

Return Instructions for ITC 2025

To ensure the smooth return of items to your office from ITC 2025, please follow these guidelines carefully:

Confirm Goods to be Returned

Email the ITC Team at hello@itc.events by **12:00 PM (noon) on Thursday, 19th June 2025**, confirming that you have items to be returned.

Packaging the items

All items must be **securely packaged** and **ready for shipping** before drop-off. If you need assistance with packaging your goods, speak to the ITC Team **before lunchtime on Thursday 19th June**.

Deliver the Goods to the Events Office

Drop off your **packed and labelled** goods at the **Events Office (Level 2, Business Centre)** by **4:00 PM on Friday, 20th June 2025**

Arrange Collection & Provide Shipping Information

Shipping Handler

- Organise and pay for a shipping handler to collect the goods from the Hilton.

Shipping Label

- Send the shipping label to hello@itc.events, so this can be attached to the goods

Airway Bill

- Send the correct airway bill to hello@itc.events, so this can be attached to the goods

Collection Deadline

Goods **MUST** be collected by **26th June 2025**, otherwise they will be disposed of.

Email Confirmation

Send an email to hello@itc.events by **Saturday 21st June** confirming the collection date of your items.