



Expo
Posgrados




Expo
Estudiante



EXHIBITOR MANUAL

MEXICO, COLOMBIA, PERU & CHILE



September 25th - October 12th 

• 2025 •

Dear Exhibitor,

Welcome to BMI's Fall 2025 series of events in Mexico, Colombia, Peru & Chile, including Expo Posgrados - Expo Estudiante.

You will be able to enter all your institution information and book seminars, printing services and translators (if required) via the **[BMI Exhibitors Information System \(EIS\)](#)**.

Please be aware that August 29th is the deadline for submitting information in the EIS.

If you have any questions or require special assistance, please do not hesitate to contact Karen Botero (karen@bmiglobaled.com) - Project Manager of the events in Latin America.

We look forward to welcoming you to Latam this fall.

Philippe Person
Director Latin America

ORGANISER AND CONTACT INFORMATION

Head Office - UK (London)
98 Theobalds Road, London WC1X 8W8, UK
BMI GlobalEd Ltd. (6th Floor)

Phone: +44 208 952 1392 / Fax: +1 604 357 1505

BMI Colombia:

Phone: +57 315 315 34 99 - +57 320 872 6961

Contact Information: Philippe Person - philippe@bmiglobaled.com
Karen Botero - karen@bmiglobaled.com

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1. GENERAL EVENT INFORMATION

TRAVEL INFORMATION

Currency: The currency for this fair season is Mexican Peso (MXN) for Mexico, Colombian Peso (COP) for Colombia, Peruvian Peso (PEN) for Peru and Chilean Peso (CLP) for Chile. Please visit the website www.xe.com to see updated exchange rate information.

Flights: Within Latin America, some major companies offer a wide range of flights. We recommend:

AVIANCA: www.avianca.com

LATAM: www.latam.com

AEROMEXICO: aeromexico.com/en-gb

Visa: Exhibitors are advised to check the latest visa requirements for travel with the consulates located in their own country. BMI can supply a visa invitation letter if required. Please email karen@bmiglobaled.com with the name of the institution, full name, title, and passport details of the participant. We recommend you to travel on a simple tourist visa every time you can.

Airport Pickup: BMI does NOT offer pick up services. If you require airport pick up, please contact the hotels directly.

THE EXHIBITOR INFORMATION SYSTEM (EIS)

The EIS is the BMI online Exhibitor Information System where you, as an exhibitor, can input the information required to make your participation as successful as possible.

In the EIS, you will be able to:

- Provide your institution's profile for the Official Catalogue which is emailed to every pre-registered visitor.
- Inform us of the exact name you would like to have displayed above your stand on the fascia board and also the country flag. If your institution has multiple campuses, you can choose a multi-country flag instead of any specific flag.
- Order a translator or assistant to help at your booth.

- Request a seminar.
- Order local printing services.
- Order panel printing decoration.
- Book an advertisement in the show catalogue which is emailed to every preregistered visitor.

Please click here to see a sample of our last show catalogue (Expo Posgrados Spring 2025) [Colombia - Mexico](#)

- Download shipping labels and provide us tracking information for your shipment.

Please complete each online section in the Exhibitor Information System (EIS) by August 29th.

The exhibitor is responsible for entering and updating all information requested in the EIS, the BMI team is not responsible for any missing information during the event if the exhibitor has not updated their institution's profile.

HOTEL BOOKING

BMI is pleased to offer you specially discounted rates at the official hotels in each city. Bookings are subject to the hotel availability, policies and terms so please book as soon as possible.

MONTERREY – Camino Real – From September 24th to 26th

MEXICO CITY – Hyatt Regency Polanco – From September 26th to 29th

GUADALAJARA – RIU Plaza Guadalajara – From September 30th to October 2nd

BOGOTA – Grand Hyatt – From October 3rd to 6th

MEDELLIN – NOVOTEL – From October 6th to 8th

LIMA – LOS DELFINES – From October 8th to 10th

SANTIAGO – Hilton Doubletree – From October 10th to 13th

If you want to make a reservation at one of the official hotels of the event, you must request it through the EIS (Exhibitor Information System). Please note that all hotel reservations must be paid directly to BMI by credit card with a secure payment link.

