



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 **October 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.

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 MEDELLÍN

**HOTEL NOVOTEL MEDELLÍN EL
TESORO ATT. Marilu Mora
(BMI Expo Posgrados November 9th)
Carrera 25a #1 a Sur 45 Medellín,
Antioquia, Colombia C.P. 050021
Phone: +57 314 678 5524**

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

Publication of no commercial value, for
free distribution.

EXPO POSGRADOS

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO BOGOTÁ

HOTEL HILTON BOGOTÁ
ATT. Nathalia Salazar
(BMI Expo Posgrados November 6th & 7th)
Carrera 7 # 72-41, Bogotá Colombia
C.P. 111311
Phone: + 57 313 267 7046

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BOX # _____ OF _____