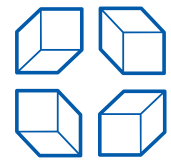


# The Australia New Zealand Agent Workshop

The region's largest B2B event for buyers & sellers of education, work, youth and student travel



Queenstown Events Centre • Feb 29 - Mar 02, 2012



**ICEF**  
Workshops

## Shipping Instructions & Delivery Label

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for the ANZA Workshop 2012 should arrive on Monday, **February 27, 2012** in Queenstown (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly.

All materials that you need for the ANZA Workshop 2012 (i.e. for the meetings on March 01 and 02) should be sent to::

“Your organisation’s name”

#### **Queenstown Events Centre**

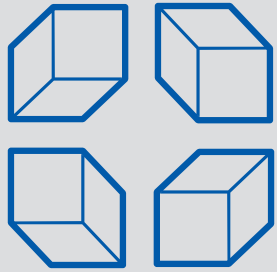
Attn Mr Rod Hearps / The ANZA Workshop 2012  
1 Joe O’Connell Drive, Queenstown 9300, New Zealand  
Tel: +64-3-450-9123

Please use the [delivery label](#) on page 2 with the hotel’s address provided by ICEF. Please place copies of it on the top and on the side of each parcel you send to ensure correct delivery. Clearly print in bold letters on your package(s) your organization’s / company’s name, your workshop table number, if available, and the total number of pieces comprising your delivery.

Australian educators should enclose a proforma invoice marked “Information material for exhibition“, to avoid unnecessary customs charges and delays in delivery. Please ensure that your forwarding agent or courier service will clear your materials through customs, as neither the hotel nor ICEF are entitled to handle customs arrangements for you. Shipments requiring any additional fees upon receipt will be denied.

It is advisable not to send any liquids, textiles (T-shirts, caps, etc.) or DVDs/CDs as these will be subject to customs clearance and may result in delays and / or additional charges. If you want to send textiles or DVDs/CDs, you should stress their non-commercial character and that they are not for sale or resale but for promotional use only. If sending DVDs/CDs it is also required to provide a short description of their content. For all textiles you send, it is important to provide detailed information about the type of material (e.g. 80% cotton, 20% wool). All these items need to receive a small nominal value.

As requirements may differ please check regulations carefully with your chosen courier. We strongly advise you to bring copies of your shipping documents with you to the workshop. This will enable us to help you track your packages, should they for any reason not arrive at the hotel on time.



**ICEF**  
Workshops

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**Organisation's/ Company's Name (Sender)**

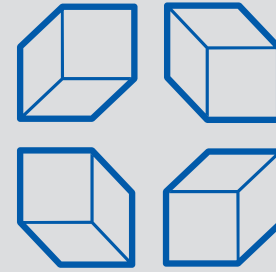
To: Queenstown Events Centre  
Attn Mr Rod Hearps / The ANZA Workshop 2012  
1 Joe O'Connell Drive  
Queenstown 9300  
New Zealand  
Tel: +64-3-450-9123

Event: The ANZA Workshop 2012

Educator: Table no \_\_\_\_\_ or

Exhibitor: Booth no \_\_\_\_\_

No. \_\_\_\_ of \_\_\_\_ Pcs



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No. \_\_\_\_ of \_\_\_\_ Pcs

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The above labels are provided for your convenience.

Place one on the top and one on the side of each piece shipped to ensure proper delivery.

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