

# ICEF Higher Education, Accommodation & Monitor Summit

Intercontinental O2, London

September 23 – 25, 2024



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## Shipping Instructions & Delivery Label – Promotional Material

**Please contact a courier of your choice.** Your materials for the ICEF Higher Education, Accommodation & Monitor Summit may arrive in London from Saturday, September 21 onwards (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly.

**All materials should be sent to the following address:**

### Intercontinental O2 London

ICEF Higher Education, Accommodation & Monitor Sept 23 – 25

Att. Jessica Olsen (ICEF), Jolsen@icef.com , +447378725757

One Waterview Drive

Greenwich Peninsula,

SE10 0TW

Please use the **delivery labels** on page 2 with the hotel's address provided by ICEF. Please place copies 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 organisation's / company's name, your table number, if available, and the total number of pieces comprising your delivery.

Enclose a **proforma invoice** (€/\$ 0) marked "Information material for exhibition" (paper-based only, i.e. brochures, flyers etc.) 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 you are 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 items need to receive a small nominal value (i.e. €/\$ 1,00 per T-Shirt, €/\$ 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 locate your packages, should they for any reason not arrive at the hotel on time.



**From:** \_\_\_\_\_

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

**From:** \_\_\_\_\_

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

**To:** **Intercontinental O2 London**

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**Table No.:** \_\_\_\_\_ **No. of Pcs** \_\_\_\_\_

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*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 proper delivery.*

*PLEASE NOTE: Your materials for the ICEF Higher Education, Accommodation, Monitor Summit may arrive in London from Saturday, September 21 onwards (but not before). Goods that are delivered earlier than 2 days prior to the event may be rejected if there is no room to store the goods, they will be shipped back to the sender at own cost*