**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 23 September 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.
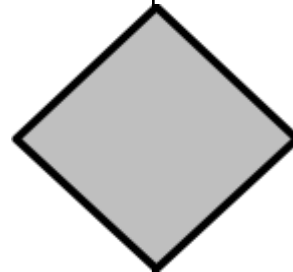
**PLEASE ENTER THE NAME OF YOUR INSTITUTION:**

**BEIJING HIGH SCHOOL VISITS**

**The Westin Beijing Chaoyang**

7 North, Dongsanhuan Road

Chaoyang District

Beijing, China 100027

Tel: +86 17319410376

**ATTN: BRUCE GAO** Sales&Marketing

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NO COMMERCIAL VALUE
FOR FREE DISTRIBUTION**

Box # _____ of _____

**CHINA INTERNATIONAL SCHOOLS FORUM AND WORKSHOP**

**The Westin Beijing Chaoyang**

7 North, Dongsanhuan Road

Chaoyang District

Beijing, China 100027

Tel: +86 17319410376

**ATTN: BRUCE GAO** Sales&Marketing

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