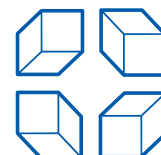


The ICEF Latin America Workshop

For international educators and student recruitment agents from all over Latin America



Grand Hyatt São Paulo, São Paulo • September 24 – 26, 2015



ICEF
Workshops

Shipping Instructions & Delivery Label

Forwarding of Promotional Material

Please contact a courier of your choice.

Your materials for the ICEF Latin America Workshop should arrive on Tuesday, **September 10, 2015** in São Paulo (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:

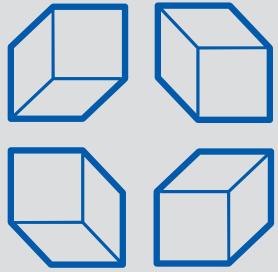
“Your organisation’s name”
Grand Hyatt São Paulo
Depto de Eventos
EVENTO ICEF - ATT Karin Florez
Mobil + 55 11 98369 0117
CPF. 130 318 548-29
Avenida das Nações Unidas 13.301,
04578-000 São Paulo, Brazil
+ 55 11 2838 1234

Please use the **delivery label** provided by ICEF 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.

If you are shipping from outside of Brazil, 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. Therefore please make sure to inform the courier of your choice that all taxes and fees will be paid by the sender.**

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. **Please try to avoid sending packages heavier than 5 kg to avoid problems at customs.**



ICEF Workshops

Organisation's / Company's Name

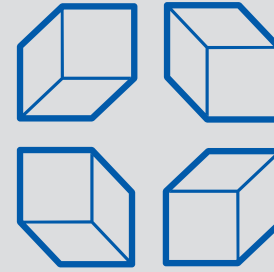
To: Grand Hyatt São Paulo
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Delivery date: September 10, 2015

Event: The ICEF Latin America Workshop 2015 -
September 24 - 26

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 print or copy as many labels as needed.