

# ICEF Brazil

Grand Hyatt São Paulo

October 03 – 05, 2024



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## Shipping Instructions & Delivery Label – Promotional Material

**Please contact a courier of your choice.** Your promotional materials for ICEF Brazil should arrive between **September 16** and **September 30**, 2024 in São Paulo to allow you sufficient time to check if your packages have arrived and been delivered correctly. All packages will be delivered from our storage facility to the venue on October 1. Packages arriving after this date might face delays in delivery and incur additional charges.

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

*ICEF Brazil 2024*  
*EVENTO ICEF – ATT: Renata Alcantara*  
*Alcantara Propaganda Ltda*  
*+44 7398 639406 (whatsapp messages only)*  
*CNPJ 09.194.336/0001-07 (tax ID)*  
*Rua Dronsfield 421 – 6 andar.*  
*Zip Code: 05074-010, Lapa – São Paulo, Brazil*

Please use the delivery label on page 2 with the 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 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. **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. ICEF Brazil October 3 – 5, 2024



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

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

**To:** Grand Hyatt São Paulo  
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EVENTO ICEF - ATT: Renata Alcantara  
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t: 44 7398 639406 (whatsApp messages only)  
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**Event:** ICEF Brazil 2024 Oct 03 - 05, 2024

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**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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