If you are not staying at the official hotel, please email karen@bmiglobaled.com to let us know in which hotel you will be staying.

IMPORTANT: Please note that you will not receive a specific confirmation number but instead an email confirmation from BMI. On the day of your check-in, please give your name and mention you are part of the BMI group.

ADDITIONAL NIGHTS

Hotel bookings are specially negotiated at preferential rates for the mentioned dates. If you are intending to arrive earlier or stay longer in any of the cities, you may be able to stay at the official hotels at the same discounted rate, subject to availability. (However, all other dates may be charged at higher rates and these are also subject to change over time.) Please contact karen@bmiglobaled.com in order to get more information.

For early check-in, late check-out and airport transfers, please contact the hotel directly. These services are also subject to availability. Please mention that you are with the BMI group when booking airport transfers.

CITY	VENUE	OFFICIAL HOTEL
MONTERREY Expo Posgrados – Expo Estudiante September 25th (Thursday)	Camino Real Av. Diego Rivera 2492, Valle Oriente, San Pedro Garza, Nuevo León Tel: 52 818 133 5400 Fair Set Up: 1:30 pm. - 3:30 pm. Fair Time: 3:30 pm. - 7:30 pm	Camino Real SGL 155 USD * Breakfast included Check in time: 3:00 p.m. Subject to VAT validation*
MEXICO CITY Expo Posgrados – Expo Estudiante September 27th & 28th (Saturday & Sunday)	Hyatt Regency Polanco Campos Eliseos No. 204 Polanco Chapultepec Tel: 52 55 5083 1234 Fair Set Up: Sep 27th 12:30 pm. - 2:30 pm. Sep 28th 2:00 pm. - 2:30 pm. Fair Time: Sep 27th 2:30 pm. - 6:30 pm. Sep 28th 2:30 pm. - 6:00 pm	Hyatt Regency Polanco SGL 180 USD* Breakfast included Check in time: 3:00 p.m. Subject to VAT validation*
GUADALAJARA Expo Posgrados – Expo Estudiante October 1st (Wednesday)	RIU Plaza Guadalajara Av. López Mateos, 830 - Fracc. Chapalita Tel: 52 33 3880 7500 Fair Set Up: 1:30 pm. - 3:30 pm. Fair Time: 3:30 pm. - 7:30 pm.	RIU Plaza Guadalajara SGL 140 USD* Breakfast included Check in time: 3:00 p.m. Subject to VAT validation*
BOGOTA South America International Schools Forum & Workshop October 2nd & 3rd (Thursday & Friday)	Grand Hyatt Cl.24a#57-60 Tel: 1 6541234 Timetables to be confirmed	For the events in Bogota: South America International Schools Forum & Workshop and Expo Posgrados - Expo Estudiante. We recommend the whole delegation to stay at the same hotel.
BOGOTA Expo Posgrados – Expo Estudiante October 4th & 5th (Saturday & Sunday)	Grand Hyatt Cl.24a#57-60 Tel: 1 6541234 Fair Set Up: Oct 4th: 12:30 pm. - 2:30 pm. Oct 5th: 2:00 pm. - 2:30 pm Fair Time: Oct 4th: 2:30 pm. - 6:30 pm. Oct 5th: 2:30 pm. - 6:00 pm	Grand Hyatt Bogota SGL 155 USD* Breakfast included Check in time: 3:00 p.m. Subject to VAT validation*

