

## COURIER SERVICE

Would you wish to send any good to Kursaal Congress Centre, please follow these instructions:

Goods will be accepted only 2 days prior to the beginning of the event (congress, exhibition, etc.), never before.

Several warehouses are available at Kursaal Congress Centre. Your goods will be placed there at their arrival.

How to send your shipment to Kursaal Congress Centre:

1. Go to the following website: <http://intranet.kursaal.org> and select your language
2. Fill-in the form to register. You will receive a confirmation message.
3. Go to access in order to proceed with the shipment. Labels to identify the parcels will be created and Kursaal will receive a notification informing about the shipment.
4. Once the parcel arrives in Kursaal, we will send you an e-mailing in order to confirm its reception.

The event organizer is kindly requested to inform all companies involved in the commercial exhibition or parcel shipment about Kursaal's shipment procedure.

Warehouses may be simultaneously used by several meetings. Therefore, we strongly advise you to hire a storekeeper for reception and set-up days.

Once the exhibition or congress is over, all parcels should be taken away. You are allowed to leave them in Kursaal as long as a courier service company picks them up the next day. All parcels that have not been picked up within the 2 days following the end of the event will be thrown away.