

Shipping Instructions & Delivery Label – Promotional Material

Please contact a courier of your choice. Your promotional material for ICEF Canada should arrive starting **from Wednesday, April 22 2026** (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly. When sending internationally, please select an experienced courier with a proven record of customs clearance for Canada. Always include a proforma invoice with your shipments. Please note that inspections of deliveries can take up to **4 weeks**. We highly recommend considering local suppliers for your promotional materials.

All materials should be addressed to:

ICEF Canada 2026
CheckT Business Centre
1 Harbour Castle
Toronto
Ontario
M5J 1A6

westin@checkt.ca
+1 (647) 678-6583

Please use the **delivery label** on page 2 with the hotel's address provided by ICEF. Please place copies of it on the top and on the side of each parcel you send to ensure correct delivery. Clearly print in bold letters on your package(s) your organization's / company's name, your table / booth number, if available, and the total number of pieces comprising your delivery. If you are shipping from outside Canada, please enclose a **proforma invoice** (€ 0) marked "Information material for exhibition" to avoid unnecessary customs charges and delays in delivery. Please make sure that your forwarding agent or courier service will clear your materials through customs, as neither the hotel nor ICEF are entitled to handle customs arrangements for you.

Shipments requiring any additional fees upon receipt will be denied. Therefore please make sure to inform the courier of your choice that all taxes and fees will be paid by the sender and indicate this on the shipping documents.

It is advisable not to send any liquids, textiles (T-shirts, caps, etc.) or USBs as these will be subject to customs clearance and may result in delays and / or additional charges. If you wish to send any of these items, you should stress their non-commercial character and that they are not for sale or resale but for promotional use only. If sending USBs it is also required to provide a short description of their content. For all textiles you send, it is important to provide detailed information about the type of material (e.g. 80% cotton, 20% wool). All of these items need to receive a small nominal value (i.e. US\$ 1,00 per T-Shirt, US\$ 0,20 per USB). Please indicate on the shipping documents that all fees and taxes will be paid by the sender and that the content of the boxes is of no commercial value. **As requirements may differ according to your shipment's country of origin please check regulations carefully with your chosen courier.**

Please ensure to have access to your tracking information when traveling to the event.

This will enable us to help you locate your packages, should they for any reason not arrive at the hotel on time.

BUSINESS CENTRES BY:
CHECKT



SHIPPING LABEL FOR

Exhibitor

BILL TO:
NAME: ICEF
EMAIL: ldavies@icef.com
TEL:

EXHIBITING COMPANY:	
BOOTH/TABLE #:	
SHOW NAME: ICEF CANADA	
SHOW DATE: 30/04 - 02/05	
ONSITE CONTACT NAME:	
PHONE #:	

CARRIER:

OF PIECES: OF

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

HOTEL DOCK:

C/O CHECKT BUSINESS CENTRE
1 HARBOUR SQUARE
TORONTO, ONTARIO M5J 1A6
(647) 678-6583

**CALL DELIVERIES LIMITED TO 9 A.M - 4 P.M.
BY APPOINTMENT ONLY ANNOT BE
DELIVERED BEFORE:**

**5 BUSINESS DAYS PRIOR TO THE
EVENT**

DELIVERY OPTIONS

Please deliver to ICEF event office

The above label is provided for your convenience. Place one on each piece being shipped to ensure proper delivery. Please ensure the label on the package reflects the correct delivery details.

BUSINESS CENTRES BY:
CHECKT



SHIPPING LABEL FOR

Exhibitor

BILL TO:
NAME: ICEF
EMAIL: ldavies@icef.com
TEL:

EXHIBITING COMPANY:	
BOOTH/TABLE #:	
SHOW NAME: ICEF CANADA	
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