



## 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 entered in the EIS, in the shipping section. This is the only way we can track your shipment and help you, should problems arise.

**PLEASE NOTE** that there are different labels for each event - please send the materials separately using the specific label. Although the addresses may be the same, **it is very important to specify which box is for which event.**

## 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.

**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 12 February 2024.**

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.

**PLEASE ENTER THE NAME OF YOUR INSTITUTION:**

**HCMC HIGH SCHOOL VISITS**

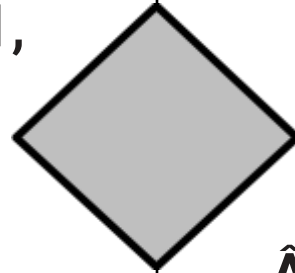
**SOFITEL SAIGON PLAZA**

**17 Lê Duẩn Boulevard, District 1,  
Hồ Chí Minh City 070000,**

**Vietnam**

**Tel: +84 28 3824 1555**

**ATT: MS. HUONG NGUYEN**



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

**Ấn phẩm không nhằm mục đích  
thương mại và phát hành miễn phí**

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

**PLEASE ENTER THE NAME OF YOUR INSTITUTION:**

**SOUTHEAST ASIA INT'L SCHOOLS FORUM & WORKSHOP - HCMC**

**SOFITEL SAIGON PLAZA**

17 Lê Duẩn Boulevard, District 1,  
Hồ Chí Minh City 070000,

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

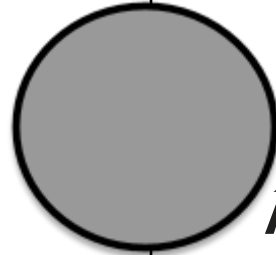
**PLEASE ENTER THE NAME OF YOUR INSTITUTION:**

**VIETNAM EDUCATION FAIR - HCMC**

Saigon South Residences,  
Xã Phước Kiến, Huyện Nhà Bè,  
Hồ Chí Minh, Vietnam

(Tel: +84 903 870 848)

**ATT: MR. LÊ TRUNG HẢI**



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thương mại và phát hành miễn phí**

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

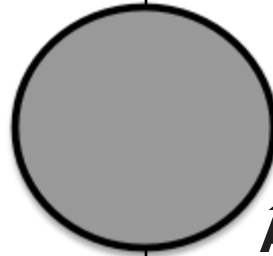
**PLEASE ENTER THE NAME OF YOUR INSTITUTION:**

**VIETNAM EDUCATION FAIR - HANOI**

**PULLMAN HANOI**  
40 Cat Linh Street, Dong Ha  
District, Hanoi, Vietnam

**Tel: +84 24 3733 0688**

**ATT: MS. LE THI HOANG YEN**



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thương mại và phát hành miễn phí**

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

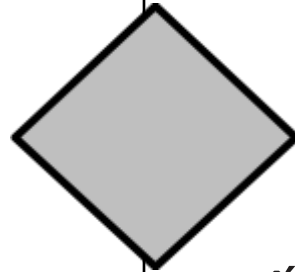
**PLEASE ENTER THE NAME OF YOUR INSTITUTION:**

**HANOI HIGH SCHOOL VISITS**

**PULLMAN HANOI**  
40 Cat Linh Street, Dong Ha  
District, Hanoi, Vietnam

**Tel: +84 24 3733 0688**

**ATT: MS. LE THI HOANG YEN**



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