

ICEF Higher Education

For higher education institutions and student recruitment agents focused on tertiary education around the world



Clarion Hotel, Helsinki • September 20 – 22, 2019



Shipping Instructions & Delivery Label - BAG INSERTS

Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for ICEF Higher Education should arrive on or after Monday, September 16, in Helsinki (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly. It is very important that you include a proforma invoice.

Please note that inserts arriving after September 16 cannot be considered for inclusion in the event bags.

All materials should be addressed to:

“Your organisation’s name”
Clarion Hotel Helsinki
Attn: Hanne Lampén
Makasiini Event Venue, 3rd Floor
Tyynenmerenkatu 2
FIN-00220
Helsinki
Finland

Tel: +358 9 3417 4553

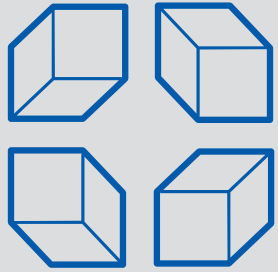
Please use the [delivery label](#) on page 2 with the hotel’s address provided by ICEF. Please place copies of it on the top and on the side of each parcel you send to ensure correct delivery. Clearly print in bold letters on your package(s) your organisation’s / company’s name, your event table number, 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** (€ 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.**

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 (Sender)

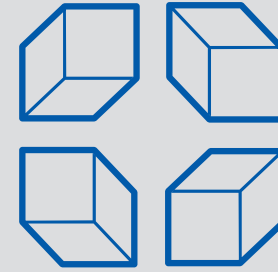
To: Clarion Hotel Helsinki
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FIN-00220 Helsinki
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Tel: +358 9 3417 4553

Event: ICEF Higher Education
September 20 - 22, 2019

BAG INSERT Agent Bag Educator Bag

No. ____ of ____ Pcs



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Event: ICEF Higher Education
September 20 - 22, 2019

BAG INSERT 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 correct delivery.

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Monday, September 16, in Helsinki (but not before).