CITY	VENUE	OFFICIAL HOTEL
MEDELLIN Expo Posgrados – Expo Estudiante October 7th (Tuesday)	Centro de Eventos el Tesoro (CET) Salón 1 y 2 - Sótano/Basement 4 Loma El Tesoro con Transversal Superior 4 Medellín Tel: 57 321 1010 Fair Set Up: 1:30 pm. - 3:30 pm. Fair Time: 3:30 pm. – 7:30 pm.	NOVOTEL Parque Comercial, Carrera 25 A #1A Sur 45 SGL 130 USD* Breakfast included Check in time: 3:00 p.m. Subject to VAT validation* Note: The NOVOTEL hotel is located in the same mall as the CET, there is a 10 minutes walk from the hotel reception to the event venue, through the Centro Comercial El Tesoro.
LIMA Expo Posgrados – Expo Estudiante October 9th (Thursday)	Hotel Country Club Av. Los Eucaliptos 590, San Isidro T (511) 215 7000 Fair Set Up: 1:30 pm. - 3:30 pm. Fair Time: 3:30 pm. – 7:30 pm.	Los Delfines Calle Los Eucaliptos 555, San Isidro. SGL 150 USD Breakfast included Check in time: 3:00 p.m Subject to VAT validation*
SANTIAGO DE CHILE Expo Posgrados – Expo Estudiante Oct 11th & 12th (Saturday & Sunday)	Hotel W Isidora Goyenechea 3000, Las Condes Tel: 56 2 2770 7046 Fair Set Up: Oct 11th: 12:30 pm. - 2:30 pm. Oct 12th: 2:00 pm. - 2:30 pm Fair Time: Oct 11th: 2:30 pm. - 6:30 pm. Oct 12th: 2:30 pm. - 6:00 pm	Hilton Doubletree Avenida Vitacura 2727, Las Condes, Santiago. SGL 150 USD* Breakfast included Check in time: 3:00 p.m Subject to VAT validation*

IMPORTANT INFORMATION: Please note that the contact person for the South America International Schools Forum & Workshop is **Catalina Powell**. If you have any questions regarding this event please contact her at catalina.powell@timeshighereducation.com. You will receive an additional detailed document to help you prepare for this event.

2. HOW TO SHARE THE EVENT WEBSITE WITH STUDENTS

Maximize this opportunity to connect with potential students from your network by sharing our registration links for upcoming fairs!

We have specific links tailored for undergraduate and postgraduate students:

Undergraduate Students:

Mexico <https://expoestudiante.com/mexico>

Colombia <https://expoestudiante.com/colombia>

Peru <https://expoestudiante.com/peru>

Chile <https://expoestudiante.com/chile>

Postgraduate Students:

Mexico <https://expoposgrados.com/mexico>

Colombia <https://expoposgrados.com/colombia>

Peru <https://expoposgrados.com/peru>

Chile <https://expoposgrados.com/chile>

Empower your students to take the next step in their educational journey.

ATTENTION. If you are participating in the event in Medellin, please note the following information, the map below shows a short walk from the NOVOTEL (hotel) to the Centro de Eventos el Tesoro (event venue), please note that the walk will be inside the mall and will take about 10 minutes. In addition, BMI will organise a meeting with all exhibitors on the PP level (the restaurant level of the hotel) at 13.30 to guide exhibitors more easily to the venue. If you plan to go on your own, please follow the red line on the map.



3. PARTICIPATION FEE COVERS

(for Expo-Estudiante & ExpoPosgrados Fairs only)

- 6 sqm(3m x 2m) or 4sqm (2mx2m) fully fitted exhibition stand with table, two chairs, carpet, lighting and electricity.
- The BMI SmartScan app to collect and manage student data and leads.
- Internet connection.
- Marketing campaign to support your course level and destination.
- Logo and profile on the official fair website.
- Listing, profile and contact details in the online show catalogue.
- Access to discounted hotel rates.
- Coffee break for 2 people during the fairs hours (light snacks and coffee/tea/water)*
*Please note that this is not a full meal, we recommend you to have lunch before the fair.

NOTE: *All other expenses are not included in the participation. You must update your institution and contact information in the EIS to ensure that the displayed information is accurate.*

4.OPTIONAL SERVICES

The BMI SmartScan Visitor Data Scanning (FREE): The app works on a smartphone, tablet or iPad and allows you to collect detailed student information in real time. With one touch, you will have access to the name and full contact details of each scanned student, as well as key information including which course and country the student is interested in and the date they plan to begin their course abroad. You will also be able to add comments and rate the lead by priority. Your database will be ready for follow up the moment you finish the fair. [Click here to view a document](#) with full instructions on how to download and use the app. (Please note that all the leads will be sent to the main registered email.)

