

# ICEF Dubai

For international educators and student recruitment agents from the Middle East, Africa, South Asia and Turkey



Jumeirah Emirates Towers, Dubai • February 11 – 13, 2019



## Shipping Instructions & Delivery Label

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for ICEF Dubai should arrive on Thursday, **February 7, 2019** in Dubai (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:

Jumeirah Emirates Towers, Dubai

ICEF Dubai 2019 / February 11-13, 2019

Ms Roseline D'Souza

PO Box 72127

Sheikh Zayed Road, Dubai

United Arab Emirates

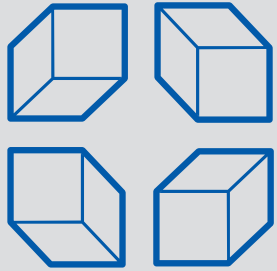
Tel +971 5 5500 8783

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 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 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 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**  
Events

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Organisation's / Company's Name (Sender)

To: Jumeirah Emirates Towers  
Ms Roseline D'Souza  
PO Box 72127  
Sheikh Zayed Road, Dubai  
United Arab Emirates

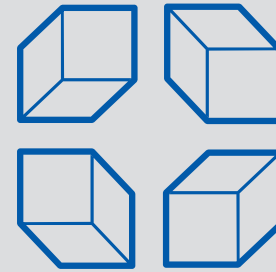
Tel +971 5 5500 8783

**Delivery date: February 7, 2019**

Event: ICEF Dubai 2019  
February 11 - 13

Table no. \_\_\_\_

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



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

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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 materials for the ICEF Dubai should arrive on  
**Thursday, February 7** in Dubai (but not before).