

### **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 <u>alba@bmiglobaled.com</u>. 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 منشور ات ليس لها قيمة تجارية وللتوزيع المجاني

All boxes should arrive at least 7 days before each fair at the delivery address provided **BELOW**. The deadline for inputting the tracking numbers and shipping information is 4<sup>th</sup> April 2025.

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.

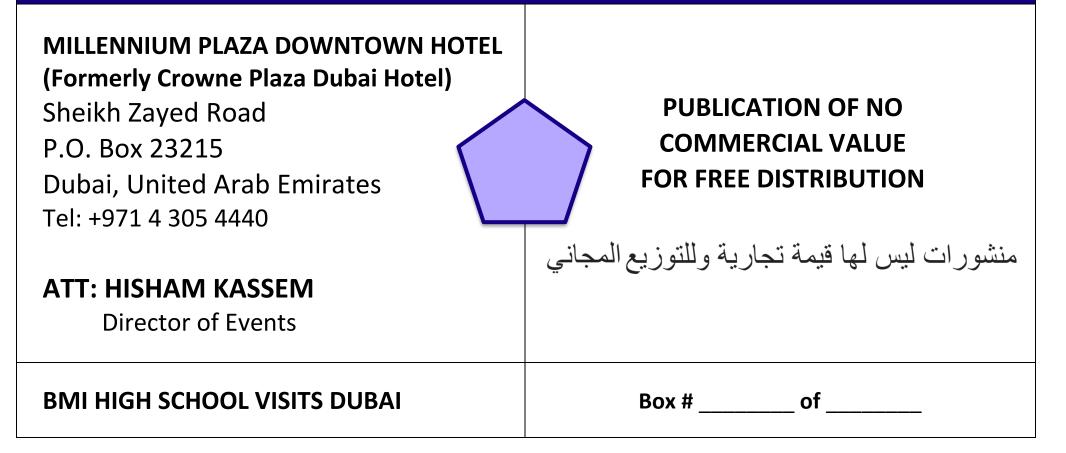
## SHIPPING ADDRESS FOR THE GULF INTERNATIONAL SCHOOLS FORUM & WORKSHOP

MILLENNIUM PLAZA DOWNTOWN HOTEL (Formerly Crowne Plaza Dubai Hotel) Sheikh Zayed Road P.O. Box 23215 Dubai, United Arab Emirates Tel: +971 4 305 4440	PUBLICATION OF NO COMMERCIAL VALUE FOR FREE DISTRIBUTION
<b>ATT: HISHAM KASSEM</b> Director of Events	منشورات ليس لها قيمة تجارية وللتوزيع المجاني
<b>BMI SCHOOLS FORUM &amp; WORKSHOP</b>	Box # of

# **SHIPPING ADDRESS FOR UAE EDUCATION FAIR DUBAI**

MILLENNIUM PLAZA DOWNTOWN HOTEL (Formerly Crowne Plaza Dubai Hotel) Sheikh Zayed Road P.O. Box 23215 Dubai, United Arab Emirates Tel: +971 4 305 4440 ATT: HISHAM KASSEM Director of Events	PUBLICATION OF NO COMMERCIAL VALUE FOR FREE DISTRIBUTION oimecip Light L
BMI DUBAI FAIR	Box # of

# SHIPPING ADDRESS FOR BMI HIGH SCHOOL VISITS IN DUBAI



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

