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## Shipping Instructions & Delivery Label – Promotional Material

**Please contact a courier of your choice.** Your materials for the ICEF Secondary Education KL may arrive in Kuala Lumpur from Sunday, January 12 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:**

### **Shangri-La Kuala Lumpur Hotel**

ICEF Secondary Education KL 2025 (15th–17th January)

Cherrie Tan (Shangri-La Kuala Lumpur Hotel, Tel: +60 3 20322388)

11 Jalan Sultan Ismail, 50250

Kuala Lumpur

Malaysia

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:** Shangri-La Kuala Lumpur Hotel  
ICEF Secondary Education KL 2025 (15th-17th  
January)  
Cherrie Tan (Shangri-La Kuala Lumpur Hotel,  
Tel: +60 3 20322388)  
11 Jalan Sultan Ismail, 50250  
Kuala Lumpur  
Malaysia

**To:** Shangri-La Kuala Lumpur Hotel  
ICEF Secondary Education KL 2025 (15th-17th  
January)  
Cherrie Tan (Shangri-La Kuala Lumpur Hotel,  
Tel: +60 3 20322388)  
11 Jalan Sultan Ismail, 50250  
Kuala Lumpur  
Malaysia

**Event:** ICEF Secondary Education KL

**Event:** ICEF Secondary Education KL

**Table No.:** \_\_\_\_\_

**No. of Pcs** \_\_\_\_\_

**Table No.:** \_\_\_\_\_

**No. of Pcs** \_\_\_\_\_

*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 ICEF Secondary Education KL may arrive in Kuala Lumpur from Sunday, January 12 onwards (but not before). Goods that are delivered earlier than 1 day 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.*