It is the exhibitor responsibility to send the leads database after each event and before logging out of the app. If the database is not properly sent BMI will not receive a copy and won't be able to assist you.

Translators / Assistants: These have proved very popular for institutions without Spanish speaking staff. They are also invaluable for institutions only sending one person, as you will have an extra person to help during the peak periods and allow you to take breaks without missing potential enquiries.

COST: Translators can be arranged at a rate of US\$ 130 per day for Monterrey, Guadalajara, Medellin, Lima and US\$ 260 for both days in Mexico City, Bogota and Santiago de Chile.

Audio/Video Equipment Rental: For quotation, please contact each venue/hotel directly.

Internet: Internet is included. If you are a guest at the official hotel, your log in details might work in the event room.

All deadlines for requesting additional services in the system will be Friday, August 29th, 2025

NOTE: Please keep in mind that VAT is subject to validation for stand bookings and any other extra service. Any UK based institution must be charged 20% VAT on all extra services including; seminars, translators, panel printing, local printing services and catalogue advertisement.

EXTRA SERVICES REQUESTS AFTER August 29th

Please make sure to request and confirm all needed extra services, such as translators, seminars, panel printing, printing requests and hotel bookings, before the EIS is closed. After August 29th, extra services will still be available but with an additional 50% charge on the cost of all services.

5. BRANDING YOUR INSTITUTION

SEMINARS: The 30-minute seminars present institutions with a unique opportunity to promote programs to a focused audience. The following items are provided: a laptop, projector, large white projection screen and microphone with audio. All seminars can be ordered using the online EIS (Optional Services Section), all seminars are subject to availability. The price of a seminar is USD 400 in (Monterrey, Guadalajara, Medellin and Lima.), and 700 USD in (Mexico City, Bogota and Santiago de Chile).

Please note that BMI reserves the right to refuse seminars based on availability in each city.

CATALOGUE ADVERTISING: For the fairs, a digital catalogue is sent online to all pre-registered guests and visitors, and widely promoted in our social media accounts. We recommend that you enhance your free listing with an appropriate advertisement, giving greater impact to your presence at the fairs and which will continue to promote your institution after the event. If you want to book advertising in the catalogue, please do it through the EIS (Required Information Section).

Your advertising material should be sent in PDF Format, High Resolution 300 dpi to karen@bmiglobaled.com, before August 29th (Please add 0.5 cm and cut marks on each side for bleeding).

SPACE	SIZE	PRICE
Half Page	21 cm (w) x 14.85 cm (h)	US\$ 1,200
Full Page	21 cm (w) x 29.7 cm (h)	US\$ 2,400
Inside Front Cover	21 cm (w) x 29.7 cm (h)	US\$ 3,000
Back Cover	21 cm (w) x 29.7 cm (h)	US\$ 4,000

Sponsorships: If you are interested in sponsoring any of the events and increasing your visibility in all our activities, materials and platforms, please contact your regional representative directly.

6. EQUIPMENT PROVIDED (for Expo-Estudiante & ExpoPosgrados Fairs only)

STAND CONSTRUCTION

Equipment provided: Each stand will be supplied with: 1 table and 2 chairs; 1 electricity point; 2 spot lights and 1 fascia (name) board. Corner sites will be open to the aisles with fascia overhead. In each fascia we will indicate the Expo Estudiante logo if your institution wants to promote undergraduate programs, Expo Posgrados logo if you want to promote postgraduate programs or both if you are interested in promoting both.

The name displayed on your fascia will be the one you update in the EIS, if this information is not updated, we will use the common name of the institution.

If you require additional furniture, please email us and we will contact the stand construction company and obtain a price for the additional items required.

Please [**>>click here<<**](#) for further information and a layout diagram of the stand.

Exhibitor badges: The exhibitor badges will be available at your booth on arrival at the venue. You will also find your institution's APP credentials and wifi password on the table.

