



## COPHy 2026 - Shipping Instructions

### **2 Options are available for you:**

#### **1. For direct shipping, please see below:**

Packages can be delivered to the Conference Center only with the coordinator's consent from CKF\_13, and no earlier than 2 days before the start of the Event. Shipments before this date will not be accepted by the Center, unless arrangements with the CKF\_13 Coordinator state otherwise.

#### **Parcels must be addressed as follows:**

CENTRUM KONFERENCYJNE FABRYCZNA  
UL. FABRYCZNA 13, 31-533 KRAKÓW, POLAND  
(MATERIALS FOR .... <COPHy Krakow> – NAME OF EXHIBITOR)

#### **SENDER:**

xxxxxxx (Name of the exhibiting Company)  
xxxxxxx (name of the company representative who will be present at the event)  
xxxxxxx (mobile phone number of the Exhibitor's representative who is responsible for  
collecting materials for the stand)

All parcels for a given event are stored in a single room, accessible to everyone who sent a parcel to the event. CKF\_13 team is not responsible for the safety of parcels and their receipt by unauthorized persons. Exhibitors send packages solely at their own risk.

**\*\* CKF\_13 The Fabryczna Conference Centre will refuse shipments sent directly to the venue before 17<sup>th</sup> March**

The exhibitor is obliged to arrange a courier service within the designated disassembly timeframe and hand the package directly to a transport company employee. It is not possible to leave parcels in the building and arrange for a courier to pick them up at a later date unless arrangements with the CKF\_13 coordinator state otherwise. Each event has a designated dismantling time. CKF\_13 is not responsible for any materials left behind and is not obligated to secure them. If the Exhibitor fails to collect the materials referred to above within the set deadline, the Center reserves the right to send them back by courier to the address and expense of the Organizer or the right to dispose of the items left behind at the Organizer's expense, and the Organizer hereby consents to this. In such a case, CKF\_13 will charge the Exhibitor for the costs of preparing the materials for shipment and/or disposal.

The CKF\_13 team does not receive shipments on pallets. If you need to send a pallet of materials, you must purchase a pallet unloading service from a courier company.

#### **2. For Freight Handling & Onsite Logistic Agent, see below:**

##### **Range of services:**

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

Supporters may use their own services to deliver goods to the venue door.



The 17<sup>th</sup> Annual Congress on  
**CONTROVERSIES IN OPHTHALMOLOGY**  
March 20–21, 2026 | Krakow, Poland



For any questions/clarifications, please contact:

**Freight Handling & Onsite Logistic Agent**

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