

## 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 dispatch, this information should be included in the EIS, on the Shipping & Tracking section, or sent by email to [alba@bmiglobaled.com](mailto:alba@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 “  
منشورات ليس لها قيمة تجارية وللتوزيع المجاني

**All boxes should arrive at least 10 days before each fair at the delivery address provided BELOW. The deadline for inputting the tracking numbers and shipping information is February 17<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.

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS FOR THE GULF INTERNATIONAL SCHOOLS FORUM & WORKSHOP

**CROWNE PLAZA DUBAI**

Sheikh Zayed Road

P.O. Box 23215

Dubai, United Arab Emirates

Tel: +971 4 305 4440

**ATT: TRACEY WOUTERSZ**

Conventions Sales Manager

**PUBLICATION OF NO  
COMMERCIAL VALUE  
FOR FREE DISTRIBUTION**

منشورات ليس لها قيمة تجارية وللتوزيع المجاني

**BMI SCHOOLS FORUM & WORKSHOP**

Box # \_\_\_\_\_ of \_\_\_\_\_

NAME OF YOUR INSTITUTION AND COUNTRY:

**SHIPPING ADDRESS FOR BMI HIGH SCHOOL VISITS IN SHARJAH**

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**BMI HIGH SCHOOL VISITS DUBAI**

Box # \_\_\_\_\_ of \_\_\_\_\_

**NAME OF YOUR INSTITUTION AND COUNTRY:**

**SHIPPING ADDRESS FOR GLOBAL EDUCATION FAIR DUBAI**

**CROWNE PLAZA DUBAI**

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**BMI GEF DUBAI**

Box # \_\_\_\_\_ of \_\_\_\_\_

**NAME OF YOUR INSTITUTION AND COUNTRY:**

**SHIPPING ADDRESS TO GLOBAL EDUCATION FAIR ABU DHABI**

**NOVOTEL ABU DHABI AL BUSTAN HOTEL**

Sheikh Rashid Bin Saeed Street  
corner Rabdan Street  
P.O. Box 95208  
Abu Dhabi, United Arab Emirates  
Tel: +971 2 501 6444

**ATT: YOLANDA SANCHEZ**

Cluster Assistant Sales Manager

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