



# UAE Global Education Fair

THE UAE'S LEADING STUDENT FAIR

## 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 included in the EIS, on the Shipping & Tracking section, or sent by email to [gulfops@bmglobaled.com](mailto:gulfops@bmglobaled.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 "

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**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 **10<sup>th</sup> February 2020****

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:

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**CROWNE PLAZA DUBAI**

Sheikh Zayed Road

P.O. Box 23215

Dubai, United Arab Emirates

Tel: +971 4 305 6354

**ATT: TRACEY WOUTERSZ**

Conventions Sales Manager

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**NAME OF YOUR INSTITUTION AND COUNTRY:**

**SHIPPING ADDRESS TO ABU DHABI FAIR**

**SHERATON ABU DHABI HOTEL &  
RESORT**

Corniche Road,  
P.O. Box 640, Abu Dhabi, U.A.E.  
Tel: +971 2 677 3333

**ATT: SHADI AL MOSFI**  
Sales Manager

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