

# ICEF Asia

For international educators, service providers, and student recruitment agents from China and other Asian countries



Grand Millennium Beijing • October 16 - 18, 2019



## Shipping Instructions & Delivery Label - BAG INSERTS

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for ICEF Asia should arrive between **Tuesday, October 8** (but not before) and **Friday, October 11, 2019** in Beijing to allow you sufficient time to check if your packages have arrived and been delivered correctly. **Please note that inserts arriving after October 11 cannot be considered for inclusion in the bags.**

### All materials should be addressed to:

“your company name” / ICEF Asia 16-18th October 2019  
c/o The Grand Millennium Beijing  
Mr Freddie Ren - Sales and Marketing Department  
Fortune Plaza, 7 DongSanHuan Middle Road  
Chaoyang District, Beijing 100020, PR China  
Tel +86 134 88872021

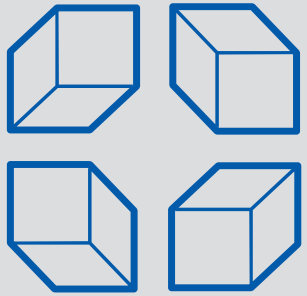
Please use the **delivery label** on page 2 with the hotel’s address provided by ICEF. Please place copies of it on the top and on the side of each parcel you send to ensure correct delivery. Clearly print in bold letters on your package(s) your organisation’s / company’s name, your table number, if available, and the total number of pieces comprising your delivery. **Please ensure to indicate “agent bag” or “educator bag” on the label to ensure your inserts are placed in the correct bags.**

Please enclose a **proforma invoice** (US\$ 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.**

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 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 consider that offices in China will be closed from October 1 - 7 during the Golden Week holidays.**

We strongly advise you to **bring copies of your shipping documents with you to the event.** This will enable us to help you track your packages, should they for any reason not arrive at the hotel on time.



**ICEF**  
Events

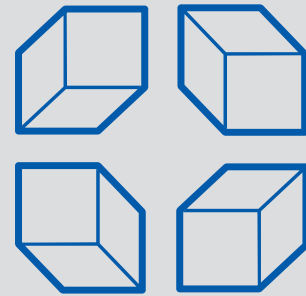
Organisation's / Company's Name

To: Mr Freddie Ren - Sales and Marketing Department  
Grand Millennium Beijing  
Fortune Plaza, 7 DongSanHuan Middle Road  
Chaoyang District  
Beijing 100020  
PR China  
Tel +86 134 88872021

Event: ICEF Asia 2019  
October, 16-18

**BAG INSERTS**  Agent Bag  Educator Bag

No. \_\_\_\_ of \_\_\_\_ Pcs



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**BAG INSERTS**  Agent Bag  Educator Bag

No. \_\_\_\_ of \_\_\_\_ Pcs

Please use the above labels to help us and the venue identify your shipments.  
Place one on the top and one on the side of each piece shipped to ensure proper delivery.

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