Note: Please complete in the EIS, how many badges you will need, the exhibitor badges will only indicate the name of the institution, we do not print nominative badges.

Panels: Double sided tape or similar may be used but must be removed by exhibitors at the end of the exhibition. Under no circumstances must anything be nailed, screwed, glued or painted onto the panels or metal framework of the stand. All damage will be charged to the exhibitor. All stands must be clean and ready 30 minutes before the opening of the event. No packing materials or goods will be allowed inside the hall after that time. **Please keep in mind that panels are 1m wide x 2.40m high for all countries (Mexico, Colombia, Peru and Chile.)**

*Special measurements may apply for a full booth decoration in Chile.

FULL-COLOUR GRAPHICS FOR YOUR STAND

You may have seen many institutions at recent fairs decorate their stands with full colour graphics printed directly on to the stands. This not only looks very attractive and attracts many more visitors to the stand but also avoids the need to carry or ship display material and spend time decorating the stand. International institutions occasionally ship expensive stand displays or bring them to Latin America. Typically, however, local suppliers cannot speak English, issue proper receipts or only accept payment in local currency, meaning our service is far more straightforward and safe. BMI has negotiated with suppliers in each city so that you may take advantage of having full colour printed panels so that your stand is ready when you arrive

Please [click here](#) for further information and samples about panel printing

Price Guide: 120 USD per panel

Monterrey, Mexico City, Guadalajara,
Bogota, Medellin, Lima and Santiago
de Chile

What's Included:

- Colour panel printing
- Mounting of graphic
- Cleaning of panel after use

What Else Do I Need to Know?

- You must send a different file for each panel.
- Panels are 1m wide x 2.40 high in Mexico, Colombia, Peru and Chile.
- Artwork should be exactly this size and must be in PDF 100 DPI.
- If you want a full booth decoration in Chile please [click here](#) to see the exact measurements.
- No corrections can be made once we receive the files for printing.
- If multiple panels are being used, we will need a graphic plan for the whole stand showing the complete design.
- Panels cannot be re-used. Each city requires its own set of printed panels and will be charged accordingly.
- If artwork is not provided on time, no refund is possible.

FINAL DEADLINE for BMI to receive the files: **August 29th.**

Please contact Karen Botero at karen@bmiglobaled.com for more information.

This service must be ordered online, using the EIS and pay by credit card with a secure payment link.

GDPR AND THE BMI SMART SCAN APP

By collecting a student's data via the BMI Smart Scan App, your institution will be receiving all information provided by that specific student in the registration form which they complete before entering the fair. The fair registration form and the process is fully GDPR compliant.

All visiting students and parents are clearly informed that by allowing an institution to scan them at the event, they are allowing you to collect their data for post-fair follow up. This information is clearly printed on the registration site, on the subsequent printed ticket they bring to the fair and on the visitor badge they receive at the entrance to the fair. If they do not wish to share their data, they should not allow you to scan their badge.

Once the student information is collected via the BMI Smart Scan App, your institution may use this data for fair and reasonable follow-up after the fair. However, for ongoing generic marketing communications, your institution must obtain explicit consent from the student as per GDPR data processing compliance rules and regulations.

By using the BMI Smart Scan App your organisation commits to act responsibly, treat this information under GDPR data processing guidelines and exonerates BMI for any misuse or data breaches that may occur from your follow up, or future marketing communication sent to visitors you have scanned at the event.

The privacy policy for the fair can be found on the website.

Please note that all the leads will be sent to the main registered email.

REGULATIONS

Cleaning and storage: Aisles and stands will be cleaned daily.

Insurance: While we take every precaution to protect your property during the event, we are not responsible for any loss or damage and we recommend that you arrange insurance cover for your travel and participation. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

Security: Every reasonable precaution is taken to ensure the safety and security of personnel and equipment. The premises will be locked overnight, but we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which befall your personnel or their property. BMI recommends that valuables, particularly of a portable nature, are not left unattended on your stand.

