

We're excited to announce that SITE Global Event Logistics has been appointed by **SCRS** as the official freight forwarder and on-site logistics partner for this event. With a global office network and years of experience supporting exhibitions worldwide, SITE provides end-to-end shipping solutions tailored to your needs — from documentation support and customs clearance to final delivery direct to your stand. All documentation assistance is provided free of charge, ensuring a smooth and stress-free experience.

By booking directly with SITE, you'll benefit from:

- Preferential rates
- Priority delivery to your booth
- Local support from a dedicated logistics team

 Available Services

Option 1 – Door-to-Stand All-Inclusive Service:

SITE collect your materials from your premises and deliver them directly to your stand — hassle-free and fully managed.

Option 2 – Courier Shipments via Advance Warehouse:

Send your materials to our advance warehouse prior to the event. SITE will ensure they are safely delivered to your booth in time for setup.

 Key Shipping Deadlines

To ensure timely delivery, all shipments must arrive at SITE's advance warehouse by (3 working days prior to the official build up date) (customs cleared).

If you are choosing the door-to-door option, please follow the below guidelines:

- EU Collections, UK, and ROW: **(14 working days prior to the official build up date)**
- USA: **(10 working days prior to the official build up date)**

 Important Customs Note

Please be aware that the venue cannot act as the Importer of Record. For accurate import guidance and to obtain the correct shipping address, contact SITE as early as possible.

 Stands / Light boxes / display panels

Need extra help setting up your lightbox pop up or modular booth? SITE also do the production of lightboxes for rental and purchase along with install and dismantle services (even if your booth was not produced with SITE). Please contact dean@siteeventlogistics.com for further information.

 Our Recommendation

We highly recommend sending your materials with SITE rather than shipping directly to the venue. This ensures secure handling and delivery to your stand, avoiding potential customs delays or misplacement on-site.

Please note: If materials are sent directly to the venue, SCRS cannot accept liability for lost or delayed items. SITE will do their best to assist on-site, but pre-booking services is the best way to ensure a smooth delivery.

Your portal access code: 1601

1. Sign Up or Sign In

When you arrive on the portal, choose **Sign Up** if it's your first time, or **Sign In** if you already have an account. New users will be asked to verify their email with a one-time password before gaining full access.

2. Your Dashboard

Once logged in, you'll see your dashboard showing all current and past enquiries, their status, any saved drafts, and completed payments.

3. Start a New Enquiry

Click the red **Start Here** button to begin. You'll be asked to enter a **four-digit organizer passcode**.

4. Organizer Passcode & Event Selection

Your portal access code is: **1601**

After entering it, select your event from the list and continue.

5. Choose Your Services

Select how you'd like SITE to handle your shipment:

- **We collect from you** – SITE manages the full door-to-door journey
- **Ship to warehouse** – You send items to SITE's local warehouse, and we handle venue delivery and post-show returns

You can also select **stand services** (purchase, rental, or install/dismantle). A SITE team member will contact you if graphics or further details are needed.

6. Enter Shipment Details

Add item dimensions, weights, and descriptions. You can also choose:

- **Outbound return after the event**
- **Empty case storage** during the show

7. Warehouse Info, Labels & Insurance

For warehouse shipments, you'll be able to download a full information bundle, including the warehouse address and instructions.

Labels can be generated directly in the portal once dimensions are entered.

Optional insurance is available at **2% of shipment value (minimum USD 100)**.

8. Payment

Once reviewed, proceed to payment by **credit card or bank transfer**, or save the enquiry to complete later.

For full door-to-door services, payment is **not taken immediately** — the SITE team will review your details and send a quotation by email.

9. Shipping Pre-Alerts

For warehouse shipments, a **pre-alert** must be submitted before delivery, so the warehouse is ready to receive your items. A second pre-alert is required after the event for collection from the warehouse. Both can be completed by logging back into the portal when ready.

EXHIBITION DISPLAY SOLUTIONS

Your turnkey solution for impactful, portable, and easy-to-set-up event displays.

OPTION 1

"KIT IN A BOX" – LIGHTBOX DISPLAY KIT (PILLOWCASE)

↖ ↗ Size:
↙ ↘ 240cm x 240cm

Kit Includes:

- ✓ Frame with LED light strips
- ✓ Pillowcase-style graphic (single-sided)
- ✓ Silver support feet with carrying bag
- ✓ Brilliant illumination for enhanced brand impact



OPTION 2

GRAND FABRIC DISPLAY KIT – NON-ILLUMINATED

↖ ↗ Size:
↙ ↘ 232cm x 240cm

Kit Includes:

- ✓ Lightweight aluminium frame
- ✓ Seamless printed fabric graphic (pillowcase style)
- ✓ Support feet
- ✓ Tool-free setup
- ✓ Packs down neatly into wheeled transport case



OPTIONAL ACCESSORY TRANSPORT COUNTER CASE WITH WRAP

Features:

- ✓ Designed to transport either display kit
- ✓ Converts into branded counter with graphic wrap
- ✓ Includes internal shelves and silver countertop (custom colours available)



WHY CHOOSE OUR DISPLAYS?

- ✓ Quick, tool-free assembly
- ✓ Durable and reusable materials
- ✓ Lightweight and easy to transport
- ✓ High visual impact for exhibitions and events

Contact us today to discuss your event needs or to place an order.

Dean Haddow

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✉ dean@siteeventlogistics.com



SITE GLOBAL EVENT LOGISTICS BOOTH DESIGN / INSTALL / DISMANTLE SERVICES

We are excited to announce that **SITE GLOBAL EVENT LOGISTICS** has started to offer pop-up exhibition booth design, installation, and dismantle services as an official contractor for this event. Below is a breakdown of services available:

CUSTOM BOOTH INSTALLS AND DISMANTLE / PACK SERVICE.



NON ILLUMINATED FABRIC DISPLAY



ILLUMINATED LIGHT BOX

SITE GLOBAL Can provide the below services please select the service you are requiring:

	Supply of "a kit in a box" / - portable pop up stand	<input type="checkbox"/>
	Storage between events – Pre/post event.	<input type="checkbox"/>
	Transport to event	<input type="checkbox"/>
	Install & dismantle service	<input type="checkbox"/>
	Change of design / graphics refurbish	<input type="checkbox"/>

SITE GLOBAL CONTACT:

DEAN HADDOW

Telephone

☎ 0044 7596 288 989 (UK)

Email

✉ dean@siteeventlogistics.com

All business is undertaken in accordance with our Terms & Conditions – a copy is available on request