

Shipping Instructions

Mel S.r.l. is the Official Logistics partner of 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 must 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:**
upon time slot

- **Other services on request:**

- Storage of empty packaging
- Storage of goods
- Packaging of outgoing materials
- Transports to and from your headquarters
- All Risks Insurance

Contacts:

Email: logistica.firenzefiera@mel-expo.com

Official Rates Mel S.r.l.

UNLOADING - RELOADING VEHICLES WITH EQUIPMENT MATERIALS

Service including delivery to the exhibition area	
Unloading/Loading vehicles with forklift/Electric pallet jack Delivery to the stand included Debit per hour – non divisible hours – (min. 1 hours)	€ 145,00
Manpower - Debit per hour – non divisible hours (min. 4 hours)	€ 35,00/h

Inbound/Outbound of goods 1m3 = 333kg

Up to 50 kg	€ 90,00
Up to 150 kg	€ 140,00
Up to 300 kg	€ 200,00
Over 300 kg	€ 95,00/100Kg

Other services

Storage of empties during the event price per cubic meter not divisible - min.debit 2m3	€ 42,00
Storage of goods during the event price per cubic meter not divisible - min.debit 1m3)	€ 60,00
Storage of equipment (stairs, hand pallet trucks, etc...)	€ 80,00 each

Service Fee (**applied to each service)	€ 40,00
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Surcharges

Services from h 22:00 to h 24:00 from Monday to Friday	+ 30% extra
Services from h 00:01 to h 07:00	+ 100% extra
Services on Saturday until h 00.00	+ 50% extra
Services on Sunday and Bank Holidays	+ 100% extra

ORDER FORM STAND BUILDERS

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

EVENT:

SETUP:

UNLOADING: VAN TRUCK TRAILER 13,60 mt

date: **time:**

DISMANTLING:

LOADING OF EXITING VEHICLES: **date:** **time:**

NR. AND DESCRIPTION OF THE PARCELS:	<input type="text"/>
WEIGHT:	kg <input type="text"/>
DIMENSIONS:	Cm <input type="text"/>

Your company name:	<input type="text"/>
Your on sitecontact person:	Name: <input type="text"/> Mobile: <input type="text"/>
Exhibitor's name + Stand Nr.:	<input type="text"/>

Invoicing data

TERMS	IMMEDIATE PAYMENT
Company name:	<input type="text"/>
Street and number:	<input type="text"/>
Postal Code and City:	Postal Code: <input type="text"/> City: <input type="text"/>
Country:	<input type="text"/>
VAT Nr.:	<input type="text"/>
Telefon nr.:	<input type="text"/>
Contact person for invoice approval:	<input type="text"/>
administration email address:	<input type="text"/>

STAMP AND SIGNATURE	<input type="text"/>
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ORDER FORM EXHIBITORS

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

EVENT:

INBOUND:

- Pick-up from the courier, storage and delivery to the stand on (fill in the date):

OUTBOUND:

- collection at the stand, storage and delivery to the courier on (fill in the date):

NR. AND DESCRIPTION OF THE PARCELS:	<input type="text"/>
WEIGHT:	Kg <input type="text"/>
DIMENSIONS:	Cm <input type="text"/>

COMPANY NAME:	<input type="text"/>
Stand Nr.:	<input type="text"/>
Contact person on-site:	Name: <input type="text"/> Mobile: <input type="text"/>

Invoicing data

TERMS	IMMEDIATE PAYMENT
Company name:	<input type="text"/>
Street and number:	<input type="text"/>
Postal Code and City:	Postal code: <input type="text"/> City: <input type="text"/>
Country:	<input type="text"/>
VAT Nr.:	<input type="text"/>
Telefon nr.:	<input type="text"/>
Contact person for invoice approval:	<input type="text"/>
administration email address:	<input type="text"/>

All shipments have to be announced in advance using this form

STAMP AND SIGNATURE	<input type="text"/>
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General terms and conditions

1. All services must be paid in advance via bank transfer or credit card.
2. These tariffs are VAT excluded.
3. These tariffs shall not apply to shipments of dangerous, perishable goods, valuables, living animals or any other special cargo.
4. Mel S.r.l. is not responsible for goods left unattended at the stand. 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 goods left unattended.
5. Mel S.r.l. is not responsible for damages to the goods not properly packed.
6. Mel S.r.l. is not responsible for errors, delays, failed pick up/delivery by couriers/carriers/freight forwarders.
7. Service for empty packages: It is not allowed to leave any goods inside the packages. During the event It will not be possible access to these goods.
8. Storage after the event: after 3 days the service will increase by 100%. After 7 days the materials will be removed.
9. All shipments must be advised using the order form.
10. € 75.00 will be applied to shipments not previously advised.
11. 50% of the cost will be applied to services not cancelled within the previous 48 hours
12. Volume-weight ratio: 1 cubic meter = 333 Kg

STAMP AND SIGNATURE FOR ACCEPTANCE	
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FORTEZZA DA BASSO

LABEL FOR SHIPMENTS

Shipper Name:	<input type="text"/>		
Event/congress:	<input type="text"/>		
EXHIBITOR:	EXHIBITOR'S NAME: <input type="text"/>	STAND NUMBER: <input type="text"/>	
Parcels nr:	<input type="text"/>	of	<input type="text"/>
Weight:	<input type="text"/>		kg

Delivery address:

Mel S.r.l. c/o Fortezza da Basso

Viale Filippo Strozzi, 1 (Porta S.ta Maria Novella)

IT – 50129 Firenze

Cell. +39 334 3568683

Shipments will be accepted: from Mon. to Fri.

8.00h-13.00h

14.00h-17.00h