



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 are able to track your shipment and help you should problems arise.

PLEASE NOTE that if you are participating at the Brazil International Schools Forum & Workshop there are different labels for this event. Therefore, if you are participating at the workshop as well as the São Paulo 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, 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 **February 25th****

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 99167-7928)

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

ATTN: SR. WAGNER

**PANFLETOS PARA
DISTRIBUIÇÃO GRATUITA E
SEM VALOR COMERCIAL.**

**Publications of no commercial
value and for free distribution.**

BRAZIL INTERNATIONAL SCHOOLS FORUM

Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO SÃO PAULO FAIR

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Catarina

04376-004

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SALÃO DO ESTUDANTE

Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

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

BMI

CNPJ 42.835.360/0001-53

Rua Professor Henrique Costa, 550, Bl. 2,
Apto. 410 - Pechincha

22770-233

Rio de Janeiro, RJ - Brazil
(Tel contato: +55 71 99167-7928)

ATTN: LUIZA ANDRADE

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO RIO DE JANEIRO FAIR - BARRA

BMI

CNPJ 42.835.360/0001-53

Rua Professor Henrique Costa, 550, Bl. 2,
Apto. 410 - Pechincha
22770-233

Rio de Janeiro, RJ - Brazil
(Tel contato: +55 71 99167-7928)

ATTN: LUIZA ANDRADE

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO BRASÍLIA

ALPHA EXPRESS COLETAS E ENTREGAS

SIBS QD 02 - Conjunto B, Lote 1-B

71736-202

Brasília, DF - Brazil

(Tel contato: +55 71 99167-7928)

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

ATTN: MÁRIO

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO SALVADOR

BELTRANS

Rua Rio Nilo, 60 - 1° andar - São Gonçalo

41190-110

Salvador, BA - Brazil

(Tel contato: +55 71 99167-7928)

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

ATTN: **HUMBERTO/CLEIDE**

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO BELO HORIZONTE

HOTEL MERCURE BH LOURDES

Av. do Contorno, 7315 - Lourdes

30110-047

Belo Horizonte, MG - Brazil

(Tel contato: +55 71 99167-7928)

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

ATTN: **POLIANA ROCHA** (Eventos)

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO CURITIBA FAIR

RADISSON HOTEL CURITIBA

Av. Sete de Setembro, 5190 - Batel

80240-000

Curitiba, PR - Brazil

(Tel contato: +55 71 99167-7928)

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

ATTN: RACHEL BARANIUK (Eventos)

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