



SHIPPING LABELS

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 despatch, this information should be emailed to karen@bmiglobaled.com 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 in the High School Visits in Colombia there are different labels for these events. Therefore, if you are participating in these additional events in the LATAM region as well as the fair itself, **please send the materials separately to each event and use the specific label.**

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 “Publicación sin valor comercial, para distribución gratuita”.

All boxes should arrive at least (1) one week before each fair at the delivery address provided HERE. The deadline for sending your tracking numbers and shipping information is **February 2nd 2024**. 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.

**We highly recommend institutions to print in the country where the fair is held.
BMI can provide this service, contact us if it is needed.**

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MONTERREY

CAMINO REAL HOTELS MONTERREY
ATT. VÉRONICA CAMPOS
(BMI Expo Posgrados - Expo Estudiante fair
February 22nd)
Av. Diego Rivera 2492, Valle Oriente, San
Pedro Garza, Nuevo León
Phone: + 52 664 258 8895

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EXPO POSGRADOS - EXPO ESTUDIANTE

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MEXICO CITY

HYATT REGENCY POLANCO
ATT. ESTEFANIE PEREZ
(BMI Expo Posgrados - Expo Estudiante fair
February 24th & 25th)
Campos Eliseos No. 204 Polanco Chapultepec
Phone: + 52 55 4591 9690

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BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO GUADALAJARA

HOTEL RIU PLAZA GUADALAJARA
ATT. YOLANDA CAMPOS
(BMI Expo Posgrados - Expo Estudiante fair
February 27th)
Av. López Mateos, 830 - Fracc. Chapalita
Phone: +52 33 3880 7500

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EXPO POSGRADOS - EXPO ESTUDIANTE

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO BOGOTA

GRAND HYATT BOGOTA
ATT. LEIDY MONGUI
(BMI Expo Posgrados - Expo Estudiante fair
March 2nd & 3rd)
Calle 52 #24 - 31 apt 302
Phone: + 57 319 652 9927

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EXPO POSGRADOS - EXPO ESTUDIANTE

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO BOGOTA

GRAND HYATT BOGOTA
ATT. LEIDY MONGUI
(BMI HIGH SCHOOL VISITS - BOGOTA
March 4th & 5th)
Calle 52 #24 - 31 apt 302
Phone: + 57 319 652 9927

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High School Visits Bogota

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MEDELLIN

NOVOTEL - PARQUE COMERCIAL
ATT. CAROLINA SALAZAR
(BMI Expo Posgrados - Expo Estudiante fair
March 6th)
Carrera 25A # 1A Sur 45
Phone: + 57 300 647 7489

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BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO LIMA, PERU

HOTEL COUNTRY CLUB
ATT. MAILET MARRERO
(BMI Expo Posgrados - Expo Estudiante fair
March 9th & 10th)
Ca. Los Eucaliptos 590, San Isidro
Phone: + 51 998 999 864

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