MANDATORY FORM - SHIPPING

Information about parcel shipping to the SwissTech Convention Center

PROCESS TO FOLLOW	
1	Identify each parcel with the attached label
2	The content of each package must be specified on the delivery slip of your shipping company (DHL; POSTE; DPD; etc.) This information is needed for customs.
3	Fill out the attached form and return it duly signed by e-mail (accueil.stcc@epfl.ch) to the SwissTech Convention Center.
4	The SwissTech Convention Center does not support any expense related to shipping costs and customs duties. These various fees must be paid by the sender. You have to check the appropriate boxes on the delivery slip of your parcel courier. **Warning:** Some shipping companies block packages when these fees have not been paid in advance. Any invoice related to these costs and received by SwissTech Convention Center will directly be returned to the event organizer with extra administrative fees applied.
5	Once delivered to the SwissTech Convention Center, your material will be stored in a room reserved for your event.
6	The SwissTech Convention Center cannot be held responsible if packages are lost because they have not been identified as requested above.

SwissTech
CONVENTION CENTER

MANDATORY FORM

Delivery Planning Documentation and small material deposit

Document to return by:

By e-mail to: accueil.stcc@epfl.ch

Information:
You must return this form to have access to your parcels and documentation on site.

The SwissTech Convention Center will not pay accept any package with shipping or customs duties that are due. In addition, these can be sent at most 1 week before the event.

Event name	
Company name	
Name and company of the sender	
Mobile number of the sender	
Parcel: Content	
Documentation: Content	

Delivery method: ☐ Post ☐ Carrier Direct ☐ Delivery

Shipment date	

Shipping costs – Custom duties (if the parcel is coming from another country than Switzerland)

Country of origin	

I confirm I have checked the Custom Duties box on the delivery slip: ☐ Yes
I confirm I have checked the box for shipping costs: ☐ Yes

Delivery address
I confirm I have indicated the correct address by using the official delivery label: ☐ Yes

We cannot guarantee the delivery without the official label.

Date	
Signature & Company stamp	

CONTACT

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