

1.1.1. Deliveries and shipment

▪ **Receiving deliveries**

La Cité Nantes Congress Centre has a storage facility to handle shipments and deliveries. Deliveries are accepted **within the dates defined for each event** and within the limits of available capacity. Please contact La Cité before shipping items.

In order to identify your deliveries, parcel labelling must include the company name and the name of the recipient, the name and date of the event, the event identification number 26442 and, the stand number.

Deliveries will be accepted upon presentation of a copy of the delivery slip. La Cité does not check the integrity of the contents or the condition of the packaging.

Only the storekeeper or La Cité Nantes Congress Centre personnel can receive parcels. Our warehouse service can be reached on site through the delivery access intercom on the warehouse side. Any parcels sent in advance of the event will be delivered to your stand directly by the venue's storekeeper.

To ensure that your deliveries arrive safely and on time, you **must** refer to the information outlined below:

Delivery opening hours	08:30 – 12:30 / 14:00 – 17:30
Delivery address	La Cité Nantes Congress Centre Quai Favre – Delivery Platform Access 44041 NANTES CEDEX 01 Phone number : + 33 (0)2 51 88 20 00
Information to mention on parcels	EUROHEAT & POWER Serial Number : 26442 From 6/05/19 to 8/05/19 Exhibitor Name and Stand Number * « Stand Materials »

*** Name and Stand Number : REQUIRED.**

Under no circumstances can La Cité Nantes Congress Centre be held responsible for deliveries, which are the sole responsibility of exhibitors. **La Cité Nantes Congress Centre has no unloading platform. For an easier unloading, please make sure that your truck includes a tailgate.**

Exhibitors have to proceed themselves the reception of their goods on stand. Exhibitors have to make sure that their carrier will have the handling and forklift for unloading goods from the truck and for routing them on stand.

For any need of Handling/Forklift Truck, you can ask for additional services before the event (cf. page 405).

Transportation provider:

CLAMAGERAN EXPOSITIONS
12 Avenue Carnot
44000 Nantes
T : +332 72 24 26 10
M : +336 15 54 68 44
l.vigliandi@clamageran.fr

Clamageran Expositions is able to arrange any shipment from any country of the world to delivered to the stand and return or forwarded to any country after the event.

- **Return Shipments :**

Shipping parcels after an event is the responsibility of the shipper. La Cité Nantes Congress Centre is not responsible for parcel shipments. It only provides storage for items in transit. Parcel packaging and labelling must be completed by the shipper before departure following the above-mentioned procedure (warehouse opening hours, label details).

The necessary forwarding information (including the carrier's delivery note) must also be included.

La Cité Nantes Congress Centre does not take any responsibility for issues relating to shipment collections, so please ensure your items are very clearly labelled.

La Cité Nantes Congress Centre declines all responsibility in the case of damaged or stolen parcels, before, during or after the event.

⇒ **All shipments must be collected from the venue warehouse no later than 10 May 2019**