

## Shipping Instructions & Delivery Label - Promotional Material

### Please contact a courier of your choice.

Your promotional materials for ICEF China should arrive on **Friday, October 11th, 2024** in Beijing to allow you sufficient time to check if your packages have arrived and been delivered correctly. It is very important that you include a proforma invoice. Inspections of deliveries can take up to 4 weeks.

### All materials should be addressed to:

The Grand Millennium Beijing  
Ms Yvonne Li - Sales and Marketing Department  
Fortune Plaza, 7 DongSanHuan Middle Road  
Chaoyang District, Beijing 100020, PR China  
Tel +86 13911909250

北京市朝阳区东三环中路7号  
北京千禧大酒店  
宴会销售部  
李莹莹

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 table number, if available, and the total number of pieces comprising your delivery.

If you are shipping from outside of Beijing 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. **Therefore please make sure to inform the courier of your choice that all taxes and fees will be paid by the sender and indicate this on the shipping documents.** 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 noncommercial 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. USD 1,00 per T-Shirt, USD 0,20 per USB, USD 0,10 per brochure). Please do not declare USD 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.

Please ensure to have access to your tracking information when travelling 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.

**Please consider that offices in China will be closed from October 1 - 7 during the Golden Week holidays.**



**From:** \_\_\_\_\_  
*Organisation's / Company's Name (Sender)*

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**Event:** ICEF China  
October 14 - 16, 2024

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October 14 - 16, 2024

**Table/Booth 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.  
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