

## Shipping Label

ICEF Secondary Education Paris • Sept 24 – 26, 2025



**Event:** ICEF Secondary Education Paris  
**Date:** September 24 – 26, 2025  
**Address:** Paris Marriott Rive Gauche Hotel & Conference Centre, Service Coordinatrices Congrès, 17 Bd Saint-Jacques, 75014 Paris, France

### Point of Contact

**Name:** RedCoat Team  
**Tel No:** +33 (0) 1 40 78 96 56  
**Email:** mhers.parst.redcoat@marriott.com

### Delivery / Shipping Window

- Your promotional material for ICEF Secondary Education Paris should arrive **starting from September 20, 2025** within a delivery window of **8:00am to 6:00pm**

### 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 + Contact)	
	<b>Sender's Company</b>	
	<b>Shipping To</b>	
	<b>Shipping Address</b>	<b>Paris Marriott Rive Gauche Hotel &amp; Conference Centre, Service Coordinatrices Congrès, 17 Bd Saint-Jacques, 75014 Paris, France</b>
	<b>ICEF Event Name</b>	ICEF Secondary Education Paris, September 24 – 26, 2025
	<b>Table / Booth Number</b>	
	<b>Number of Pieces</b> (E.g. Box 1 of 5)	
	<b>Venue Contact</b>	RedCoat Team, +33 (0) 1 40 78 96 56, mhers.parst.redcoat@marriott.com