

# ICEF Japan-Korea Roadshow

February 25 – 27, 2025

Keio Plaza Hotel, Tokyo & Lotte Hotel, Seoul



## Shipping Instructions & Delivery Label – Promotional Material

### Please contact a courier of your choice.

Your promotional material for ICEF Japan-Korea Roadshow should arrive on Monday, February 24 to Tokyo (but not before) and on Wednesday, February 26 to Seoul (but not before) 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.

### All materials should be addressed to:

“Your organisation’s name”

ICEF Japan-Korea Roadshow 2025

若林 優香 | Yuka Wakabayashi

京王プラザホテル | Keio Plaza Hotel Tokyo

160-8330 東京都新宿区西新宿 2-2-1

2-2-1 Nishi-shinjuku, Shinjuku-ku,

Tokyo 160-8330, Japan

T +81 3 5322 8060

“Your organisation’s name”

ICEF Japan-Korea Roadshow 2025

Lotte Hotel Seoul, Korea

Ms. Lucia [Hobin Lee],

1st Floor Belldesk

30, EULJI-RO, Jung-Gu

Seoul 04533

South Korea

Tel: +82 10 8561 8790

Please use the **delivery label** on page 2 & 3 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 organization’s / company’s name, your table / booth number, if available, and the total number of pieces comprising your delivery.

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 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 non-commercial 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 need to receive a small nominal value (i.e. US\$ 1,00 per T-Shirt, US\$ 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.**

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.**



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

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**To:** ICEF Japan-Korea Roadshow 2025  
若林 優香 | Yuka Wakabayashi  
京王プラザホテル | Keio Plaza Hotel Tokyo  
160-8330 東京都新宿区西新宿 2-2-1  
2-2-1 Nishi-shinjuku, Shinjuku-ku,  
Tokyo 160-8330, Japan  
T +81 3 5322 8060

**To:** ICEF Japan-Korea Roadshow 2025  
若林 優香 | Yuka Wakabayashi  
京王プラザホテル | Keio Plaza Hotel Tokyo  
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2-2-1 Nishi-shinjuku, Shinjuku-ku,  
Tokyo 160-8330, Japan  
T +81 3 5322 8060

**Event:** ICEF Japan-Korea Roadshow  
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Provider table no: \_\_\_\_\_

Provider table no: \_\_\_\_\_

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

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 Japan-Korea Roadshow should arrive in Tokyo on Monday, 24 February 2025 (but not before).



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

**To:** Lotte Hotel Seoul, Korea  
Ms. Lucia [Hobin Lee],  
1st Floor Belldesk  
30, EULJI-RO, Jung-Gu  
Seoul 04533  
South Korea  
Tel: +82 10 8561 8790

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

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Place one on the top and one on the side of each piece shipped to ensure proper delivery.

PLEASE NOTE: Your materials for ICEF Japan-Korea Roadshow should arrive in Seoul on Wednesday, February 26, 2025 (but not before).