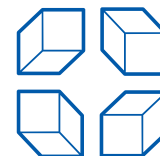


ICEF Miami Workshop

Exclusively for educators from the US and Canada and international student recruitment agents focused on North America



Loews Miami Beach Hotel • December 10 - 12, 2018



ICEF
Workshops

Shipping Instructions & Delivery Label Bag Insert

Forwarding of Promotional Material

Please contact a courier of your choice.

Your bag inserts for the ICEF Miami Workshop 2018 should arrive between Tuesday, **December 04, 2018** (but not before) and Thursday, **December 06** in Miami.

Please note that inserts arriving after December 06 cannot be considered for inclusion in the workshop bags.

All materials should be addressed to:

“Your organisation’s name”

ICEF Miami Workshop 2018

Loews Miami Beach Hotel

“Workshop participant’s name”

Hotel Contact: Ms Shannon Cousineau

1601 Collins Avenue, Miami

Florida, 33139

USA

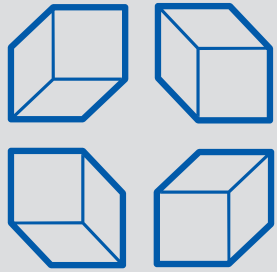
Tel +1-305- 604 3908

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 / booth number, if available, and the total number of pieces comprising your delivery. **Please ensure to indicate “agent bag” or “educator bag” on the label to ensure your inserts are placed in the correct bags.**

If you are shipping from outside the USA, please 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 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. USD 1,00 per T-Shirt, USD 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 December 06. This will enable us to help you track your packages, should they for any reason not arrive at the hotel on time.



ICEF
Workshops

Organisation's / Company's Name

To: Loews Miami Beach Hotel

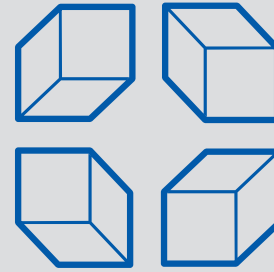
Workshop Participant's Name

Hotel Contact: Ms Shannon Cousineau
1601 Collins Avenue, Miami
Florida, 33139
USA
Tel +1-305- 604 3908

Event: ICEF Miami Workshop 2018 /
December 10 - 12

BAG INSERT Agent Bag Educator Bag

No. ____ of ____ Pcs



ICEF
Workshops

Organisation's / Company's Name

To: Loews Miami Beach Hotel

Workshop Participant's Name

Hotel Contact: Ms Shannon Cousineau
1601 Collins Avenue, Miami
Florida, 33139
USA
Tel +1-305- 604 3908

Event: ICEF Miami Workshop 2018 /
December 10 - 12

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 Miami Workshop should arrive between Tuesday, December 04, 2018 (but not before) and Thursday, December 06 in Miami.