

Shipping Label and Customs Information

ICEF Spanish Education • May 11 – 13, 2026



Event: ICEF Spanish Education
Date: May 11 – 13, 2026
Address: [Riu Plaza Espana Hotel](#), C/Maestro Guerrero, s/n, 28015 (muelle de carga / parte trasera del hotel)

Point of Contact
Name: Raquel Parra
Tel No: +34 649 677 226
ATT: Dpto. Operaciones

Delivery / Shipping Window

- Your promotional material for ICEF Spanish Education should arrive **starting from May 8, 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)
- Declare a total shipment value of **€150 or less**.
- Clearly state on all shipping documents:
 - Promotional material only, for use exclusively within the event; not for sale/resale.
 - All items have no commercial value.
 - All taxes and fees must be reverted to the sender.

Important Note

ICEF and the venue are **not responsible for customs clearance**. Couriers must handle all related processes and cannot pass customs fees onto ICEF without our prior consent. 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.

	Sender's Contact (Name + Contact)	
	Sender's Company	
	Shipping To	
	Shipping Address	Riu Plaza Espana Hotel , C/Maestro Guerrero, s/n, 28015 (muelle de carga / parte trasera del hotel)
	ICEF Event Name	ICEF Spanish Education 2026
	Table / Booth Number	
	Number of Pieces (E.g. Box 1 of 5)	
	Venue Contact	Raquel Parra, +34 649 677 226