

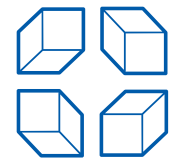
# The ICEF Berlin Workshop

## including the Work & Travel Zone

Connecting international educators with the world's best agents



Hotel InterContinental, Berlin • October 30 – November 01, 2011



**ICEF**  
Workshops

## Shipping Instructions & Delivery Label

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for the ICEF Berlin Workshop should arrive on Wednesday, **October 26, 2011** in Berlin (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly.

### All materials should be addressed to:

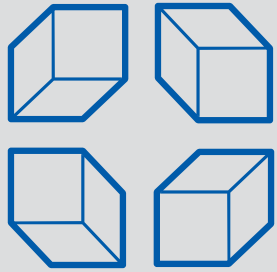
Hotel InterContinental Berlin  
The ICEF Berlin Workshop 2011 / October 30 - November 01  
Potsdam Halls I-IV, Pavilion, Tegel Area  
Ms Cathleen Krach  
Budapester Strasse 2  
10787 Berlin  
Germany  
+49 (0)30 2602 1174

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 organisation's / company's name, your workshop table number, if available, and the total number of pieces comprising your delivery.

Enclose a **proforma invoice** (€ 0) marked "Information material for exhibition" to avoid unnecessary customs charges and delays in delivery. **Please make sure 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 wish to send any of these items, 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 (i.e. EUR 1,00 per T-Shirt, EUR 0,20 per CD). Please indicate on the shipping documents that all fees and taxes will be paid by the sender and that the content of the boxes is of no commercial value. **As requirements may differ according to your shipment's country of origin 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

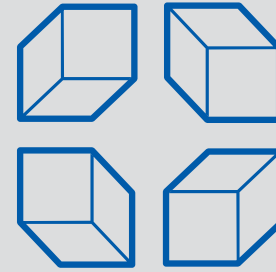
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**Organisation's/ Company's Name (Sender)**

To: Hotel InterContinental Berlin  
Potsdam Halls I-IV, Pavilion, Tegel  
Ms Cathleen Krach  
Budapester Strasse 2  
10787 Berlin, Germany  
Tel +49 (0)30 2602 1174

Event: The ICEF Berlin Workshop 2011  
October 30 - November 01

Educator: Table no \_\_\_\_\_ or  
Exhibitor: Booth no \_\_\_\_\_  
No. \_\_\_\_ of \_\_\_\_ Pcs



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