

# ICEF Africa Workshop

Educators interested in recruiting from Africa and international agents interested in sending to South Africa



The Westin Cape Town, Cape Town • May 15 – 17, 2018

## Shipping Instructions & Delivery Label - BAG INSERTS

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for the ICEF Africa Workshop **bag inserts** should arrive between Thursday, **May 10, 2018** (but not before) and Saturday **May 12, 2018** (but not later) in Cape Town. **Please note that inserts arriving after May 12 cannot be considered for inclusion in the workshop bags.**

#### All materials should be addressed to:

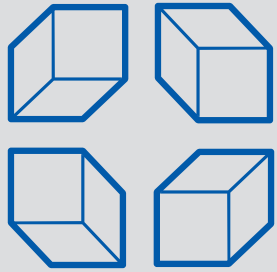
Westin Cape Town Hotel  
ICEF Africa Workshop 2018 / May 15-17, 2018  
Ms Debbie Halvorsen  
Convention Square, Lower Long Street,  
Cape Town, 8001,  
South Africa  
Tel +27 21 412 9999

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 package 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. **Please ensure to indicate "agent bag" or "educator bag" (or both) on the label to ensure your inserts are placed in the correct bags.**

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 on your behalf. Shipments requiring any additional fees upon receipt will be denied.**

It is advisable not to send any liquids, textiles (T-shirts, caps, etc.) or USBs 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 USBs 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 of these items need to receive a small nominal value (i.e. EUR 1,00 per T-Shirt, EUR 0,20 per USB). 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.**

**Please ensure to have access to your tracking information when travelling to the event.** This will enable us to help you locate 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: Westin Cape Town Hotel  
Ms Debbie Halvorsen  
Convention Square, Lower Long Street,  
Cape Town, 8001,  
South Africa

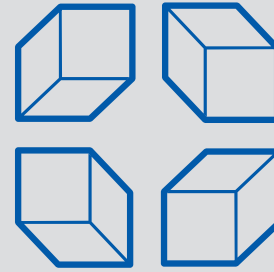
Tel +27 21 412 9999

**Delivery date: Between May 10 and 12, 2018**

Event: ICEF Africa Workshop 2018  
May 15 - 17

BAG INSERT  Agent Bag  Educator Bag

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



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Workshops

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Tel +27 21 412 9999

**Delivery date: Between May 10 and 12, 2018**

Event: ICEF Africa Workshop 2018  
May 15 - 17

BAG INSERT  Agent Bag  Educator Bag

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

Please use the above labels to help us and the venue identify your shipments.

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

PLEASE NOTE: Your bag inserts for the ICEF Africa Workshop should arrive between Thursday, May 10, 2018 (but not before) and Saturday, May 12 in Cape Town.