

# ICEF Southeast Asia

For international educators, service providers, and student recruitment agents from Southeast Asia



InterContinental Saigon, Ho Chi Minh City • June 19 - 21, 2019

## Shipping Instructions & Delivery Label

### Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for ICEF Southeast Asia should arrive from Monday, **May 27, 2019** in Ho Chi Minh City 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. Inspections of deliveries can take up to 4 weeks.

InterContinental Saigon  
ICEF Southeast Asia 2019 / June 19 - 21  
Mr Dinh Ngoc Phat  
Corner Hai Ba Trung St. & Le Duan Blvd, District 1  
Ho Chi Minh City  
Vietnam  
Tel +84 914 296 747

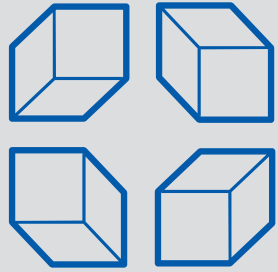
Please use the [delivery label](#) on page 2 with the hotel's address provided by ICEF. Please place copies of it on the top and on the side of each parcel you send to ensure correct delivery. Clearly print in bold letters on your package(s) your organisation's / company's name, your workshop table number,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

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. USD 1,00 per T-Shirt, USD 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

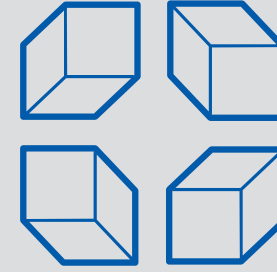
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**Organisation's/ Company's Name (Sender)**

To: InterContinental Saigon  
Mr Dinh Ngoc Phat  
Corner Hai Ba Trung St. & Le Duan Blvd, District 1  
Ho Chi Minh City  
Vietnam  
Tel +84 914 296 747

Event: ICEF Southeast Asia 2019  
June 19 - 21  
**Grand Ballroom**

Table no. \_\_\_\_  
No. \_\_\_\_ of \_\_\_\_ Pcs



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Events

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Place one on the top and one on the side of each piece shipped to ensure correct delivery.  
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