



**FORM G1
TELEPHONE – FAX
INTERNET INSTALLATION**



Exhibitor's Company Name
 Complete address City Prov.....
 Postal code Country..... Telephone..... Fax
 Email..... VAT no..... Taxpayer code.....
 Contact person Cell Email.....
 Hall..... Aisle Stand

N.B. All stands are already provided with a high-speed wireless connection for 1 PC. The cost is included in the Application, including activation and data traffic charges. (Standard Wi-Fi 802.11 b/g 2 GHz)

The Exhibitor hereby requests installation and connection of the following devices:

Code	Description	Unit Price	Quantity	Total Price
TL028	Additional wireless connection High-speed WIRELESS connection for 1 PC – Standard Wi-Fi 802.11 b/g 2 GHz - Flat rate	€ 50.00	No. PC.....	€
TL004	High-speed Internet connection VIA CABLE 4 Mbps (Browsing and email – Flat rate) – up to 4 PCs	€ 300.00	x.....	€
TL023	Telephone Contribution to installation and rental (including traffic up to € 50.00)	€ 190.00	x.....	€
TL024	Fax with built-in telephone Contribution to installation and rental (including traffic up to € 50.00)	€ 270.00	x.....	€
TL006	High-speed Internet connection VIA CABLE Over 4 Mbps (Flat rate)	Request estimate at vendite@bfservizi.it		

To benefit from a VAT exemption, please fill in and email Form Z: "VAT EXEMPTION REQUEST FORM" to: vendite@bfservizi.it

THIS SERVICE ORDER FORM MUST BE FILLED IN AND RETURNED TO BF SERVIZI

AT LEAST **30 DAYS** BEFORE THE OPENING OF **CHILDREN'S BOOK FAIR AND LICENSING TRADE**

FAIR 2012 BY FAX TO: **+39 051 637 40 20** OR BY EMAIL TO: **vendite@bfservizi.it**

Taxable amount	€
+ 21% VAT	€
TOTAL	€

Orders received after the specified deadline could be subject to a surcharge of 20% of the total due, and will be handled only after the services ordered in advance have been completed and compatibly with available personnel and means.

Stated prices DO NOT INCLUDE VAT, and refer to rental for the duration of the exhibition.

For other types of connection, the Exhibitor can ask BF SERVIZI for an estimate (please provide detailed specifications and description of the service requested at least 45 days before the opening of the Exhibition).

The person picking up the equipment must show a valid ID.

The Exhibitor is responsible for keeping all rented materials in good condition and assumes all liability for any theft or damage that such equipment may suffer for any reason or cause.

If the Exhibitor fails to return the equipment at the end of the Exhibition, it will be charged the following amounts:

- € 300.00 for missing or damaged equipment for Internet **cable** connection;
- € 100.00 for missing or damaged standard fax;
- € 50.00 for missing or damaged telephone.

Payment must be received before the delivery of any material and/or the performance of any service.

Orders received without payment will be rejected.

In all cases, the cost will be charged to the Exhibitor if the order is cancelled with less than 5 working days' notice.



METHOD OF PAYMENT

Payment of € is made to BF Servizi:

by means of bank transfer to the current account in the name of BF SERVIZI s.r.l. (attach copy of transfer receipt):

UniCredit S.p.A. – Fil. Op. Emilia Est – IBAN Code: IT 74 S 02008 02515 000002900785

BIC SWIFT CODE: UNCRITMMOEE

by means of charge to credit card (fill in the following information):

CartaSi **Visa** **Eurocard - MasterCard** **American Express**

Credit card no. Expiration (month/year)

Cardholder: First name Last name.....

The invoice will be sent via email only, in PDF format. Specify the individual and email address to which BF Servizi will send the invoice :.....

If the Exhibitor requests that a hard copy of the invoice be sent by regular mail, it will be charged an additional 2 Euros.

I hereby request a hard copy of the invoice.

By signing this Form, the Company declares that it has read and understood the "Rule and Conditions for Supply" reported overleaf and that it accepts such conditions without reservation.

