

# ICEF Ukraine Focus

For international educators and service providers, and student recruitment agents from Ukraine



InterContinental, Kiev • March 19 - 20, 2019



## Shipping Instructions & Delivery Label

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for the ICEF Ukraine Focus 2019 should arrive starting Thursday, **March 14** (but not before) in Kiev to allow you sufficient time to check if your packages have arrived and been delivered correctly.

#### All materials should be addressed to:

“Your organisation’s name”

InterContinental Kiev

“Workshop participant’s name”

Hotel Contact: Mr Valentin Kokoshko

2A Velyka Zhytomyrska Street,

Kiev 01001,

Ukraine

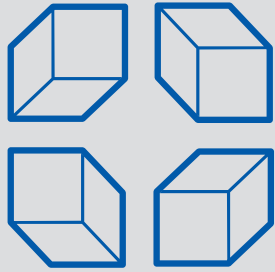
Tel +380 44 219 1919

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 table number, if available, and the total number of pieces comprising your delivery.

If you are shipping from outside the Ukraine, 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 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.**

We strongly advise you to **bring copies of your shipping documents with you to the event.** This will enable us to help you track your packages, should they for any reason not arrive at the hotel on time.



**ICEF**  
Events

\_\_\_\_\_  
**Organisation's / Company's Name**

To: InterContinental Kiev

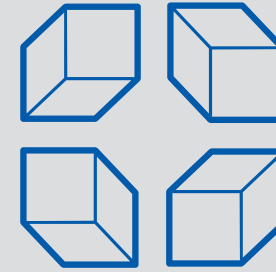
\_\_\_\_\_  
**Event Participant's Name**

Hotel Contact: Mr Valentin Kokoshko  
2A Velyka Zhytomyrska Street,  
Kiev 01001,  
Ukraine  
Tel +380 44 219 1919

Event: ICEF Ukraine Focus 2019 /  
March 19 - 20, 2019

Table no. \_\_\_\_\_

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



**ICEF**  
Events

\_\_\_\_\_  
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To: InterContinental Kiev

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Table no. \_\_\_\_\_

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 materials for the ICEF Ukraine Focus should arrive between Thursday, March 14 (but not before) and Tuesday, March 19 in Kiev.