

UPDATE 3



COLOMBIA 30 MARCH 2010

Dear Colleagues

Thanks for your confirmation to attend EXPOESTUDIOS EN EL EXTERIOR Colombia & Mexico 2010. We are looking forward to welcoming you all. Please refer below to our **UPDATE 3** as part of our LOGISTICS plan. We will send you further updates fortnightly.

Event Booking Form

Download link

http://www.expoestudios.com/2010/english/pdf/reserva_bogota_internacional.pdf

We kindly ask you to fill it out and send it back to us so that you can officially be registered and included in the event. Any changes to your registration can be made by contacting our staff. Please be advised that our deadline to receive forms is 15 April 2010.

Additional day in Colombia

Please note that our fair in BOGOTA, COLOMBIA has been extended a day longer. It will be held on the 23rd and the 24th of April (same cost for the exhibitors).

Invoices

Please confirm your event payment according to the invoice we have sent. If you have not received your invoice via email, you can view it below:

Bogota http://www.expoestudios.com/2010/english/pdf/invoice_internacional_bogota.pdf

Medellin http://www.expoestudios.com/2010/english/pdf/invoice_internacional_medellin.pdf

México http://www.expoestudios.com/2010/english/pdf/invoice_internacional_bogota.pdf

Bogotá Colombia (hgalindo@grupogales.com) – **México D.F.** (grupogalesmexico@gmail.com) -
Medellin Colombia (gerencia@tlicolombia.com)

UPDATE 3



Schedule in Bogota

1) FRIDAY 23 APRIL :	
2:00 pm – 4:00 pm	stands set up (Milenium & Platino rooms)
4:00 pm -8:00 pm	Open to students
8:30pm – 12:00 m	midnight Reception (Hotel Lobby)
2) SATURDAY 24 APRIL:	
3:00 pm – 8:00pm	Open to students
3:00pm – 7:30pm	Presentations: salón Cedro (conference Room) USD 250 *
7:00pm-10:00pm	closure / dissemble

Power Point Presentations

We have 40 institutions attending the event, and limited booking for presentations. The cost for presentations during the event has been calculated in USD250. Please book your presentation as soon as possible.

If you can stay in Bogota a week after the event, you can run a 45 minute presentation for free in GRUPO GALES. You can take advantage of this presentation by inviting all your interested students during the EXPO.

After the presentation you will also be able to meet , face to face, with the students and even enroll some on the spot in Grupo Gales. The schedule for the presentations will be published in our website. We will also set apart some time for a training session with you and our GRUPO GALES staff.

Scholarships

As most of you know, during our yearly event we raffle some scholarships. All institutions are required to offer a scholarship that will be raffled during the EXPO. It is an excellent/ unique marketing strategy that we have developed and applied in the last 10 years with an incredible impact that has attracted an amazing amount of students. Of course, just a few will win it, but all of the other students will still be interested in travelling to study overseas. If you check http://www.expoestudios.com/2009/english/ganador_beca.php you will find the list of winners in our EXPO 2009

Bogotá Colombia (hgalindo@grupogales.com) – México D.F. (grupogalesmexico@gmail.com) -
Medellin Colombia (gerencia@tlicolombia.com)

UPDATE 3



Stands Set Up in Bogota

Exhibitors will set up display materials from **2 PM to 4 PM** the day of the event ACCORDING TO THE ORGANIZERS distribution. Interpreters will be available from 2 PM to help you. Coffee and water will be available during the event. 12 M to 1 PM lunch time. (not included). The doors will be opened to the public from 4 PM to 8 PM (on April 23) and from 10:00 AM to 7:00pm (on April 24). **The instructions for Medellin & Mexico will be sent in update 4**

Exhibition Area

Institutions will have an exhibition area of 2 square meters for display booth. Please bring your nicest banner! If representation has been requested, please send your graphics designs no later than **April 10** so that we have enough time for printing the banner.

