

# UAE International Education Week

## 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 shipped boxes should arrive no earlier than 10 days before each event at the delivery address provided on each label.

**PLEASE NOTE** the CONRAD DUBAI HOTEL, will only accept boxes up to 48 hours prior to the Dubai fair. **Any boxes sent earlier to the Conrad Dubai Hotel will be rejected.**

The deadline for inputting the tracking numbers and shipping information is **3<sup>rd</sup> October 2023**.

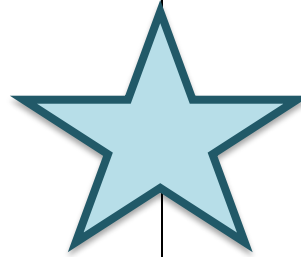
If we don't have the tracking numbers by this date, we will not be able to help you with your shipping and you will need to contact your shipping provider directly to try and solve the problem. BMI staff will not be able to help you on the day of the fair.

**NAME OF YOUR INSTITUTION AND COUNTRY:**

**SHIPPING ADDRESS FOR THE GULF INTERNATIONAL SCHOOLS FORUM & WORKSHOP**

**RADISSON BLU HOTEL,  
DUBAI DEIRA CREEK**  
Baniyas Road, Deira  
Dubai, United Arab Emirates  
Tel: +971 4 222 7171

**ATT: BRYAN SAVERET**  
Meetings & Events Sales Manager



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**BMI SCHOOLS FORUM & WORKSHOP**

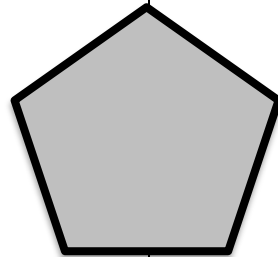
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NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS FOR BMI HIGH SCHOOL VISITS IN DUBAI

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DUBAI DEIRA CREEK**  
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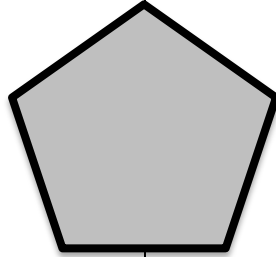
**SHIPPING ADDRESS FOR BMI HIGH SCHOOL VISITS IN ABU DHABI**

**BEACH ROTANA HOTEL**

10<sup>th</sup> Street, Al Zahiya  
Abu Dhabi, United Arab Emirates  
Tel: +971 2 697 9245

**ATT: RAZEEL SALIM**

Banquet Operations



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**SHIPPING ADDRESS FOR UAE EDUCATION FAIR ABU DHABI**

**BEACH ROTANA HOTEL**

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**BMI ABU DHABI FAIR**

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

**NAME OF YOUR INSTITUTION AND COUNTRY:**

**SHIPPING ADDRESS FOR UAE EDUCATION FAIR DUBAI**

**CONRAD DUBAI HOTEL**

Sheikh Zayed Road

P.O. Box 115143

Dubai, United Arab Emirates

Tel: +971 4 444 7026

**ATT: GLORIA ROZARIO**

Groups, conference & Events Manager

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**BMI DUBAI FAIR**

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NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS FOR BMI HIGH SCHOOL VISITS IN SHARJAH

**CONRAD DUBAI**

Sheikh Zayed Road

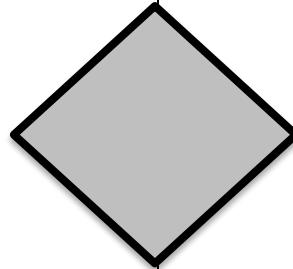
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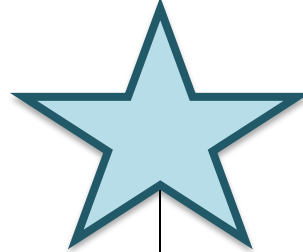
SHIPPING ADDRESS FOR BMI GULF SCHOLARSHIP FORUM

**BEACH ROTANA HOTEL**

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