

# ICEF Vancouver

Exclusively for educators from the Americas and international student recruitment agents focusing on Canada and the US



Hyatt Regency, Vancouver • April 24 – 26, 2019



## Shipping Instructions & Delivery Label

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your material for ICEF Vancouver 2019 should arrive from Wednesday, **April 17, 2019** in Vancouver (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly. **Please be aware of the Easter Holidays:** Friday, April 19 and Monday, April 22 are holidays and some couriers will also not deliver on Saturdays. We therefore strongly recommend to schedule the delivery of your material for Wednesday, April 17 or Thursday, April 18.

#### All materials should be addressed to:

**“Your organisation’s name”**

Hyatt Regency Vancouver  
ICEF Vancouver 2019  
Ms Katherine Yip  
655 Burrard Street  
Vancouver, BC,  
V6C 2R7 Canada

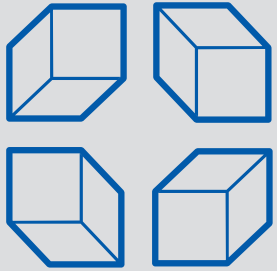
Tel +1 604 683 1234

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

If you are shipping from outside of Canada, please enclose a **proforma invoice** (€ 0) marked “Information material for exhibition” (paper-based only, i.e. brochures, flyers etc.) as well as the ► [CBSA Recognition Letter](#) 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) and the origin. All these items need to receive a small nominal value (i.e. CAD 1,00 per T-Shirt, CAD 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 and not for resale. **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 workshop**. 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 (sender)

To: Hyatt Regency Vancouver  
Ms Katherine Yip  
655 Burrard Street  
Vancouver, BC,  
V6C 2R7 Canada

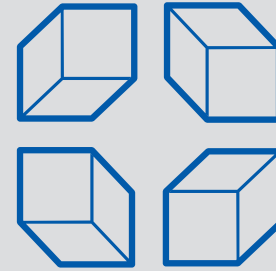
Tel +1 604 683 1234

Event: ICEF Vancouver 2019

Table / Booth no. \_\_\_\_

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

Total Weight of Shipment \_\_\_\_  lb  kg



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Events

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Tel +1 604 683 1234

Event: ICEF Vancouver 2019

Table / Booth no. \_\_\_\_

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

Total Weight of Shipment \_\_\_\_  lb  kg

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 ICEF North America - Vancouver should arrive on April 17, 2019 (but not before).