

ICEF Australia New Zealand (ANZA)

The region's largest B2B event for buyers & sellers of education, edu-tourism, youth and student travel



Darwin Convention Centre • April 3 - 5, 2019



Shipping Instructions & Delivery Label - BAG INSERTS

Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for ICEF Australia New Zealand (ANZA) 2019 should arrive between **Wednesday, March 27** (but not before) and **Friday, March 29** in Darwin 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”

Darwin Convention Centre
Contact: Abigail Bayliss
Loading Dock
Stokes Hill Road
Darwin, NT 0800
Australia

Tel +61 8 8923 9015

Please use the **delivery label** on page 2 with the 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 or booth 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.**

Please enclose a **proforma invoice** (AUD 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 convention centre 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. AUD 1,00 per T-Shirt, AUD 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 convention centre on time.

EXHIBITOR FREIGHT



DELIVERY ADDRESS:	LOADING DOCK DARWIN CONVENTION CENTRE STOKES HILL ROAD, DARWIN NT 0800	TELEPHONE: +61 8 8923 9000
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EVENT NAME:			
EVENT DATE/S:			
STAND NAME:		TABLE / BOOTH NO.:	
EVENT ORGANISER:			
ON SITE CONTACT:		CONTACT PHONE:	
SENDER:		CONTACT PHONE:	
CONSIGNMENT NOTE NO. :		TOTAL NO. ITEMS:	

COURIER NAME	DESCRIPTION OF ITEMS (i.e. 2 X PALLETS, BOXES, BANNERS, CRATE, SACHEL)

NO GOODS WILL BE ACCEPTED BEFORE 7 Days PRIOR TO Event ALL GOODS ARE TO BE DELIVERED BETWEEN 0830 & 1730 WEEKDAYS

BAG INSERT:

AGENT BAG

EDUCATOR BAG

No. _____ of _____ Pcs