7. SHIPPING INFORMATION

BMI highly recommends printing your institution's brochures locally. Please send an email to karen@bmiglobaled.com if you need a quote and include a PDF of what is required to be printed, paper weight and quantity. We will then send you a quote or revert with further details. We will be happy to assist you.

GENERAL INFORMATION

All boxes must arrive 10 days before each event. We recommend starting shipping at least 3 weeks in advance. Please ensure your delivery company is aware of the delivery cut-off date and that they ensure that it is sent so that all customs and importation fees are paid by the sender.

The tracking information of your shipped material, must be sent by email to karen@bmiglobaled.com before August 29th.

ADDRESSES FOR SHIPPING

If you are shipping material for your participation, you can download the shipping labels in the EIS Shipping/Tracking section, which has the address of the location where the material has to be sent.

Once shipped, please enter your tracking information in the EIS. This will help us track your shipment and inform you if it does not arrive or is stuck in customs. Without this information, we will not be able to help you.

We highly recommend institutions to print in-country to avoid these problems and BMI offer this service. Please contact karen@bmiglobaled.com for further details.

MONTERREY CAMINO REAL HOTELS MONTERREY ATT. CINTHIA ANGELES SOLIS BMI Expo Posgrados - Expo Estudiante (September 25th) Av. Diego Rivera 2492, Valle Oriente, San Pedro Garza, Nuevo León Phone: + 52 81 1599 5964	MEXICO CITY HYATT REGENCY POLANCO ATT. ESTEFANIE PÉREZ BMI Expo Posgrados - Expo Estudiante (September 27th & 28th) Campos Eliseos No. 204 Polanco Chapultepec Phone: +52 55 5119 3625
GUADALAJARA HOTEL RIU PLAZA GUADALAJARA ATT. ANGÉLICA LUPERCIO BMI Expo Posgrados - Expo Estudiante (October 1st) Av. López Mateos, 830 - Fracc. Chapalita Phone: +52 33 1157 2911	BOGOTA GRAND HYATT BOGOTA ATT. LEIDY MONGUI BMI Expo Posgrados - Expo Estudiante (October 4th & 5th) Cl. 52 # 24-31 apt 302 Phone: + 57 319 652 9927
MEDELLIN HOTEL NOVOTEL MEDELLIN ATT. CAROLINA SALAZAR BMI Expo Posgrados - Expo Estudiante (October 7th) Parque Comercial, Carrera 25 A #1A Sur 45 Phone: +57 300 647 7489	LIMA HOTEL COUNTRY CLUB ATT. LORENA SÁNCHEZ BMI Expo Posgrados - Expo Estudiante (October 9th) Ca. Los Eucaliptos 590, San Isidro Phone: +511 611 9001 Ext: 9605
SANTIAGO DE CHILE HOTEL W ATT. DANIELA IPINZA BMI Expo Posgrados - Expo Estudiante (October 11th & 12th) Isidora Goyenechea 3000, Las Condes Phone: +56 9 6303 3963	

The addresses for shipping are already listed on the pre-addressed labels provided on the Labels Form [CLICK HERE TO DOWNLOAD](#)

MEXICO TAX ID INFORMATION

When shipping materials to any of the events in Mexico, please make sure to add the TAX ID information of each venue.

MONTERREY: Camino Real - RFC AHG130507626

MEXICO CITY: Hyatt Regency Polanco - RFC EHO2401253H6 EXPLOITANT HOTELIER

GUADALAJARA: RIU Plaza Guadalajara - RFC SCH961004P38

SHIPPING OPTIONS

You may use one of the following four methods to ship material to Latin America:

1. We urge all exhibitors to bring all (or as much as possible) of their display and hand-out material with them when they travel to Latin America or to print locally.
2. Exhibitors having representative partners in Latin America may wish to ship material directly to the representative.
3. You may ship material direct to each city following the instructions below through DHL, Federal Express, UPS or any other major air courier company. Please ensure that the air courier company you use has an official representative in the country of the fair and that you have the contact details of the representative.
- 4. BMI strongly recommends the services of AIR CONCEPTS**, used by many educational institutions for shipping materials to international exhibitions in Latin America. AIR CONCEPTS will ensure that your material is delivered directly to the fair venue. Please contact AIR CONCEPTS directly for rates and further instructions.

