

ICEF Africa 2024

Radisson Blu Hotel and Convention Centre

July 02 - 04, 2024



Shipping Instructions & Delivery Label - Promotional Material

Please contact a courier of your choice. Your promotional material for ICEF Africa 2024 should arrive Wednesday 26 June to Kigali (but not before) allow you sufficient time to check if your packages have arrived and been delivered correctly. It is very important that you include a proforma invoice.

All materials should be sent to the following address:

ICEF Africa 2024
Gwiza Rumongi
Radisson Blu Hotel and Convention Centre
Kimihurura, Roundabout,
P.O. Box 6629,
Kigali,
Rwanda

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Please use the **delivery label** on page 2 & 3 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 / booth number, if available, and the total number of pieces comprising your delivery.

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.** Therefore please make sure to inform the courier of your choice that all taxes and fees will be paid by the sender and indicate this on the shipping documents.

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 of these items need to receive a small nominal value (i.e. US\$ 1,00 per T-Shirt, US\$ 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.**

Please ensure to have access to your tracking information when travelling 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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Organisation's / Company's Name (Sender)

To: ICEF Africa 2024
Gwiza Rumongi
Radisson Blu Hotel and Convention Centre
Kimihurura, Roundabout,
P.O. Box 6629,
Kigali, Rwanda

To: ICEF Africa 2024
Gwiza Rumongi
Radisson Blu Hotel and Convention
Centre Kimihurura, Roundabout,
P.O. Box 6629,
Kigali, Rwanda

Event: ICEF Africa July 02 - 04, 2024

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Table/Booth No.: _____ **No. ____ of ____ Pcs**

Table/Booth 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 proper delivery.
PLEASE NOTE: Your materials for the ICEF Africa should arrive in Kigali on Wednesday June 26, 2024 (but not before).*