

Shipping Label

ICEF USA 2026, Friday 29 – Saturday 30th May, 2026



Event:	ICEF USA	Point of Contact
Date:	MAY 29 – 30th, 2026	Name: 11th Hour Business Center Hyatt Regency Orlando
Address:	Hyatt Regency Orlando, 9801 International Drive, Orlando, FL 32819.	Tel No: 407.345.4466
		Email: executive@11thhourbiz.com

Delivery / Shipping Window

- Your promotional material for ICEF USA should arrive **starting from Wednesday, May 27** within a delivery window of **8:00am to 6:00pm**

Labeling & Identification

- You must include ICEF's official delivery label (please see below) as the venue requires the meeting name and date on the box.
- 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	Hyatt Regency Orlando, 9801, International Drive, Orlando, FL 32819. P: 407-284-1234
	ICEF Event Name	ICEF USA, 29-30 May 2026 (Silver Springs Room)
	Table / Booth Number	
	Number of Pieces (E.g. Box 1 of 5)	
	Venue Contact	

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