



## 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.

**PLEASE NOTE** that if you are participating in the High School Visits in Mexico or 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 **January 25<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 MONTERREY

**CAMINO REAL HOTELS MONTERREY**

**ATT. VÉRONICA CAMPOS**

**(BMI HIGH SCHOOL VISITS -**

**February 22<sup>nd</sup>)**

Av. Diego Rivera 2492, Valle Oriente, San

Pedro Garza, Nuevo León

Phone: + 52 664 258 8895

**Publicación sin valor comercial, para  
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**High School Visits Monterrey**

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

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MONTERREY

**CAMINO REAL HOTELS MONTERREY**  
**ATT. VÉRONICA CAMPOS**  
**(BMI Expo Posgrados - Expo Estudiante fair**  
**February 23<sup>rd</sup>)**  
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. MELISSA LIMA**  
**(BMI Expo Posgrados - Expo Estudiante fair**  
**February 25<sup>th</sup> & 26<sup>th</sup>)**  
Campos Eliseos No. 204 Polanco Chapultepec  
Phone: + 5083 1234

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

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MEXICO CITY

**HYATT REGENCY POLANCO**  
**ATT. MELISSA LIMA**  
**(BMI HIGH SCHOOL VISITS - MEXICO CITY**  
**February 27<sup>th</sup>)**  
Campos Eliseos No. 204 Polanco Chapultepec  
Phone: + 5083 1234

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**High School Visits Mexico City**

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

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO GUADALAJARA

**HOTEL RIU PLAZA GUADALAJARA**  
**ATT. YOLANDA CAMPOS**  
**(BMI HIGH SCHOOL VISITS - GUADALAJARA**  
**March 1<sup>st</sup>)**  
Av. López Mateos, 830 - Fracc. Chapalita  
Phone: +52 3338807500

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**High School Visits Guadalajara**

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO GUADALAJARA

**HOTEL RIU PLAZA GUADALAJARA**  
**ATT. YOLANDA CAMPOS**  
**(BMI Expo Posgrados - Expo Estudiante fair**  
**March 2<sup>nd</sup>)**  
Av. López Mateos, 830 - Fracc. Chapalita  
Phone: +52 3338807500

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO BOGOTA

**GRAND HYATT BOGOTA**  
**ATT. JENNIFER COGOLLO**  
**(BMI Expo Posgrados - Expo Estudiante fair**  
**March 4<sup>th</sup> & 5<sup>th</sup>)**  
Cl. 24 a #57-60  
Phone: + 57 323 273 3888

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**EXPO POSGRADOS - EXPO ESTUDIANTE**

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO BOGOTA

**GRAND HYATT BOGOTA**  
**ATT. JENNIFER COGOLLO**  
**(BMI HIGH SCHOOL VISITS - BOGOTA**  
**March 6<sup>th</sup>)**  
Cl. 24 a #57-60  
Phone: + 57 323 273 3888

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**High School Visits Bogota**

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

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO CALI

**HOTEL SPIWAK CHIPICHAPE**  
**ATT. ANGELA CAMPO**  
**(BMI Expo Posgrados - Expo Estudiante fair**  
**March 7<sup>th</sup>)**  
Avenida 6 D No. 36 N-18  
Phone: + 57 317 649 0864

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**NAME OF YOUR INSTITUTION AND COUNTRY**

**SHIPPING ADDRESS TO MEDELLIN**

**HOTEL NOVOTEL MEDELLIN**  
**ATT. CAROLINA SALAZAR**  
**(BMI Expo Posgrados - Expo Estudiante fair**  
**March 9<sup>th</sup>)**  
Parque Comercial, Carrera 25 A #1A Sur 45  
Phone: + 57 300 647 7489

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

**NAME OF YOUR INSTITUTION AND COUNTRY**

**SHIPPING ADDRESS TO LIMA**

**HOTEL COUNTRY CLUB LIMA**  
**ATT. MAILET MARRERO**  
**(BMI Expo Posgrados - Expo Estudiante fair**  
**March 11<sup>th</sup> & 12<sup>th</sup>)**  
Ca. Los Eucaliptos 590, San Isidro  
Phone: +51 998 999 864

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