

SHIPMENT INFORMATION

Hotel Crowne Plaza will accept only prepaid shipments.

All boxes must be correctly labeled: Name of the event and shipper company name

The Hotel will accept deliveries of items for the conference 2 days prior starting date.

Any exhibitor will be responsible for his own shipment and ensuring that shipments are accompanied with the correct Customs clearance paperwork (if not will be stuck in Customs)

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

Name of your organization: _____
Name of the person responsible for packages (never will be any Hotel staff person):

Hotel address: Crowne Plaza Barcelona – Fira Center, Ruis I Taulet, 1-3, Barcelona,
8004, Spain
Event name: APEX 2020 Content Market
Number of boxes: _____
Hotel contact: ANNIE NICOLAU (Hotel Conference Manager)

VERY IMPORTANT: Please notice that any Hotel staff (in this case Annie Nicolau) can appear as receiver of the boxes. If so, it will be stuck in Customs.

Annie Nicolau will be ONLY the contact person at the Hotel

Hotel staff member can NOT appear in any commercial invoice.

Hotel will not accept any responsibility for goods may arrive unmarked, damaged or failed.

RESTRICTED PRODUCTS:

The following products are restricted by Spanish Customs and cannot be shipped to the event in any

case: foodstuff, beverage, medicines, cosmetics, live animals or plants, pharmaceutical products, protected

species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin.

At the end of the conference each organization will be responsible for packing up all display items and arranging return collection. Please note that, for security reasons, Hotel can not arrange any shipment

For any further information you may need, please do not hesitate to contact us.