

INSTRUCTIONS

PLEASE USE OUR PRE-ADDRESSED LABELS PROVIDED ON THE FORMS BELOW.

Please type in CAPITALS and paste the labels below in a visible area in each box, for each city. It is VERY important to put the name of your institution on the LABEL. Upon dispatch, this information should be entered in the EIS, in the shipping section. This is the only way we can track your shipment and help you should problems arise.

PLEASE NOTE that if you are participating at the Vietnam International School Forum or the BMI Agent Workshop Asia, there are different labels for each event.; **please send the materials separately** using the specific label. Although the addresses are the same, **it is very important to specify which box is for which event.**

VERY IMPORTANT!

ENSURE THE SECTION ON THE AIRWAY BILL REFERRING TO DUTIES AND TAXES IS MARKED to indicate that these charges, if applied by customs, will be paid by the sender. If you do not do this, your material may be held or sent back;

ON THE CONTENT SECTION OF THE AIRWAY BILL, THE SHIPMENTS MUST READ

“Publication of no commercial value, for free distribution”

“Ấn phẩm không nhằm mục đích thương mại và phát hành miễn phí.” (for Vietnam)

“สิ่งตีพิมพ์สำหรับแจกฟรี ไม่ไ้ ด้พิมพ์ขึ้นเพื่อผลประโยชน์ทางการค้าใดๆ” (for Thailand)

All boxes should arrive at least 10 days before each fair at the delivery address provided **BELOW. The deadline for inputting the tracking numbers and shipping information is **25th February 2020**.**

If we don't have the tracking numbers by this date we will not be able to help you with your shipping and you will need to contact your shipping provider directly to try and solve the problem. BMI staff will not be able to help you on the day of the fair.

PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

THAILAND GLOBAL EDUCATION FAIRS

Renaissance Bangkok Ratchaprasong
Hotel, 518/8 Phloen Chit Rd,
Lumphini, Khet Pathum Wan,
Bangkok 10330, Thailand
(Tel: +66 2 125 5000)

ATT: MS. PATCHAREE

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“สิ่งตีพิมพ์สำหรับแจกฟรี ไม่นับ
พิมพ์ขึ้นเพื่อผลประโยชน์ทางการค้าใดๆ

Box # _____ of _____

PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

VIETNAM GLOBAL EDUCATION FAIR - HCMC

Phòng E 13 12 chung cư Sunrise
Riverside, xã Phước Kiển, huyện
Nhà Bè,
Ho Chi Minh City, Vietnam

(Tel: +84 903 870 848)

ATT: MR. LÊ TRUNG HẢI

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thương mại và phát hành miễn phí**

Box # _____ of _____

PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

VIETNAM GLOBAL BOARDING AND HIGH SCHOOL FAIR - HCMC

Phòng E 13 12 chung cư Sunrise
Riverside, xã Phước Kiển, huyện
Nhà Bè,
Ho Chi Minh City, Vietnam

(Tel: +84 903 870 848)

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Box # _____ of _____

PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

HIGH SCHOOL VISITS - HCMC

Phòng E 13 12 chung cư Sunrise
Riverside, xã Phước Kiển, huyện
Nhà Bè,
Ho Chi Minh City, Vietnam

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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

VIETNAM GLOBAL EDUCATION FAIR - HANOI

MELIA HANOI

44 Lý Thường Kiệt, Trần Hưng
Đạo, Hanoi 001235, Vietnam

Tel: +84 24 3934 3343

ATT: MS. HOANG LE MAI

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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

BMI AGENT WORKSHOP ASIA - HANOI

MELIA HANOI

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Đạo, Hanoi 001235, Vietnam

Tel: +84 24 3934 3343

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