



## 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 City, Colombia International High School Forum & Workshop or the BMI Americas Scholarship Summit, 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 **August 12<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. ANA LISSET VALDÉS**  
**(BMI Expo Posgrados - Expo Estudiante**  
**September 20<sup>th</sup>)**  
Av. Diego Rivera 2492, Valle Oriente, San  
Pedro Garza, Nuevo León  
Phone: + 52 1 81 1596 4342

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**EXPO POSGRADOS - EXPO ESTUDIANTE**

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

NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MEXICO CITY

**CAMINO REAL POLANCO  
ATT. DAFNE HERNANDEZ  
(High School Visits Mexico City-  
September 22<sup>nd</sup>)**

Calz. Gral. Mariano Escobedo No. 700,  
Anzures, Miguel Hidalgo  
Phone: +52 55 5263 8888

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**High School Visits Mexico City**

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO MEXICO CITY

**CAMINO REAL POLANCO**  
**ATT. DAFNE HERNANDEZ**  
**(BMI Expo Posgrados - Expo Estudiante**  
**September 24<sup>th</sup> & 25<sup>th</sup>)**  
Calz. Gral. Mariano Escobedo No. 700,  
Anzures, Miguel Hidalgo  
Phone: +52 55 5263 8888

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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**  
**September 27<sup>th</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. DIANA TORRES**  
**(Colombia International High School**  
**Forum & Workshop September 28<sup>th</sup> & 29<sup>th</sup>)**  
Cl. 24 a #57-60  
Phone: + 57 322 387 08 60

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**Colombia International High School**  
**Forum & Workshop**

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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO BOGOTA

**GRAND HYATT BOGOTA**  
**ATT. DIANA TORRES**  
**(BMI Expo Posgrados - Expo Estudiante**  
**October 1<sup>st</sup> & 2<sup>nd</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 BOGOTA

**GRAND HYATT BOGOTA**  
**ATT. DIANA TORRES**  
**(BMI Americas Scholarship Summit**  
**October 3<sup>rd</sup> & 4<sup>th</sup>)**  
Cl. 24 a #57-60  
Phone: + 57 322 387 08 60

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**BMI Americas Scholarship Summit**

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**NAME OF YOUR INSTITUTION AND COUNTRY**

**SHIPPING ADDRESS TO MEDELLIN**

**HOTEL NOVOTEL MEDELLIN**  
**ATT. JENNIFER BAEZ**  
**(BMI Expo Posgrados - Expo Estudiante**  
**October 5<sup>th</sup>)**  
Parque Comercial, Carrera 25 A #1A Sur 45  
Phone: + 57 312 439 5926

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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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NAME OF YOUR INSTITUTION AND COUNTRY

SHIPPING ADDRESS TO SANTIAGO DE CHILE

**HOTEL W**  
**ATT. RAILY KLIGGE**  
**(BMI Expo Posgrados - Expo Estudiante**  
**October 8<sup>th</sup> & 9<sup>th</sup>)**  
Isidora Goyenechea 3000, Las Condes  
Phone: +56 9 78066664

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