



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.

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 10 days before each fair at the delivery address provided HERE. The deadline for sending your tracking numbers and shipping information is **November 1st**. 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 help you to get a quotation, contact us if it is needed.**

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO GUADALAJARA

HOTEL RIU PLAZA GUADALAJARA
ATT. ANGÉLICA LUPERCIO
(BMI - Education In Ireland
November 11th)
Av. López Mateos, 830 - Fracc. Chapalita
Phone: +52 33 3880 7500

Publicación sin valor comercial, para
distribución gratuita.

Publication of no commercial value, for
free distribution.

EDUCATION IN IRELAND FAIR

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MONTERREY

**CAMINO REAL
HOTELS MONTERREY
ATT. VERONICA CAMPOS
(BMI - Education In Ireland
November 13th)**

Av. Diego Rivera 2492, Valle Oriente, 66200
San Pedro Garza García, N.L., México
Phone: + 52 664 258 8895

**Publicación sin valor comercial, para
distribución gratuita.**

Publication of no commercial value,
for free distribution.

EDUCATION IN IRELAND FAIR

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MEXICO CITY

**CAMINO REAL POLANCO
ATT. PAOLA ALVAREZ MONTALVO
(BMI - Education In Ireland
November 15th)
Calz. Gral. Mariano Escobedo 700,
Anzures, Miguel Hidalgo, 11590 Ciudad de
México, CDMX, México
Phone. +55 5263 8888 Ext. 8513**

**Publicación sin valor comercial, para
distribución gratuita.**

Publication of no commercial value,
for free distribution.

EDUCATION IN IRELAND FAIR

BOX # _____ OF _____