We recommend that you reach out to SITE EVENT LOGISTICS (see Appendix 1) for assistance with large, bulky or palletized shipments.

All shipments must be delivered by the courier to the hotel **warehouse area** as directed by hotel staff. Please inform the courier that the hotel does not have a pallet truck or forklift.

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:**
ROME MARRIOTT PARK
VIA COLONNELLO TOMMASO MASALA, 54 - 00148 ROMA
- Neither **GCSG nor the hotel** will be liable for delays, customs holds, damages, or lost/unmarked packages
- Each organization must **insure its own materials** against loss or damage

 **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: f.palma@russottigh.com

Labeling Requirements

Please include the following on all shipment labels:

- Company name
- Representative name, email and mobile number
- To the attention of: Francesca Palma
- Event: GCSG European Knowledge Forum
- Event dates: 13–15 October 2026
- Number of packages/dimensions
- Table number or Sponsorship Name



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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 no later than Monday, 19 October 2026 between 07:00 and 17:30 and no pick-ups can be scheduled on Saturday nor Sunday.

Uncollected items will be discarded.

SITE EVENT LOGISTICS

For the convenience of attendees shipping materials to the event, details of **SITE Global Event Logistics**, the on-site logistics and handling provider, are provided in Appendix 1.

This information is shared as a courtesy. Attendees remain free to use the shipping provider of their choice, provided all event shipping requirements are met.

GCSG IS NOT RESPONSIBLE FOR ANY SHIPMENTS.

CONTACTS

- **Exhibitor questions:** ekfexhibitor@mygcsg.com
- **Sponsorship questions:** ekfsponsorship@mygcsg.com

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 Shipping 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.

Option 3 – Empty Case Storage

Store your empty cases during the event as there is limited availability onsite. Please book with SITE 48 hours prior.

Key Shipping Deadlines

To ensure timely delivery, all shipments must arrive at SITE's advance warehouse by 6th October (customs cleared).

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

- EU Collections, UK, and ROW: **21st September**
- USA: **14th September**

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.

Stand Services:

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. Please contact dean@siteeventlogistics.com for further information.

Our Recommendation

We highly recommend sending your materials to SITE's advance warehouse 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.

For bookings, guidance, or a personalised quote, please contact:

Dean Haddow

Director - SITE Event Logistics

+44 7596288989

dean@siteeventlogistics.com



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GCSG 2026 EU Conference

Send to:

Rome Marriott Park
Via Colonnello Tommaso Masala, 54 - 00148
Roma

Attn:

Company name: _____
Representative name, email, and mobile
number: _____
To the attention of: Francesca Palma
Event: GCSG European Knowledge Forum
Event dates: 13–15 October 2026

No _____ of _____ pieces
Tabletop #: _____

Hotel will accept shipments starting Oct, 5



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