

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 . 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 **September 19th**.**

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 GLOBAL EDUCATION FAIR DUBAI

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Sheikh Zayed Road

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BMI GEF DUBAI

Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO GLOBAL EDUCATION FAIR ABU DHABI

MARRIOTT DOWNTOWN ABU DHABI

Sheikh Rashid Bin Saeed Street,
P.O. Box 37421
Abu Dhabi, United Arab Emirates
Tel: +971 2 304 7777

ATT: CRISTY IRANZO

Director of Event Sales and Planning

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