



# BRAZIL INTERNATIONAL SCHOOLS FORUM & WORKSHOP

## INSTRUCTIONS

### PLEASE PASTE OUR PRE-ADDRESSED LABELS BELOW ON EACH BOX.

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 despatch, this information should be sent by email to [fernanda@bmiglobaled.com](mailto:fernanda@bmiglobaled.com). This is the only way we are able to track your shipment and help you should problems arise.

**PLEASE NOTE** that if you are participating at the Salão do Estudante there are different labels for this event. Therefore, if you are participating at the forum as well as the São Paulo fair itself, **please send the materials separately** to each event and use the specific label.

### 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 "Publicação sem valor comercial para distribuição gratuita".

**All boxes should arrive at least 10 days before each fair at the delivery address provided **BELOW**. The deadline for sending the tracking numbers and shipping information is **February 25<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 TO THE BRAZIL INTERNATIONAL SCHOOLS FORUM

**MCR LOGÍSTICA**

R. Gustavo da Silveira, 660 - Vila Santa

Catarina

04376-004

São Paulo, SP - Brazil

(Tel contato: +55 71 99167-7928)

Responsável: **BMI** (CNPJ 42.835.360/0001-53)

**ATTN: SR. WAGNER**

**PANFLETOS PARA  
DISTRIBUIÇÃO GRATUITA E  
SEM VALOR COMERCIAL.**

**Publications of no commercial  
value and for free distribution.**

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