

# Shipping Label

ICEF Higher Education • Sept 12 – 14, 2025



**Event:** ICEF Higher Education  
**Date:** September 12 – 14, 2025  
**Address:** InterContinental London – the O2  
1 Waterview Drive,  
London  
SE10 0TW

## Point of Contact

**Name:** Veronica Abreu  
**Tel No:** +44 (0)208 463 6868  
**Email:** Veronica.Abreu@iclondon-theo2.com

## Delivery / Shipping Window

- Your promotional material for ICEF Higher Education should arrive **from September 10, 2025** with a delivery window of 8.00am – 4.00pm
- Please ensure you advise the courier to come to the reception to collect a QR code for the loading bay access

## 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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  	<b>Shipping From</b>	
	<b>Sender's Contact</b> (Name + Address)	
	<b>Sender's Company</b>	
	<b>Shipping To</b>	
	<b>Shipping Address</b>	<b>Intercontinental London – the O2, 1 Waterview Drive London, SE10 0TW</b>
	<b>ICEF Event Name</b>	ICEF Higher Education
	<b>Table / Booth Number</b>	
	<b>Number of Pieces</b> (E.g. Box 1 of 5)	
	<b>ICEF Contact</b> (Name + Phone Number)	Veronica Abreu, +44 (0)208 463 6868