

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 if you are participating at the Vietnam International School Forum or the BMI Agent Workshop Asia, there are different labels for each event.; **please send the materials separately** using the specific label. Although the addresses are 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;

ON THE CONTENT SECTION OF THE AIRWAY BILL, THE SHIPMENTS MUST READ

“Publication of no commercial value, for free distribution”

“Ấn phẩm không nhằm mục đích thương mại và phát hành miễn phí.”

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 **26th September 2019**.**

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 BELOW:

VIETNAM INTERNATIONAL SCHOOLS FORUM AND WORKSHOP - HCMC

SOFITEL SAIGON PLAZA

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

Tel: +84 28 3824 1555

ATT: MR THUAN BUI

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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

BMI AGENT WORKSHOP ASIA - HCMC

SOFITEL SAIGON PLAZA

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

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Box # _____ of _____

PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

VIETNAM GLOBAL EDUCATION FAIR - HCMC

5B65 - Chung cư Sky Garden 2 -
Phú Mỹ Hưng - đường Nguyễn Văn
Linh - phường Tân Phong - quận -
Thành phố
Hồ Chí Minh, Vietnam

(Tel: +84 903 870 848)

ATT: MR. LÊ TRUNG HẢI

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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

VIETNAM GLOBAL BOARDING AND HIGH SCHOOL FAIR - HCMC

5B65 - Chung cư Sky Garden 2 -
Phú Mỹ Hưng - đường Nguyễn Văn
Linh - phường Tân Phong - quận -
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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

VIETNAM GLOBAL EDUCATION FAIR - HANOI

MELIA HANOI

44 Lý Thường Kiệt, Trần Hưng
Đạo, Hanoi 001235, Vietnam

Tel: +84 24 3934 3343

ATT: MS. HOANG LE MAI

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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

VIETNAM GLOBAL EDUCATION FAIR – DA NANG

HILTON DA NANG

50 Bach Dang, Hai Chau District,
Da Nang 550000, Vietnam

Tel: +84 902 688 414

ATT: MS. HUYEN TRAN

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