Shipping Label

ICEF Brazil • October 02 - 04, 2025

icef

Event:	ICEF Brazil 2025
Date:	October 02 - 04, 2025
Address:	Grand Hyatt Rio de Janeiro
	Avenida Lúcio Costa, 9,600
	Barra da Tijuca – Rio de Janeiro,
	RJ, ZIP Code: 22795-007 – Brazil

Point of Contact

Name:	Thais Bottino
Tel No:	+55 21 3797 9515 /
	+55 21 99737-7612
Email:	thais.bottino@hyatt.com

Delivery / Shipping Window

- Your promotional material for ICEF Brazil should arrive **starting from September 25, 2025.** Please note that the hotel will not be able to accept any deliveries prior to this date.

Labeling & Identification

- Use ICEF's official delivery label (please see below).
- Clearly print: Organisation / Company name, Table or Booth number , Total number of packages (e.g., "Box 1 of 3").

Shipping Documents & Customs

- Enclose a proforma invoice marked: *"Information material for exhibition"* (*paper-based only – brochures, flyers, etc.)*
- Declare a total shipment value of **€0.**
- Clearly state on all shipping documents: **All fees, taxes, and customs duties will be paid by the sender and goods are of no commercial value.**

Important Note

*ICEF and the venue are **not responsible for customs clearance**. Couriers must handle all related processes. Shipments requiring customs fees on delivery will be **rejected**. ICEF accepts **no liability** for delays, loss, damage, early arrivals, or customs issues. All shipments are **at the sender's risk**. We strongly advise you to: Keep copies of all shipping documents, Use tracked courier services and Confirm delivery before the event.*

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	Shipping From	
Sender's Contact (Name + Contact)		
Sender's Company		
Shipping To		
Shipping Address	Grand Hyatt Rio de Janeiro, Avenida Lúcio Costa, 9,600 Barra da Tijuca – Rio de Janeiro, RJ, ZIP Code: 22795-007 – Brazil	
ICEF Event Name	ICEF Brazil 2025	
Table / Booth Number		
Number of Pieces (E.g. Box 1 of 5)		
Venue Contact	Thais Bottino T + 55 21 3797 9515 / M + 55 21 99737-7612 thais.bottino@hyatt.com	