



Grand Hyatt Rio de Janeiro • September 30 - October 2, 2019

Shipping Instructions & Delivery Label BAG INSERTS

Forwarding of Promotional Material

Please contact a courier of your choice.

Your bag inserts for ICEF Latin America should arrive between Monday, **September 23, 2019** (but not before) and Thursday, **September 26, 2019** in Rio de Janeiro to allow you sufficient time to check if your packages have arrived and been delivered correctly.

Please note that inserts arriving after September 26 cannot be considered for inclusion in the event bags.

All materials should be addressed to:

“Your organisation’s name”
Grand Hyatt Rio de Janeiro
Depto de Eventos
EVENTO ICEF - ATT Karin Florez
Mobil + 55 11 98369 0117
CPF. 130 318 548-29
Avenida Lucio Costa 9600, Barra de Tijuca,
22795-007, Rio de Janeiro, Brazil
Tel +55 21 3797 1234

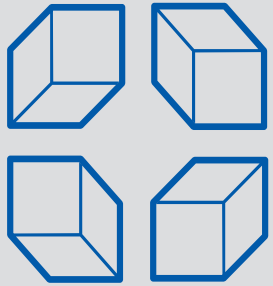
Please use the **delivery label** on page 2 with the hotel’s address provided by ICEF. Please place copies of it on the top and on the side of each parcel you send to ensure correct delivery. Clearly print in bold letters on your package(s) your organisation’s / company’s name, your event table number,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

If you are shipping from outside of Brazil, please enclose a **proforma invoice** marked **“Information material for exhibition / no commercial value”** 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 of these items as well as your brochures/folders need to receive a small nominal value** (i.e. US\$ 1,00 per T-Shirt, US\$ 0,20 per USB, US\$ 0,10 per brochure). **Please do not declare US\$ 0 (zero) value as this will result in customs delays and try to avoid sending packages heavier than 5kg.** 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

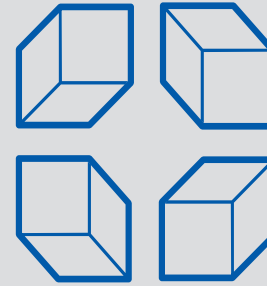
To: Grand Hyatt Rio de Janeiro
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Avenida Lucio Costa 9600, Barra de Tijuca,
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Delivery date: September 23, 2019

Event: ICEF Latin America - September 30 - October 2,
2019

Bag insert Agent Bag Educator Bag

No. ____ of ____ Pcs



ICEF Events

Organisation's / Company's Name

To: Grand Hyatt Rio de Janeiro
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Delivery date: September 23, 2019

Event: ICEF Latin America - September 30 - October 2,
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.

PLEASE NOTE: Your materials for ICEF Latin America should arrive between

Monday, September 23 (but not before) and Thursday, September 26, 2019 (but not later)

at the Grand Hyatt Rio de Janeiro