

## Shipping Label

ICEF Taiwan • Oct 20 – 21, 2025



**Event:** ICEF Taiwan

**Date:** October 20– 21, 2025

**Address:** Sheraton Grand Taipei Hotel  
No 12, Sec 1, Zhongxiao East Road,  
Zhongzheng District,  
Taipei City, Taiwan, 10049

### Point of Contact

**Name:** Genie Chao

**Tel No:** +886 2 6633 1575

**Email:** genie.chao@sheratongrandtaipei.com

### Delivery / Shipping Window

- Your promotional material for ICEF Taiwan should arrive **starting from October 13, 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.

✂-----

	<b>Shipping From</b>	
	<b>Sender's Contact</b> (Name + Contact)	
	<b>Sender's Company</b>	
	<b>Shipping To</b>	
	<b>ICEF Event Name</b>	ICEF Taiwan
	<b>Deliver to:</b>	Sheraton Grand Taipei Hotel No 12, Sec 1, Zhongxiao East Road, Zhongzheng District, Taipei City, Taiwan, 10049
	<b>Table / Booth Number</b>	
	<b>Number of Pieces</b> (E.g. Box 1 of 5)	
	<b>Venue Contact</b>	Genie Chao