

Shipping Instructions

Mel S.r.l. is the Official Logistics Agency at Firenze Fiera: it is therefore not allowed to third parties to deliver/pick up inside the exhibition areas or operate with forklifts or other means within the venue.

Logistic services (upon reservation):

- **Advance warehouse:** the goods have to be shipped to our attention from 2/3 days before assembly.
The goods will be then delivered directly to the stand.
The management of your shipment will be charged according to our official tariff - attached
 - All shipments must be advised using the attached order form.
 - Please use only the attached label.
- **Unloading/loading of incoming vehicles on set-up/dismantling days:**
to be agreed day and time
- **Other services on request:**
 - During the event you can request the service of collection, storage, return of materials and empty packaging.
 - Packaging of outgoing materials
 - Transports to and from your headquarters
 - All Risks Insurance

Contacts:

Email: logistica.firenzefiera@mel-expo.com

Cell. Phone +39 334 3568683

Cell. Phone +39 333 3659454

Fabio Cenedese

Markus Meyer

Official Rates Mel S.r.l.
c/o Palazzo dei Congressi e Palaffari

FORKLIFT OPERATIONS NOT PROVIDED
ACCESS IS NOT ALLOWED TO TRUCKS EXCEEDING 50 Q - 8 MT LENGHT

Services of unloading/reloading	€ 180,00 each
Services of portorage – min.debit 2 hours	€ 38,00/h

Pick-up of the goods - storage - delivery to stand:

Up to 15 kg	€ 35,00
Up to 30 kg	€ 60,00
Up to 50 kg	€ 90,00
Up to 150 kg	€ 110,00
From 151 kg to 300 kg	€ 170,00
Over 300 kg	€ 95,00/100KG
Service Fee (**applied to each service)	€ 40,00

Other services:

Storage of empties during the event - min.debit 2m3	€ 47,00/m3
Storage of goods during the event - min.debit 1m3)	€ 60,00/m3
Customs operations	Upon request
Service Fee (**applied to each service)	€ 40,00

Surcharges:

Services from h 22:00 to h 24:00	+ 30% extra
Services on Saturday or Sunday	+ 50% extra
Services on Bank Holidays	+ 100% extra

ORDER FORM EXHIBITORS

to fill and forward within 6 days before the event, to logistica.firenzefiera@mel-expo.com

INBOUND:

Pick-up from the courier, storage and delivery to the stand - date:

OUTBOUND:

collection at the stand, storage and delivery to the courier- date:

NR. AND DESCRIPTION OF THE PARCELS:	
WEIGHT:	kg
DIMENSIONS:	cm

EXHIBITOR'S COMPANY NAME:	
Stand Nr.:	
Contact person on-site:	Name: Mobile:

Invoicing data

Company name:	
Street and number:	
Postal Code and City:	Postal code: City:
Country:	
VAT Nr.:	
Telephone nr.:	
Contact person for invoice approval:	
Send the invoice to this e-mail address:	

All shipments have to be notified in advance using this form

STAMP AND SIGNATURE	
---------------------	--

General terms and conditions

1. All services must be paid on sight through bank transfer or credit card.
2. These tariffs are considered VAT excluded.
3. These tariffs shall not apply to shipments of dangerous, perishable goods, valuables, living animals or any other special cargo.
4. A representative of the company must be present at the stand at the time of delivery and collection. Mel S.r.l. is not responsible for any theft or damage to material left unattended or not properly packed.
5. Please ensure the shipment: Mel S.r.l. is responsible for the goods only from the moment of take-over until delivery. Mel Srl does not insure all-risks.
For any damage caused by us during the performance of the services is recognized only reimbursement under insurance conditions RC (not applicable for goods left unattended).
6. Mel S.r.l. is not responsible for goods left unattended by the stand.
7. Mel S.r.l. is not responsible for errors, delays, failed pick up/delivery by couriers/carriers/freight forwarders.
8. All materials left in storage at our depot for more than 3 days after the event will be invoiced with a surcharge of 100%. After 30 days following the end of the event the materials will be removed.
9. All shipments must be advised using the order form. Failure to give notice of the shipment will result in the charge of an extra € 75.00.
10. Volume-weight ratio: 1 cubic meter = 333 Kg

LABEL FOR SHIPMENTS

Shipper Name:	Fare clic o toccare qui per immettere il testo.	
Event/congress:	Fare clic o toccare qui per immettere il testo.	
EXHIBITOR:	EXHIBITOR'S NAME: Fare clic o toccare qui per immettere il testo.	STAND NUMBER: Fare clic o toccare qui per immettere il testo.
Parcel nr:	Fare clic o toccare qui per immettere il testo. of Fare clic o toccare qui per immettere il testo.	
Weight:	Fare clic o toccare qui per immettere il testo. kg	

Delivery address:

Mel S.r.l. c/o Firenze Fiera
Piazza Adua, 1
IT - 50123 Firenze

Cell. +39 334 3568683

Shipments will be accepted: from Mon. to Fri. 8.00h-13.00h 14.00h-17.00h