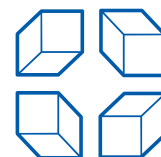


# ICEF Berlin Workshop

Connecting international educators, service providers and work & travel professionals with the world's best agents



Hotel InterContinental, Berlin • November 4 – 6, 2018



**ICEF**  
Workshops

## Shipping Instructions & Delivery Label - Bag Inserts

Please contact a courier of your choice.

Your bag inserts for the ICEF Berlin Workshop should arrive between **Monday, October 29 and Wednesday, October 31, 2018** in Berlin (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly.

**Please note that inserts arriving after October 31 cannot be considered for inclusion in the workshop bags.**

### All materials should be addressed to:

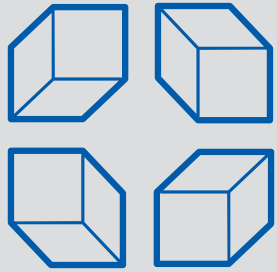
Hotel InterContinental Berlin  
ICEF Berlin Workshop 2018 / November 4 - 6  
Ms Hannah Brust (ICEF)  
Budapester Strasse 2  
10787 Berlin  
Germany  
+49 (0)228 2011915

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.**

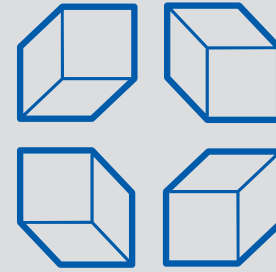
Enclose a **proforma invoice** (€ 0) marked "Information material for exhibition" to avoid unnecessary customs charges and delays in delivery. **Please make sure that your forwarding agent or courier service will clear your materials through customs, as neither the hotel nor ICEF are entitled to handle 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 DVDs/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 send us a copy of your shipping documents prior to October 31.** This will enable us to help you track your packages, should they for any reason not arrive at the hotel on time.



**ICEF**  
Workshops



**ICEF**  
Workshops

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

To: Hotel InterContinental Berlin  
Ms Hannah Brust  
Budapester Strasse 2  
10787 Berlin, Germany  
Tel +49 (0)228 2011915

Event: ICEF Berlin Workshop 2018  
November 4 - 6, 2018

**BAG INSERT**  Agent Bag  Educator Bag

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

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

To: Hotel InterContinental Berlin  
Ms Hannah Brust  
Budapester Strasse 2  
10787 Berlin, Germany  
Tel +49 (0)228 2011915

Event: ICEF Berlin Workshop 2018  
November 4 - 6, 2018

**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 proper delivery.  
PLEASE NOTE: Your bag inserts for the ICEF Berlin Workshop should arrive  
between Monday, October 29 and Wednesday, October 31 in Berlin (but not before).