

Shipping Label

ICEF China • October 15 – 17, 2025



Event:	ICEF China	Point of Contact	
Date:	October 15–17, 2025	Name:	Lizzy Qin
Address:	Hyatt on the Bund 199 Huangpu Road, Hongkou District Shanghai People's Republic of China, 200080	Tel No:	+ 86 181 1726 2003
		Email:	lizzy.qin@hyatt.com

Delivery / Shipping Window

- Your promotional material for ICEF China should arrive **starting from October 10, 2025**

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	Hyatt on the Bund, 199 Huangpu Road, Hongkou District Shanghai, People's Republic of China, 200080
	ICEF Event Name	ICEF China
	Table / Booth Number	
	Number of Pieces (E.g. Box 1 of 5)	
	Venue Contact	Lizzy Qin