

## **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 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 "Ân phẩm không nhằm mục đích thương mại và phát hành miễn phí."

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 October 2<sup>nd</sup>

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 DANANG									
10/8 đường Phan Bá Phiến Thọ Quang, Sơn Trà Đà Nẵng, Vietnam (Tel: +84 97853 9754) ATT: MS. TRANG NGUYEN	PUBLICATION OF NO COMMERCIAL VALUE FOR FREE DISTRIBUTION  Án phẩm không nhằm mục đích thương mại và phát hành miễn phí.								
BMI GLOBAL EDUCATION FAIRS	Box # of								

NAME OF YOUR INSTITUTION AND COUNTRY:							
SHIPPING ADDRESS TO HO CHI MINH CITY							
5B65 - Chung cư Sky Graden 2 - Phú Mỹ Hưng - đường Nguyễn Văn Linh - phường Tân Phong - quận - Thành phố Hồ Chí Minh, Vietnam (Tel: +84 903 870 848)  ATT: MR. LÊ TRUNG HẢI	PUBLICATION OF NO COMMERCIAL VALUE FOR FREE DISTRIBUTION  Ấn phẩm không nhằm mục đích thuơng mại và phát hành miễn phí.						
BMI GLOBAL EDUCATION FAIRS	Box # of						

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## SHIPPING ADDRESS TO THE BMI AGENTS WORKSHOP ASIA

5B65 - Chung cư Sky Graden 2 -Phú Mỹ Hưng - đường Nguyễn Văn Linh - phường Tân Phong - quận -Thành phố Hồ Chí Minh, Vietnam

(Tel: +84 903 870 848)

ATT: MR. LÊ TRUNG HẢI

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Ấn phẩm không nhằm mục đích thương mại và phát hành miễn phí.

THE BMI AGENTS WORKSHOP ASIA

Box # \_\_\_\_\_ of \_\_\_\_