
Shipping Instructions & Delivery Label – Promotional Material

Please contact a courier of your choice. Your promotional material for ICEF South East Asia should arrive starting from **June 6, 2025** in Ho Chi Minh City (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. Inspections of deliveries can take **up to 4 weeks**.

All materials should be addressed to:

JW Marriott Hotel & Suites Saigon
ICEF South East Asia 2025
Mai Anh Nguyen
Corner Hai Ba Trung St. & Le Duan Blvd
District 1, Ben Nghe Ward
HCMC.
Vietnam

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 organization's / company's name, your table / booth number, if available, and the total number of pieces comprising your delivery.

If you are shipping from outside of Vietnam, 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.**



From: _____
Organisation's / Company's Name (Sender)

From: _____
Organisation's / Company's Name (Sender)

To: JW Marriott Hotel & Suites Saigon ICEF
South East Asia 2025
Mai Anh Nguyen
Corner Hai Ba Trung St. & Le Duan Blvd
District 1, Ben Nghe Ward
HCMC
Vietnam

To: JW Marriott Hotel & Suites Saigon
ICEF South East Asia 2025
Mai Anh Nguyen
Corner Hai Ba Trung St. & Le Duan Blvd
District 1, Ben Nghe Ward
HCMC
Vietnam

Event: ICEF South East Asia
June 10 - 12, 2025

Event: ICEF South East Asia
June 10 - 12, 2025

Table/Booth No.: _____ **No. ___ of ___ Pcs**

Table/Booth 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 the ICEF South East Asia should arrive in Hi Chi Minh City from **June 6, 2025**
(but not before).