**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 must be delivered to our address between 10 and 12 July 2024.

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.
* **Vehicles arriving on set-up/disassembly days:**

Reservations are required for the following services:

- Unloading/reloading with forklift

- Perosnale for body work

**Other services:** • Pick up at the stand, storage during the event and return of empty packaging • Pick-up at the stand, storage during the event and return of goods

• Porterage

**Contacts:**

Email: [logistica.firenzefiera@mel-expo.com](mailto:logistica.firenzefiera@mel-expo.com)

Cell. Phone +39 334 3568683 Fabio Cenedese

Cell. Phone +39 333 3659454 Markus Meyer

Official Rates Mel S.r.l.

c/o Fortezza da Basso

|  |  |
| --- | --- |
| Forklift with operator (min. 1 hour) | € 150,00/h |
| Electrical pallet jack with operator (min. 1 hour) | € 45,00/h |
| Manpower**/delivery to the stand (**min. 2 hours)  From h 19.00 to h 24.00 (min. 4 hours) | € 38,00/h  € 48,00/h |
| **Service Fee (\*\*applied to each service)** | € 40,00 |

**Inbound/Outbound of goods**

|  |  |
| --- | --- |
| 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. 2m3) | € 38,00/m3 |
| Storage of goods during the event (min. 2m3) | € 60,00/m3 |
| **Service Fee (\*\*applied to each service)** | € 40,00 |
| Services from h 19:00 to h 24:00 | + 50% extra |
| Services on Saturday or Sunday | + 50% extra |
| Services on Bank Holidays | + 100% extra |

**ORDER FORM** **STAND-BUILDERS**

to fill and forward by July 5, 2024 to [logistica.firenzefiera@mel-expo.com](mailto:logistica.firenzefiera@mel-expo.com)

**SETUP:**

UNLOADING: VAN TRUCK TRAILER 13,60 mt

**date**: Fare clic o toccare qui per immettere una data. **time**: Fare clic o toccare qui per immettere il testo. p.m.

LOADING OF EMPTIES: **date:** Fare clic o toccare qui per immettere una data. **time**: Fare clic o toccare qui per immettere il testo. p.m.

STORAGE OF EMPTIES AT OUR WAREHOUSE

**DISMANTLING**:

UNLOADING OF EMPTIES: **date:** Fare clic o toccare qui per immettere una data. **time**: Fare clic o toccare qui per immettere il testo. p.m.

LOADING OF EXITING VEHICLES: **date:** Fare clic o toccare qui per immettere una data. **time**: Fare clic o toccare qui per immettere il testo. p.m.

|  |  |
| --- | --- |
| NR. AND DESCRIPTION OF THE PARCELS: | Fare clic o toccare qui per immettere il testo. |
| WEIGHT: | Fare clic o toccare qui per immettere il testo. kg |
| DIMENSIONS: | Fare clic o toccare qui per immettere il testo. cm |
|  | |
| Standbuilder’s company name: | Fare clic o toccare qui per immettere il testo. |
| Standbuilder’s contact person on-site: | Name: Fare clic o toccare qui per immettere il testo.  Mobile: Fare clic o toccare qui per immettere il testo. |
| Exhibitor’s name + Stand Nr.: | Fare clic o toccare qui per immettere il testo. |
| **Invoicing data** | |
| Company name: | Fare clic o toccare qui per immettere il testo. |
| Street and number: | Fare clic o toccare qui per immettere il testo. |
| Postal Code and City: | Postal Code: Fare clic o toccare qui per immettere il testo.  City: Fare clic o toccare qui per immettere il testo. |
| Country: | Fare clic o toccare qui per immettere il testo. |
| VAT Nr.: | Fare clic o toccare qui per immettere il testo. |
| Telefon nr.: | Fare clic o toccare qui per immettere il testo. |
| Contact person for invoice approval: | Fare clic o toccare qui per immettere il testo. |
| Send the invoice to this e-mail address: | Fare clic o toccare qui per immettere il testo. |

All shipments have to be announced in advance using this form

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

**ORDER FORM EXIBITORS**

to fill and forward by July 5, 2024 to [logistica.firenzefiera@mel-expo.com](mailto:logistica.firenzefiera@mel-expo.com)

**INBOUND:**

Pick-up from the courier, storage and delivery to the stand date: Fare clic o toccare qui per immettere una data.

**OUTBOUND:**

collection at the stand, storage and delivery to the courier date: Fare clic o toccare qui per immettere una data.

|  |  |  |
| --- | --- | --- |
| NR. AND DESCRIPTION OF THE PARCELS: | | Fare clic o toccare qui per immettere il testo. |
| WEIGHT: | | Fare clic o toccare qui per immettere il testo. kg |
| DIMENSIONS: | | Fare clic o toccare qui per immettere il testo. cm |
|  | | |
| EXHIBITOR’S COMPANY NAME: | Fare clic o toccare qui per immettere il testo. | |
| Stand Nr.: | Fare clic o toccare qui per immettere il testo. | |
| Contact person on-site: | Name: Fare clic o toccare qui per immettere il testo.  Mobile: Fare clic o toccare qui per immettere il testo. | |
| **Invoicing data**   |  |  | | --- | --- | | Company name: | Fare clic o toccare qui per immettere il testo. | | Street and number: | Fare clic o toccare qui per immettere il testo. | | Postal Code and City: | Postal code: Fare clic o toccare qui per immettere il testo.  City: Fare clic o toccare qui per immettere il testo. | | Country: | Fare clic o toccare qui per immettere il testo. | | VAT Nr.: | Fare clic o toccare qui per immettere il testo. | | Telefon nr.: | Fare clic o toccare qui per immettere il testo. | | Contact person for invoice approval: | Fare clic o toccare qui per immettere il testo. | | Send the invoice to this e-mail address: | Fare clic o toccare qui per immettere il testo. | | | |

All shipments have to be announced 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. |
| **Parcels 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 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**