



SHIPPING LABELS

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 despatch, this information should be emailed to fiorella@bmiglobaled.com
This is the only way we are able to track your shipment and help you should problems arise.

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 "Publicación sin valor comercial, para distribución gratuita".

All boxes should arrive at least 10 days before each fair at the delivery address provided HERE. The deadline for sending your tracking numbers and shipping information is **October 15th**. 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 note we will NOT be able to receive boxes for Quito and Guayaquil fairs due to customs restrictions. We highly recommend institutions to print in country. BMI can provide this service

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO MONTERREY

MONTERREY
HOTEL CAMINO REAL MONTERREY
ATT: Alonso Hernandez/Leonardo
Barrios
Gerente de Ventas
(EXPO POSGRADOS November 05th)
Av. Diego Rivera 2492 Col Valle Oriente
CP 66200 San Pedro Garza Garcia, N.L.
México

Publicación sin valor
comercial, para distribución
gratuita

Publication of no commercial
value, for free distribution

EXPO POSGRADOS

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO PUEBLA

PUEBLA

Hotel Intercontinental Presidente

ATT: Cinthia Alejandra Jimenez

Hernandez / EVENTOS

**(EXPO POSGRADOS November
07th)**

Blvd. Hermanos Serdán # 141, Col.

Amor. C.P. 72140, Puebla, México

Tel:+52 (222) 213.70.13

**Publicación sin valor
comercial, para distribución
gratuita**

Publication of no commercial
value, for free distribution

EXPO POSGRADOS

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO MEXICO CITY

MEXICO CITY
HOTEL FIESTA AMERICANA
REFORMA
ATT: Eduardo Tercero (Gerente
de Eventos)
(EXPO POSGRADOS Nov. 10th)
PASEO DE LA REFORMA 80, COL.
JUÁREZ, 06600, Ciudad de México,
México - Tel: +55 54 00 36 23

Publicación sin valor
comercial, para distribución
gratuita

Publication of no commercial
value, for free distribution

EXPO POSGRADOS

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO CALI

CALI
HOTEL INTERCONTINENTAL CALI
ATT: Jose Andres Mendoza
(Asistente de Eventos)
(EXPO POSGRADOS Nov 14th)
Avenida Colombia No #2-72, Cali,
Valle del Cauca, Barrio El Peñon, C.P
760003, COLOMBIA
Tel: +57 2 8823225

**Publicación sin valor
comercial, para distribución
gratuita**

Publication of no commercial
value, for free distribution

EXPO POSGRADOS

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO BOGOTA

BOGOTA

**HILTON BOGOTA HOTEL
ATT: Karen Mantilla/Susy
Rodriguez (Gerente de Ventas)
(EXPO POSGRADOS Nov 16&17)
Carrera 7 # 72 - 41 C.P 111321
Bogotá, Colombia
Tel: +571 4933415**

**Publicación sin valor
comercial, para distribución
gratuita**

Publication of no commercial
value, for free distribution

EXPO POSGRADOS

BOX # _____ OF _____

NAME OF YOUR INSTITUTION AND COUNTRY:

SHIPPING ADDRESS TO MEDELLIN

**NOVOTEL MEDELLIN EL TESORO
(EX ATTON)**

**ATT: Zully Bibiana Fontecha
Jefe de Compras**

(EXPO POSGRADOS Nov 19th)
Parque Comercial, Carrera 25 A
#1A Sur 45, Medellín, Antioquia,
C.P. 050021 Colombia
Tel: +5746052492

**Publicación sin valor
comercial, para distribución
gratuita**

Publication of no commercial
value, for free distribution

EXPO POSGRADOS

BOX # _____ OF _____