Social Activity led by TLI / Grupo Gales

Medellin: 21 April (19:00 to 22:00) TLI OFFICE Calle 16 n 48-b18 Guacatala

Bogota: 23 April (19:00 to 22:00) Grupo Gales cra 19A # 84-72

Mexico: 28 April (20:00 to 23:00) Gabriel Mancera 725 of. 243 Col. Del Valle C. P. 03100

Accommodation

Medellin: Hotel Intercontinental (Calle 16 No.28-51) US 110 www.ihg.com/medellin

Bogota: Hotel Radisson US 145 www.hotelesroyal.com

Mexico: Embassy Suites Hotel <http://embassysuites1.hilton.com>

Please confirm your arrival details to each city, make your reservations directly with the hotels. In case any assistance from us is needed let us know in advanced.

Airport transfer

Please make sure to send us your flight details at your earliest convenience, so that this service can be properly arranged.

Bogotá Colombia (hgalindo@grupogales.com) – **México D.F.** (grupogalesmexico@gmail.com) -
Medellin Colombia (gerencia@tlicolombia.com)

UPDATE 3



Sending Material to Colombia

Please make sure to send your brochures for the EXPO 3 weeks in advanced !!.

1. Mark the box in a visible part with: "NO COMMERCIAL VALUE"
2. Do not exceed 20 kg, or USD 1000 on the declared value.
3. Do not ship more than 5 boxes/packages under the same tracking number
4. Never declare 0 value 3 to 5 dollars per kilogram is ideal..
5. There must be no more than 100 units in each box of any material.
6. In the commercial invoice at the courier company please explain:
 - a) Full description of contents: Brochures / Documents / No commercial value
 - b) Terms of trade / Destination duties: Shipper (not: Receiver)

If you are going to send a lot of brochures, please pack them in many light boxes, instead of in a big heavy one. Otherwise there is a risk they will be lost at customs, or even worse, get lost. Also, do not send more than 2 boxes at the same time. Leave at least 3 days in between.

Confirm with the DHL / FEDEX / UPS agent in the post office that no extra costs will be charged in Latin-America.

Address for sending material to Bogota Colombia:

BOGOTA
Mr Hugo Galindo
Grupo Gales Educacion Internacional
Cra 19 A # 84 - 72
Bogota
Colombia
Tel: +571 530 5111
Email : hgalindo@grupogales.com

**Bogotá Colombia (hgalindo@grupogales.com) – México D.F. (grupogalesmexico@gmail.com) -
Medellin Colombia (gerencia@tlicolombia.com)**

UPDATE 3

MEDELLIN
Mr Diego Alvarez
TLI Colombia
Calle 16 A sur # 48 b – 18
Medellin
Colombia
Tel: + 574 444 0252
Email: tlicolombia@hotmail.com

Sending Material to MEXICO

There is no restriction in the parcels for Mexico. Some courier companies recommend the following: FEDEX no heavier than 68 Kg. Per parcel, the measures of 1m. 60cmx 50cm

DHL no more than 50 Kg. Per parcel and measures of 118cmx88x120cm

UPS no more than 70 Kg. per parcel. UPS recommends to divide the parcels in 10 k

Estimated delivery time: 7 days

Taxes generated in Mexico will be paid by the sender.

It is very important to write in Spanish and English what the parcel has. If the parcel has brochures, please write brochures (folletos) and description of them: **Folleto promocional educativo (Promotional educational brochure), Folleto promocional de escuelas (school promotional brochure)**. If the word brochure is written with no description then it might be a little difficult to receive it. Promotional use, NO SALES (**Uso Promocional, no ventas**) for not having taxes.

ADDRESS FOR SENDING MATERIAL TO MEXICO

Victor Fabian Garcia
Grupo Gales International Education
Gabriel Mancera 725 of. 243
Col. Del Valle C. P. 03100
México, D. F.

Warmest Regards

Hugo Galindo (www.grupogales.com)

Diego Alvarez (www.tlicolombia.com)

Victor Fabian www.grupogales.com)

Bogotá Colombia (hgalindo@grupogales.com) – México D.F. (grupogalesmexico@gmail.com) -

Medellin Colombia (gerencia@tlicolombia.com)