Only within the USA

<p>AIR CONCEPTS USA 645 SE Central Parkway 34994 - Stuart, FL - USA</p>	<p>Contact: Dina Colantrello or Jen Greer Tel: +1 772 219 2525 Fax: +1 772 219 2525 dina@airconceptusa.com jen@airconceptusa.com</p>
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DIRECT SHIPMENT / AIR COURIER OPTIONS

If you prefer to send by your own air courier company, please carefully follow the instructions below when shipping material to Latin America. Customs are extremely strict in Latin America and it is very important that goods be correctly sent. Do not ship display materials or any items which are not printed matter.

INSTRUCTIONS	COLOMBIA, PERU & CHILE
Each shipment (consignment) should not exceed the weight of:	45Kg
Each box of each shipment should not exceed the weight of:	12 kg
Be sure that your shipment, it's marked for all customs and import fees to be paid by the sender and that no money will be required on delivery. Shipments must be sent on a door-to-door basis	
All shipments must read "MUESTRAS SIN VALOR COMERCIAL PARA REPARTICIÓN GRATUITA" on the content section of the airway bill.	A minimum value of \$ 1 USD must be on all non-document shipments. Please be realistic with the value of your brochures.
Airway Bill should be accompanied by a Proforma Invoice , which states the content and value for customs. The value should not exceed an overall sum per shipment of:	US\$ 80
On the airway bill, the section 'Duties and taxes' must be marked to indicate that these charges (if applied by customs) will be paid by the Sender.	
Send the material for each city to the person and addresses indicated on the Label Form available on the EIS. All materials will be placed on your booth and each box must clearly indicate:	<ul style="list-style-type: none"> • Institution Name • Expo Posgrados - Expo Estudiante • Date and city of the event you are attending
Allow 2-3 days between each shipment as it may be treated as one shipment and will therefore put you over the limit of weight.	✓

INSTRUCTIONS	MEXICO
Each shipment (consignment) should not exceed the weight of:	50Kg (110LBS)
Each box of each shipment should not exceed the weight of:	12 kg
No shipment can exceed the measures of:	length 118cm (46in) width 88cm (35in) height 120cm (47in)
All shipments must read “MUESTRAS SIN VALOR COMERCIAL PARA REPARTICIÓN GRATUITA” on the content section of the airway bill. If you're shipping brochures, please make sure you don't write on the proforma invoice that you're shipping books, but brochures of non commercial value.	A minimum value of \$ 1 USD must be on all non-document shipments. Please be realistic with the value of your brochures.
When declaring value for brochures, estimate between USD 2 to USD 5 per kg (2.2lbs) of printed papers.	✓
Airway Bill should be accompanied by a Proforma Invoice , which states the content and value for customs. The value should not exceed an overall sum per shipment of:	US\$ 100
On the airway bill, the section 'Duties and taxes' must be marked to indicate that these charges (if applied by customs) will be paid by the Sender.	✓
Send the material for each city to the person and addresses indicated on the Label Form available on the EIS. All materials will be placed on your booth and each box must clearly indicate:	<ul style="list-style-type: none"> • Institution Name • Expo Posgrados - Expo Estudiante • Date and city of the event you are attending
Complete and correct information of the recipient is needed, complete address, telephone No. and contact person.	✓
Never declare 0 value, a certain value must be declared for every package by the sender (if applicable).	✓
Any shipment coming from China has high chances to have problems. Avoid sending any products saying they are made in China	✓
Allow 2-3 days between each shipment as it may be treated as one shipment and will therefore put you over the limit of weight .	✓

When shipping materials to Mexico please don't forget to add the TAX ID information from each hotel, mentioned above.

