

ICEF Toronto

For education providers from the Americas to meet with international student recruitment agents and service providers focused on the Americas



Westin Harbour Castle, Toronto • August 26 - 28, 2020



Shipping Instructions & Delivery Label - Bag Inserts only

Forwarding of Promotional Material

Please contact a courier of your choice.

Your bag inserts for ICEF Toronto 2020 should arrive between Thursday, **August 20, 2020** (but not before) and Saturday, **August 22, 2020** in Toronto to allow you sufficient time to check if your packages have arrived and been delivered correctly.

Please note that inserts arriving after August 22 cannot be considered for inclusion in the event bags.

All materials should be addressed to:

“Your organisation’s name”

Westin Harbour Castle
ICEF Toronto 2020
“Event participant’s name”
c/o TDI Business Centre at Westin Harbour Castle
1 Harbour Square
Toronto, ON, M5J 1A6,
Canada

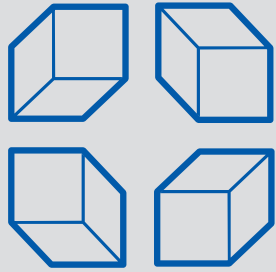
Tel +1 416 548 9705

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 package 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. **Please ensure to indicate “agent bag” or “provider bag” on the label to ensure your inserts are placed in the correct bags.**

If you are shipping from outside of Canada, please enclose a **proforma invoice** (CAD 0) marked “Information material for exhibition” (paper-based only, i.e. brochures, flyers etc.) as well as the CBSA Recognition Letter 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) and the origin. All items need to receive a small nominal value (i.e. CAD 1,00 per T-Shirt, CAD 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 and not for resale. **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

To: Westin Harbour Castle

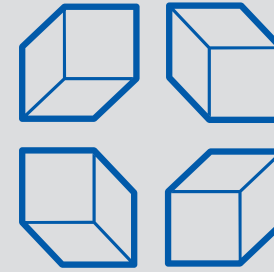
Event Participant's Name

c/o TDI Business Centre at Westin Harbour Castle
1 Harbour Square
Toronto, ON, M5J 1A6
CANADA
Tel +1 416 548 9705

Event: ICEF Toronto 2020 / August 26 - 28

BAG INSERT Agent Bag Provider Bag

No. ____ of ____ Pcs



ICEF
Events

Organisation's / Company's Name

To: Westin Harbour Castle

Event Participant's Name

c/o TDI Business Centre at Westin Harbour Castle
1 Harbour Square
Toronto, ON, M5J 1A6
CANADA
Tel +1 416 548 9705

Event: ICEF Toronto 2020 / August 26 - 28

BAG INSERT Agent Bag Provider 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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