



China, Indonesia
Thailand, Vietnam

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 BELOW:

INDONESIA EDUCATION FAIR - MEDAN

**JW MARRIOT HOTEL MEDAN
Jl. Putri Hijau No.10, Kesawan, Kec.
Medan Bar., Kota Medan, Sumatera
Utara 20111, Indonesia**

Tel: +62 61 4553333

ATTN: Ruth Zai - Events Executive

**PUBLIKASI TANPA NILAI
KOMERSIAL, UNTUK DISTRIBUSI
GRATIS**

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Box # _____ of _____

PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

INDONESIA EDUCATION FAIR - SURABAYA

JW MARRIOT HOTEL SURABAYA

**Jl. Embong Malang No.85-89,
Kedungdoro, Kec. Tegalsari,
Surabaya, East Java, 60261,
Indonesia
Tel: +62 31 5458888**

ATTN: STEVIANA TAN
Event Business Center Manager

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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

JAKARTA HIGH SCHOOL VISITS

**PULLMAN JAKARTA CENTRAL
PARK**

Podomoro City Jl. Let. Jend. S.
Parman Kav. 28, 11470 Jakarta,
Indonesia

Tel: + 62 21 29 20 00 88

Room: Grand Ballroom 2

**ATTN: MS. Intan Rahmawati - Sales
Manager**

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PLEASE ENTER THE NAME OF YOUR INSTITUTION BELOW:

INDONESIA EDUCATION FAIR - JAKARTA

PULLMAN JAKARTA CENTRAL PARK
Podomoro City Jl. Let. Jend. S.
Parman Kav. 28, 11470 Jakarta,
Indonesia
Tel: + 62 21 29 20 00 88

**ATTN: MS. Intan Rahmawati - Sales
Manager**

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