



# 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](mailto: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 (1) one week before each fair at the delivery address provided HERE.** The deadline for sending your tracking numbers and shipping information is **February 4<sup>th</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.

**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 GUADALAJARA

**HOTEL RIU PLAZA GUADALAJARA**  
**ATT. YOLANDA CAMPOS**  
(BMI Expo Posgrados - Expo Estudiante  
February 17<sup>th</sup>)  
Av. López Mateos, 830 - Fracc. Chapalita  
Phone: +52 3338807500

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BOX # \_\_\_\_\_ OF \_\_\_\_\_

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MEXICO CITY

**Hotel Hyatt Regency Polanco**  
**ATT. MELISSA LIMA**  
**(BMI Expo Posgrados - Expo Estudiante**  
**February 19<sup>th</sup> & 20<sup>th</sup>)**  
Campos Eliseos No. 204 Polanco Chapultepec  
Phone: + 5083 1234

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO PUEBLA

**GRAND FIESTA AMERICANA PUEBLA  
ATT. GABRIELA HURTADO  
(BMI Expo Posgrados - Expo Estudiante  
February 22<sup>nd</sup>)  
Av. Osa Mayor 2507 Reserva Territorial  
Atlixcayotl  
Phone: + 52 222 362 8899**

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SHIPPING ADDRESS TO MONTERREY

**CAMINO REAL HOTELS MONTERREY  
ATT. LEONARDO BARRIOS  
(BMI Expo Posgrados - Expo Estudiante  
February 24<sup>th</sup>)  
Av. Diego Rivera 2492, Valle Oriente, San  
Pedro Garza, Nuevo León  
Phone: + 52 818 133 5400**

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SHIPPING ADDRESS TO BOGOTA

**GRAND HYATT BOGOTA**  
**ATT. DIANA TORRES**  
**(BMI Expo Posgrados - Expo Estudiante**  
**February 26<sup>th</sup> & 27<sup>th</sup>)**  
Cl. 24 a #57-60  
Phone: + 57 322 387 08 60

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO CALI

**Hotel Spiwak Chipichape**  
**ATT. ANGELA CAMPO**  
**(BMI Expo Posgrados - Expo Estudiante**  
**March 1<sup>st</sup>)**  
Avenida 6 D No. 36 N-18  
Phone: + 57 317 649 0864

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SHIPPING ADDRESS TO MEDELLIN

**HOTEL INTERCONTINENTAL MEDELLIN  
ATT. LADYS VILLA  
(BMI Expo Posgrados - Expo Estudiante  
March 3<sup>rd</sup>)  
Calle 16 # 28 - 51, Av. Las Palmas  
Phone: + 57 316 7400233**

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO LIMA

**HOTEL COUNTRY CLUB LIMA**  
**ATT. MAILET MARRERO**  
**(BMI Expo Posgrados - Expo Estudiante**  
**March 5<sup>th</sup> & 6<sup>th</sup>)**  
Ca. Los Eucaliptos 590, San Isidro  
Phone: +51 998 999 864

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