

CBRE 2019– Transport Logistics

Event Operations is providing an offsite assimilation and transportation service for the 2019 CBRE event. All exhibitors are required to use this service to transport their items to and from the venue.

Due to the vehicle restrictions in place at the venue, Event Operations is offering a service whereby exhibitors may deliver their pre-packaged goods to our storage facility in East London on the week leading up to the event. These items will then be consolidated together and transported to the venue on the day of the exhibition build. The items will then be placed on your specific stand. At the end of the event you should then repackage your items and they will then be transported back to our stage facility for your collection the afternoon following the event.

To receive a bespoke quotation for this service please complete the following information and return to expo@event-ops.com no later than **10 September 2019**. Orders received after this time cannot be accepted.

Stand Name:

Stand No.:

Exhibitor Contact Person:

Exhibitor Contact Telephone:

Exhibitor Email Address:

No. of items to be handled:

Total weight of items to be handled:

Dimensions of each item (L/W/D in mm):

Please note the following:

- Once we receive your enquiry form, a member of the team will respond with a quotation for using this service. Once confirmed, the service will be invoiced and cleared funds are required pre-delivery.
- Once confirmed you will be sent a packing label for each of your items and with the address of the storage facility.
- Please ensure goods are packaged securely. Event Operations accepts no responsibility for inadequately packaged items.
- Inadequately packaged items or items received without a packing label affixed will be rejected.
- Please ensure you have adequate insurance cover in place for all items whilst in our care.
- Our service is limited to receiving your items at our storage facility, transporting them to the venue and then collecting them at the end of the event to be subsequently transported back to our storage facility for your collection the following afternoon.
- We do not take away or store packing materials during the event.
- If you are unable to collect your items from our storage facility the afternoon following the event, we can arrange a storage facility for you for a daily storage fee. Please indicate on the form if you require this service as **availability is limited**.
- We do not arrange delivery or collection from your individual premises.

TIMINGS

Deadline for receiving logistics enquiries and orders: **10 SEPTEMBER 2019**

Once our service is confirmed you may deliver your items to our East London storage facility between **1000h-1700h** each day on any of the following days:

Monday 23rd September

Tuesday 24th September

Wednesday 25th September

Thursday 26th September

Friday 27th September

Following the event your items will need to be collected from our storage facility between **1200h – 1700h** on **FRIDAY 4th OCTOBER**

All queries should be addressed to: expo@event-ops.com