**Shipping Instructions for IDUG EMEA 2025 Sponsors**  
**Event Location:** Hilton Hotel Düsseldorf  
**Event Dates:** 26 October 2025 – 30 October 2025

**Shipping Address**  
Hilton Hotel Düsseldorf  
Attn: Micha Keifens  
Uerdinger Straße 70  
40474 Düsseldorf  
Germany

Clearly Label All Packages  
Each package should be clearly labelled with the following information:

* Recipient Name: Micha Keifens
* Event Name / Group Name: IDUG EMEA 2025
* Company Name: Your Company Name
* Sender Contact Information: Include your name, phone number, and email address

**Delivery Deadline**  
All shipments must arrive no later than one week before the start of the event. Please allow additional time for customs processing and internal handling at the hotel.

**Multiple Packages**  
If shipping multiple boxes, label each one in sequence (e.g., Box 1 of 3, Box 2 of 3, etc.) to ensure proper tracking and handling.

**Handling and Storage Notes**  
If any package requires special handling (such as being fragile), mark it clearly on the outside of the box. Be aware that the hotel may have limited storage space.

**Courier and Tracking Information**  
Retain tracking numbers and shipping confirmations. These may be required to follow up with the courier or the hotel if any issues arise.

**Customs and Duties (for International Shipments)**  
Ensure all customs documentation is properly completed. It is recommended to describe items as “Exhibition Materials – Not for Resale.” Declare the value and purpose of the shipment clearly. The hotel and IDUG will not be responsible for customs clearance or any related fees.

**On-Site Contact**  
Micha Keifens is the on-site contact for sponsor shipments at the Hilton Hotel Düsseldorf. Addressing packages to Micha will ensure proper delivery and assignment to the correct group.