



# Indonesia Education Fair

A TALK GLOBAL STUDY EVENT

## INSTRUCTIONS

### PLEASE USE OUR PRE-ADDRESSED LABELS PROVIDED ON THE FORM 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 there may be 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”**

**“Publikasi tanpa nilai komersial, untuk distribusi gratis”**

**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 **1<sup>st</sup> September 2022.****

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:**

**INDONESIA EDUCATION FAIR - JAKARTA**

**ROYAL ORCHID SHERATON HOTEL  
& TOWERS**

2 Charoen Krung Road Soi 30  
(Captain Bush Lane), Siphya,  
Bangrak, Bangkok, 10500

Tel: +66 2665 3378

**ATTN: MS. KWANJIT**

**DAMRONGSATAYAPORN**

**PUBLIKASI TANPA NILAI  
KOMERSIAL, UNTUK DISTRIBUSI  
GRATIS**

**PUBLICATION OF  
NO COMMERCIAL VALUE  
FOR FREE DISTRIBUTION**

Box # \_\_\_\_\_ of \_\_\_\_\_