

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 - Bag inserts only

Forwarding of Promotional Material

Please contact a courier of your choice.

Your bag inserts for ICEF Vancouver 2019 should arrive between Wednesday, **April 17, 2019** (but not before) and Saturday, **April 20, 2019** in Vancouver 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.

Please note that inserts arriving after April 20 cannot be considered for inclusion in the workshop bags.

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

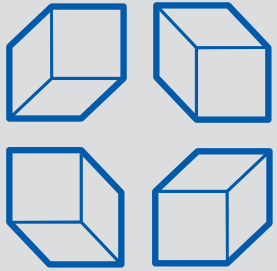
Please use the delivery label on page 2 with the hotel’s address provided by ICEF. Please place copies of it on the top and on the side of each parcel you send to ensure correct delivery. Clearly print in bold letters on your package(s) your organization’s / company’s name, your workshop table number, if available, and the total number of pieces comprising your delivery.

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 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

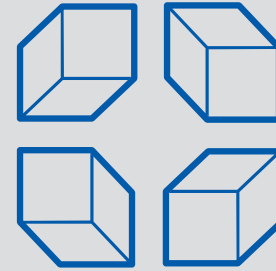
Tel +1 604 683 1234

Event: ICEF Vancouver 2019

BAG INSERT Agent Bag Educator Bag

No. ____ of ____ Pcs

Total Weight of Shipment ____ lb kg



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Organisation's / Company's Name (sender)

To: Hyatt Regency Vancouver
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655 Burrard Street
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Tel +1 604 683 1234

Event: ICEF Vancouver 2019

BAG INSERT Agent Bag Educator Bag

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 between April 17, 2019 (but not before) and April 20, 2019 (but not later).