



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 entered in the **EIS**, in the **Shipping/Tracking** section. 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 BMI Agents & Higher Education Workshop or the Brazil International Schools Forum & Workshop there are different labels for each event. Therefore, if you are participating at the workshops as well as the São Paulo fair itself, **please send the materials separately** to each event and use the specific label.

For **Rio de Janeiro**, there are **two different labels**: one is for the Copacabana fair, another for the Barra fair. Although the addresses are the same, it is very important to specify which boxes are going to 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" 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 inputting the tracking numbers and shipping information is **February 27th****

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 BMI AGENTS & HIGHER EDUCATION WORKSHOP

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 08.213.941/0001-15)

ATTN: SR. VAGNER

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

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

BMI AGENTS & HIGHER EDUCATION WORKSHOP

Box # _____ of _____

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)

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BRAZIL INTERNATIONAL SCHOOLS FORUM

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NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO SÃO PAULO FAIR

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 08.213.941/0001-15)

ATTN: SR. WAGNER

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SALÃO DO ESTUDANTE

Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO RIO DE JANEIRO FAIR - **COPACABANA**

BMI MEDIA

CNPJ: 08.213.941/0001-15

R. Presidente Carlos de Campos, 258 Apto.

301 - Laranjeiras

22231-080

Rio de Janeiro, RJ - Brazil

(Tel contato: +55 71 99167-7928)

ATTN: **SELENE CRUZ**

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SALÃO DO ESTUDANTE

Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO RIO DE JANEIRO FAIR - BARRA

BMI MEDIA

CNPJ: 08.213.941/0001-15

R. Presidente Carlos de Campos, 258 Apto.

301 - Laranjeiras

22231-080

Rio de Janeiro, RJ - Brazil

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO BRASÍLIA

ALPHA EXPRESS COLETAS E ENTREGAS
SRIA Quadra E, 34 Conj D, Casa 12 - Guar 2
71065-042
Braslia, DF - Brazil
(Tel contato: +55 71 99167-7928)

Responsvel: **BMI** (CNPJ 08.213.941/0001-15)

ATTN: MRIO

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NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO SALVADOR

BAU EXPRESS E EMPREENDIMENTOS

Rodovia BR-324 / KM 09, N° 5, Galpão 5
Condomínio Sueli Center - Águas Claras
41311-266

Salvador, BA - Brazil

(Tel contato: +55 71 99167-7928)

Responsável: **BMI** (CNPJ 08.213.941/0001-15)

ATTN: **ALBERTO/FERNANDA**

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO BELO HORIZONTE

HOTEL MERCURE BH LOURDES

Av. do Contorno, 7315 - Lourdes

30110-047

Belo Horizonte, MG - Brazil

(Tel contato: +55 71 99167-7928)

Responsável: **BMI** (CNPJ 08.213.941/0001-15)

ATTN: **POLIANA ROCHA** (Eventos)

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Box # _____ of _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO CURITIBA FAIR

HOTEL FOUR POINTS SHERATON

Av. Sete de Setembro, 4211 - Água Verde
80250-210

Curitiba, PR - Brazil

(Tel contato: +55 71 99167-7928)

Responsável: **BMI** (CNPJ 08.213.941/0001-15)

ATTN: RACHEL BARANIUK (Eventos)

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