

Shipping Label

ICEF Berlin, November 02 –04 2025



Event:	ICEF Berlin	
Date:	November 02 –04 2025	
Address:	Hotel InterContinental Berlin Att. Mascha Reuter +49 228 201 19 43 mreuter@icef.com (ICEF) Budapester Straße 2 Warenannahme via Katharina Heinroth-Ufer 10787 Berlin, Germany	Point of Contact Name: Sabrina Rosendahl Tel No: +49 (0)30 2602 3037 Email: Sabrina.Rosendahl@ihg.com

Delivery / Shipping Window

- Your promotional material for ICEF Berlin should arrive **starting from October 28, 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.

	Shipping From	
	Sender's Contact (Name + Address)	
	Sender's Company	
	Shipping To	
	Shipping Address	Hotel InterContinental Berlin, Budapester Straße 2, Warenannahme via Katharina, Heinroth-Ufer 10787 Berlin, Germany
	ICEF Event Name	ICEF Berlin
	Table / Booth Number	
	Number of Pieces (E.g. Box 1 of 5)	
	ICEF Contact (Name + Phone Number)	Mascha Reuter, +49 228 201 19 43