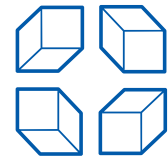


The ICEF Higher Education Workshop

A targeted higher education workshop, connecting HE institutions and the best tertiary-focussed education agents from around the world



Hilton Glasgow • September 12 - 14, 2015



ICEF
Workshops

Shipping Instructions & Delivery Label

Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for the ICEF Higher Education Workshop 2015 should arrive on Monday, **September 7, 2015** in Glasgow (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly.

All materials should be addressed to:

Hilton Glasgow
Attn: Ms. Caroline McClelland
1 William Street
Glasgow, G3 8HT
United Kingdom

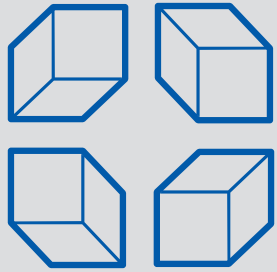
Tel: +44 141 204 5555
Fax: +44 141 204 5580

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.

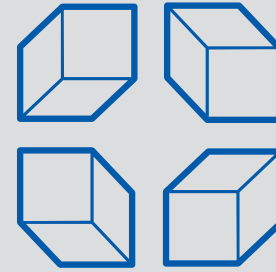
Please enclose a **proforma invoice** (€ 0) marked "Information material for exhibition" to avoid unnecessary customs charges and delays in delivery. **Please make sure that your forwarding agent or courier service will clear your materials through customs, as neither the hotel nor ICEF are entitled 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 DVDs/CDs 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 DVDs/CDs 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 CD). 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 workshop**. This will enable us to help you track your packages, should they for any reason not arrive at the hotel on time.



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

To: Hilton Glasgow
Attn: **Ms. Caroline McClelland**
1 William Street
Glasgow, G3 8HT
United Kingdom

Tel: +44 141 204 5555
Fax: +44 141 204 5580

Event: The ICEF Higher Education Workshop
September 12 – 14, 2015

Table / Booth no. ____

No. ____ of ____ Pcs

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The above labels are provided for your convenience.
Place one on the top and one on the side of each piece shipped to ensure proper delivery.
PLEASE NOTE: Deliveries will only be accepted from September 07, 2015!.