

# Shipping Instructions for ITC 2025

## For shipments from outside the EU

To ensure smooth delivery of your items to ITC 2025, please review the following guidelines:

### Delivery Address

All shipments must be addressed as follows:

**ATTENTION: BUSINESS CENTRE**  
**Hilton Malta**  
Events Store – ITC25 Event  
Portomaso  
St Julian's STJ 4012  
Malta

### Delivery Contact

Phone: +356 2138 3383 | +356 2373 3622  
Email: [daniela.decelis@hilton.com](mailto:daniela.decelis@hilton.com)  
Email: [mlahi\\_bc@hilton.com](mailto:mlahi_bc@hilton.com)

### Labelling

Clearly mark all parcels with the **name of the company** being represented at ITC Malta 2025.

### Customs Clearance for Non-EU Shipments

Attach the following documents **to the outside of your parcel**:

#### Customs Clearance is **required**

#### Proof of Payment

- Include a copy of the bank transfer and the purchase invoice.
- The invoice must state:

**"These items are advertising material being handed out free of charge during the ITC 2025 conference at Hilton Malta, Portomaso, St. Julian's, between the 17th and 20th June 2025."**

#### Customs Declaration Letter

- Provide a letter on company letterhead.
- It must state that the items are giveaways at ITC 2025 and will neither be sold nor returned after the event.

### Arrival Date

Items **must arrive** at Hilton Malta between **9th June and 14th June 2025 – no earlier**.

### Email Confirmation

- Email copies of **Proof of Payment, Customs Declaration Letter, and tracking number** to [hello@itc.events](mailto:hello@itc.events).
- These documents are essential and will be presented to the Customs Officer if required.

## For shipments from within the EU

To ensure smooth delivery of your items to ITC 2025, please review the following guidelines:

### Delivery Address

All shipments must be addressed as follows:

**ATTENTION: BUSINESS CENTRE**

**Hilton Malta**

Events Store – ITC25 Event

Portomaso

St Julian's STJ 4012

Malta

### Delivery Contact

Phone: +356 2138 3383 | +356 2373 3622

Email: [daniela.decelis@hilton.com](mailto:daniela.decelis@hilton.com)

Email: [mlahi\\_bc@hilton.com](mailto:mlahi_bc@hilton.com)

### Labelling

Clearly mark all parcels with the **name of the company** being represented at ITC Malta 2025.

### Arrival Date

Items **must arrive** at Hilton Malta between **9th June and 14th June 2025 – no earlier.**

### Email Confirmation

Email the ITC Team [hello@itc.events](mailto:hello@itc.events) to confirm dispatch and provide the tracking number.