



Brazil  
International Schools  
Forum & Workshop

## INSTRUCTIONS

### PLEASE PASTE OUR PRE-ADDRESSED LABELS BELOW ON EACH BOX.

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 despatch, this information should be entered in the **EIS**, in the **Shipping/Tracking** section. This is the only way we will be able to track your shipment and help you should problems arise.

**PLEASE NOTE** that if you are participating in any of the High School Visits or the Brazil International Schools Forum & Workshop there are different labels for these events. Therefore, if you are participating in the High School Visit or the fair itself, **please send the materials separately** to each event and use the specific label.

For **Rio de Janeiro**, there are **two different labels**: one is for the Copacabana fair and another for the Barra fair. Although the addresses are the same, it is very important to specify which boxes are going to 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" or "Publicação sem valor comercial para distribuição gratuita".

**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 **March 1<sup>st</sup>****

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.

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO THE BRAZIL INTERNATIONAL SCHOOLS FORUM

**MCR LOGÍSTICA**

R. Gustavo da Silveira, 660 - Vila Santa

Catarina

04376-004

São Paulo, SP - Brazil

(Tel contato: +55 71 99911-4398)

Responsável: **BMI** (CNPJ 42.835.360/0001-53)

ATTN: **GILBERTO SOUZA / RICARDO**

**PANFLETOS PARA  
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**BRAZIL INTERNATIONAL SCHOOLS FORUM**

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SHIPPING ADDRESS TO RIO DE JANEIRO FAIR - **COPACABANA**

**LBR PAIVA SERVIÇOS DE TRANSPORTE  
DE CARGAS**

R. da Regeneração, 166 – Bonsucesso  
21040-170

Rio de Janeiro, RJ - Brazil  
(Tel contato: +55 71 99911-4398)

Responsável: **BMI** (CNPJ 42.835.360/0001-53)

ATTN: **JORGE LUIS MONTEIRO**

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SHIPPING ADDRESS TO RIO DE JANEIRO FAIR - **BARRA**

**LBR PAIVA SERVIÇOS DE TRANSPORTE  
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R. da Regeneração, 166 – Bonsucesso  
21040-170

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NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO THE BRASÍLIA HIGH SCHOOL VISIT

**VANDERSON F DA SILVA - UNIVERSO  
TRANSPORTE**

Quadra QI 04 Bloco A Lote 28/36

71010-612

Brasília, DF - Brazil

(Tel contato: +55 71 99911-4398)

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**NAME OF YOUR INSTITUTION AND COUNTRY:**

**SHIPPING ADDRESS TO SALVADOR**

**SOMA EXPRESS**

R. São Judas Tadeu, 189, Galpão 11 e 13 -  
Centro

42703-120

Lauro de Freitas, BA - Brazil

(Tel contato: +55 71 99911-4398)

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**ATTN: ANA PAULA**

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**SHIPPING ADDRESS TO CURITIBA FAIR**

**HOTEL QOYA CURITIBA**

Av. Sete de Setembro, 4211 - Batel

80250-205

Curitiba, PR - Brazil

(Tel contato: +55 71 99911-4398)

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**ATTN: RACHEL BARANIUK (Eventos)**

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