



UPDATE 2 : MEXICO April 28, 2010.

### **VENUE**

**Address:** Embassy Suites Hotel Paseo de la Reforma No. 69 Col. Tabacalera  
C. P. 06030 Mexico DF  
**Tel.:** +52 55 5061 3050

### **ACCOMMODATION**

#### **Embassy Suites Hotel**

Fare: \$139 USD plus taxes (16% VAT and 3% Hotel Tax in Mexico)

Includes: Breakfast, Night manager's cocktail from 5 pm to 7 pm, Free wireless internet in the rooms and the areas of the hotel, business centre, gym, swimming pool area and water and café in every room.

**Holiday Inn Express Reforma** \$145 USD plus taxes [www.ichotelsgroup.com](http://www.ichotelsgroup.com)

**Fiesta Americana Reforma Hotel** \$145 USD plus taxes [www.fiestaamericana.com.mx](http://www.fiestaamericana.com.mx)

### **TRANSPORTATION**

The hotel does not organize airport transfer; however going to the hotel is easy. These are the logos and the websites of the authorized taxis that can take you to the hotel. The tickets can be purchased in the arrival areas so there is no problem for taking it to the hotel.



[www.confort.9f.com](http://www.confort.9f.com) [www.taxisdelaeropuerto.com.mx](http://www.taxisdelaeropuerto.com.mx) [www.portotaximexico.com](http://www.portotaximexico.com)  
[www.taxisyellowcabaeropuerto.com.mx](http://www.taxisyellowcabaeropuerto.com.mx)

### **EXHIBITION AREA**

2 square meters for display booth. There will be wireless internet access in the entire ballroom.

Photocopy service will be available.

Coffee and water.

Translator or a representative available upon request (The cost of translator or representative will be \$60 USD)

### **STANDS SET UP**

28 April from 11 Am to 12:30 pm.

### **SCHEDULE**

1 pm to 8 pm.



### **SENDING MATERIAL**

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**

Victor Fabian Garcia

International Education by Ggales

Gabriel Mancera 725 of. 243

Col. Del Valle C. P. 03100

México, D. F.