

Shipping Label

ICEF Secondary Education KL • January 26 – 28, 2026



Event:	ICEF Secondary Education KL	Contact name:	Cherrie Tan
Date:	January 26 – 28, 2026	Phone:	+60 3 2032238860
Address:	Shangri-La Kuala Lumpur Hotel ICEF Secondary Education KL 2026 (26th–28th January) 11 Jalan Sultan Ismail, 50250, Kuala Lumpur Malaysia	Email:	cherrie.tan@shangri-la.com

Delivery / Shipping Window

- Your promotional material for ICEF Secondary Education **starting from January 22, 2026.**

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 + Contact)	
	Sender's Company	
	Shipping To	
	Shipping Address	
	ICEF Event Name	ICEF Secondary Education KL
	Table / Booth Number	
	Number of Pieces (E.g. Box 1 of 5)	
	Venue Contact	