

ICEF Spanish Education

HOTEL RIU PLAZA ESPAÑA, Madrid

May 22 - 24, 2024



Shipping Instructions & Delivery Label - Promotional Material

Please contact a courier of your choice. Your materials for the ICEF Spanish Education should arrive starting from **Saturday, May 18 in Madrid** (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly. Please note that the Hotel will receive packages from 09am to 5pm.

All materials should be sent to the following address:

HOTEL RIU PLAZA ESPAÑA
ICEF Spanish Education 2024
Chiara Spadano
t: +34 669 09 42 34
m: +44 7749 139 763
C.Gran Vía, 84, Centro
28013 Madrid, Spain

Please use the **delivery labels** on page 2 with the hotel's address provided by ICEF. Please place copies on the top and on the side of each package 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" (paper-based only, i.e. brochures, flyers etc.) 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 items need to receive a small nominal value (i.e. €/ \$ 1,00 per T-Shirt, €/ \$ 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 locate your packages, should they for any reason not arrive at the hotel on time.



From:
Organisation's / Company's Name (Sender)

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To: HOTEL RIU PLAZA ESPAÑA
ICEF Spanish Education 2024
Chiara Spadano m: +44 7749 139 763
Pablo Lopez m: +34 669 09 42 34
t: +34 954 46 22 22
C.Gran Vía, 84, Centro
28013 Madrid, Spain

To: HOTEL RIU PLAZA ESPAÑA
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Table No.: **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 Spanish Education should arrive in Madrid on Saturday, May 18, 2024 (but not before).*