

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: Event Service Coordination
Tel No: +49 30 2602 3059
Email: ESC-Berlin@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