

Shipping Instructions & Delivery Label – Promotional Material

Please contact a courier of your choice. Your promotional material for ICEF Philippines should arrive starting from **Tuesday 10 June 2025** in Manila (but not before) to 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. Inspections of deliveries can take **up to 4 weeks**.

All materials should be addressed to:

Grand Hyatt Manila

ICEF Philippines 2025

Angela Loraine F. Rafael

Phone: 0917 807 0143

Email: angela.rafael@hyatt.com

7th Avenue corner 35th Street, Bonifacio Global City

Taguig City 1634, Philippines

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

If you are shipping from outside of Vietnam, 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)

To: Grand Hyatt Manila
ICEF Philippines 2025
Angela Loraine F.Rafael
Phone: 0917 807 0143
Email: angela.rafael@hyatt.com
7th Avenue corner 35th Street,
Bonifacio Global City
Taguig City 1634, Philippines

Event: ICEF Philippines
June 15 - 16, 2025

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

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

To: Grand Hyatt Manila
ICEF Philippines 2025
Angela Loraine F.Rafael
Phone: 0917 807 0143
Email: angela.rafael@hyatt.com
7th Avenue corner 35th Street,
Bonifacio Global City
Taguig City 1634, Philippines

Event: ICEF Philippines
June 15 - 16, 2025

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 Philippines should arrive in Manila on Tuesday 10 June, 2025 (but not before).