The addresses for shipping are already listed on the pre-addressed labels provided on the Labels Form [>>CLICK HERE TO DOWNLOAD<<](#)

1. The delivery address details and shipping labels for each city can be found in the EIS Shipping/ Tracking section;
2. All boxes should arrive at least 10 days before each fair at the delivery address provided on the labels form;
3. If you are not using the official shipping company, you must input all the information on how you shipped your material along with the airway tracking numbers into the EIS system. If you do this, we will be able to track your boxes and immediately act if there is a problem with the delivery. Without this information we are unable to help you if any problems occur with your shipping;
4. The deadline for sending tracking number and shipping information by email is August 29th, 2025;
5. If we do not 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;
6. We also recommend using recognized shipping companies such as FEDEX, UPS, DHL... use the one of your preference, please avoid using national mail services since your material may take several months to arrive

If you do not follow the above recommendations exactly as explained, your material may be held up in customs, sent back, lost or destroyed

It is essential that the person who is travelling to Latin America carries a copy of all the following information:

1. Airway bill numbers for each box you have shipped.
2. How many boxes were sent and to which cities.
3. Full contact details of the courier company in the country of the fair and in your country.
If possible, obtain the mobile phone number of the shipping manager in your country and their contact in Latin America.
4. We also suggest carrying a digital high quality PDF of your material in case of any delay in your shipment, so we may be able to help you by printing it locally.

BMI or Hotels will not pay customs duty to free your packages. To avoid the package to be returned, please make sure that its value is low and there is nothing else than paper material in it.

8. PRINTING IN LATIN AMERICA

You may also choose to print your material locally in Latin America and have it on your stand when you arrive. BMI currently prints brochures for over 40 international institutions.

Printing costs in Latin America might be higher than in North America or Europe but you will make huge savings in shipping costs and avoid any customs, taxes or delivery problems.

BMI highly recommends printing your institution's brochures locally. Please get in contact if you need a quote.

If you are interested in the printing option, please email a digital copy of your brochure, with the following information to karen@bmiglobaled.com.

- Paper weight
- Paper Type
- Quantity required per city

We will then get back to you with a quotation or any additional information we may require. The deadline for this service is August 29th for Mexico and September 12th for Colombia, Peru and Chile.

Please note that we will not proceed with printing without your written authorisation based on the quotation.

Make sure you send all the material you want to print in high quality files, BMI will not be responsible for files that we have not received.

The BMI team will deliver the printed material to the designated representative in the main cities of each country in the series. (Mexico City - Mexico, Bogota - Colombia, Lima - Peru and Santiago - Chile) each representative will be responsible for splitting and carrying the remaining material between cities. In the case of Mexico, we will deliver the amount of copies requested for Monterrey in Monterrey and the rest of the material (Mexico City and Guadalajara) in Mexico City.

9. IMPORTANT DATES AND DEADLINES

Please find below the deadline for requesting services and sending important information, essential to the success of your participation at the fairs.

DEADLINE	MEXICO, COLOMBIA & PERU
August 29th, 2025	Final day to submit your advertisement
	This is the final day for submitting information and request services in the EIS
	Final day to request panel printing and send your files
	Last day to send by email the tracking numbers of shipping material
	Final day to request a quotation for printing in Mexico
September 12th, 2025	Final day to request a quotation for printing in Colombia, Peru and Chile.

10. South America International Schools Forum & Workshop



South America
International Schools
Forum & Workshop

IMPORTANT INFORMATION

Please note that the contact person for the South America International Schools Forum & Workshop is **Catalina Powell**.

If you have any questions regarding this event please contact her at **catalina.powell@timeshighereducation.com**. You will receive an additional detailed document to help you prepare for this event.

October 2nd & 3rd - Grand Hyatt Bogota.



Expo
Posgrados



Expo
Estudiante



Events Spring 2026



MONTERREY
MEXICO CITY
GUADALAJARA
MERIDA
BOGOTA
MEDELLIN
QUITO
LIMA

Feb 24th
Feb 28th & Mar 1st
Mar 3rd
Mar 5th
Mar 7th & 8th
Mar 10th
Mar 12th
Mar 14th & 15th



• 2025 •