EXHIBITOR

Date

(Signature and seal of legal representative)

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Access **BF Servizi's new e-commerce channel** to purchase services for your stand **on-line** with **5% web DISCOUNT!**

To access the e-commerce channel at www.bfservizi.it you will need your access credentials (supplied by BF Servizi via e-mail after you register on the website or sent directly by the organizer of the exhibition in question)

HIGH-SPEED WIRELESS INTERNET CONNECTION

A high-speed wireless connection, with roaming throughout the Bologna Exhibition Centre and active for the duration of the Exhibition, is included in the cost of every Application.

The Exhibitor can get the connection parameters at the Exhibition offices on the days preceding the event. The Exhibitor will receive the PC configuration parameters only after registration of his/her ID, as required by law. The assigned "Username" will be valid until the end of the Exhibition. The Exhibitor has to load the data in his/her PC.

Each connection is for ONE computer only. Additional connections can be requested on the front of this Form.

The Exhibitor is responsible for providing a 220 V outlet (if necessary), and must ensure that the computer(s) has/have a Standard Wi-Fi 802.11b/g 2 GHz interface.

The connection does not allow publication on the Web.

E-MAIL

Exhibitors who want to check e-mail using e-mail software (not via Web) should use the following settings:

- POP Server: Exhibitor's POP Server
- SMTP Server: Exhibitor's SMTP Server
- Account: Exhibitor's Account

HIGH-SPEED INTERNET CONNECTION VIA CABLE

The Exhibitor can pick up the connection equipment at the Exhibition offices on the days preceding the event, and will have to connect it to the outlet (indicated with a label) at the stand.

The Exhibitor will receive the PC configuration parameters along with the connection equipment. The Exhibitor has to load the data in his/her PC.

BF SERVIZI will provide a high-speed line subject to availability.

The Exhibitor is responsible for providing a 220 V outlet, and must ensure that all computers to be connected have an Ethernet card and cables to reach the equipment.

Technical information

The Exhibitor's personal computers must have an installed Ethernet card.

The Exhibitor will be given a hub to connect up to 4 computers + 1 analogue telephone (to be requested separately); if more than 4 computers are used, they will have to be connected to a hub or switch with the required number of outputs. Personal computers linked this way already form a network.

Connection cables must be UTP Cat. 5/6 with "non-crossed" connection.

Set the personal computers as follows:

- For network configuration: automatic address assignment (DHCP) activated;
- For browser: NO PROXY

Exhibitors who want to check e-mail using e-mail software (not via Web) should use the following settings:

- POP Server: Exhibitor's POP Server
- SMTP Server: Exhibitor's SMTP Server
- Account: Exhibitor's Account

If the Exhibitor has rented a telephone in addition to the Internet connection, the telephone will be connected to the device telephone port.

CONNECTION SPEEDS

The speeds indicated on the order form are understood as the highest possible. Speed depends on server capacity and on the network managed by the provider. Performance may vary considerably depending on the number of users and on the network capacity of the country in which the visited website is located. BolognaFiere will not be liable for any reductions in connection speed or service interruptions attributable to the provider's external network.

TELEPHONE AND FAX

Within the limits of available systems and equipment, BF SERVIZI will install a telephone / telephone+fax jack at the requesting Exhibitor's stand, subject to the following conditions:

- ◆ The jack will be installed at the stand if the Exhibitor requests one by duly filling in and signing this Form and sending it in, together with payment, by the deadline specified on the Form.
- ◆ The Exhibitor must personally pick up the telephone and fax at the Exhibition office and return them to such office at the end of the Exhibition.
- ◆ Telephone traffic exceeding the € 50.00 included in the rental will be charged at the TELECOM ITALIA S.P.A. rates in effect for BolognaFiere.
- ◆ The Exhibitor is wholly responsible for keeping the telephone and fax in good condition and personally assumes all liability for any theft or damage that such equipment may suffer for any reason or cause.
- ◆ The Exhibitor is prohibited from opening, dismantling, and/or tampering with the installation and equipment, as well as from requesting third parties to repair or move the equipment. In such case, the installation will be restored at the Exhibitor's expense.
- ◆ If the telephone cannot be activated for reasons attributable to the Exhibitor, BF SERVIZI will be authorised to cancel the contract and retain 20% of the amount charged for installation and rental as damages.
- ◆ The guarantees and risks conferred to BF SERVIZI by utilities will be transferred to the Exhibitor for such service.