



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 fiorella@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 **Feb 20th**. 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.

Please note we will NOT be able to receive boxes for Quito and Guayaquil fairs due to customs restrictions. We highly recommend institutions to print in country. BMI can provide this service

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO MONTERREY

MONTERREY
HOTEL CAMINO REAL MONTERREY
ATT: Leonardo Barrios Mata
Gerente de Grupos y Convenciones
(EXPO POSGRADOS March 05th)
Av. Diego Rivera 2492 Col Valle Oriente
CP 66200 San Pedro Garza Garcia, N.L.
México

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BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO PUEBLA

PUEBLA

Hotel Intercontinental Presidente

ATT: Cinthia Alejandra Jimenez

Hernandez / EVENTOS

(EXPO POSGRADOS March

03rd)

Blvd. Hermanos Serdán # 141, Col.

Amor. C.P. 72140, Puebla, México

Tel:+52 (222) 213.70.13

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NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO MEXICO CITY

MEXICO CITY
HOTEL FIESTA AMERICANA
REFORMA
ATT: Eduardo Tercero (Gerente de
Eventos)
(EXPO POSGRADOS Feb 29th &
March 01st)
PASEO DE LA REFORMA 80, COL.
JUÁREZ, 06600, Ciudad de México,
México - Tel: +55 54 00 36 23

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