

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

If Fitter: specify the Exhibitor's company name

UNLOADING AND STORAGE OF INCOMING GOODS:

FM099 - Unloading goods in warehouse Date..... time € 54.00/hr Tot. €.....
 FM062 - Storing goods in warehouse: No. items total Kg..... € 16.00/100 kg Tot. €.....

SHIPPING ADDRESS: BF Servizi c/o MAGAZZINO C.F.P. - Via Maserati 20/C - 40128 Bologna
 (specify Exhibitor's name, Hall, Aisle and stand number on all items)

STORAGE SERVICE for special goods and equipment:

	Price	Quantity	Total
<input type="checkbox"/> FM096 - FORK LIFT	€ 306.00 each	€.....
<input type="checkbox"/> FM095 - MANUAL TRANSPALLET	€ 71.00 each	€.....
<input type="checkbox"/> FM094 - ELECTRIC TRANSPALLET, JOINTED AND TELESCOPIC PLATFORMS, "GENIE" ELECTRIC LIFTS, TOOL BOXES	€ 153.00 each	€.....
<input type="checkbox"/> FM093 - "GENIE" MANUAL LIFTS	€ 102.00 each	€.....
<input type="checkbox"/> FM092 - LADDERS	€ 21.00 each	€.....

Please contact BF Servizi to organize:

DELIVERY OF GOODS TO STAND:

FM098 - Deliver goods to stand on Date..... time € 54.00/hr Tot. €.....
 FM098 - Deliver goods to stand on Date..... time € 54.00/hr Tot. €.....
 FM098 - Deliver goods to stand on Date..... time € 54.00/hr Tot. €.....

PICK-UP AND STORAGE OF OUTGOING GOODS

FM097 - Pick-up goods from stand Date..... time € 54.00/hr Tot. €.....
 FM102 - Storage of goods in warehouse No. items..... total Kg..... € 16.00/100 kg Tot. €.....

An officer of the requesting company must be present at the stand for all pick-ups and/or deliveries of goods.
 BF Servizi is not liable for any theft of or damage to goods left unattended or inadequately prepared.
 At the end of the Exhibition, goods should be stored in the warehouse for a maximum of 15 days, after which the storage cost will be recalculated.

PICK-UP, STORAGE, AND DELIVERY OF EMPTY PACKING

FM063 - Pick-up date..... No. items..... total m³ € 23.00/m³ Tot. €.....

Empty packing: empty containers suitable for storage in outdoor areas.
 The service consists of pick-up of packing at the stand, storage for the length of the Exhibition, and redelivery to the stand/hall.
 Empty packing MUST be marked with clearly visible labels that indicate hall/area, aisle, and stand.
 Labels are available at the offices of BF Servizi, located near the Exhibition offices.
 The crates must be palletised in such a way that they can be engaged by forks lift on all four sides. For safety reasons, packing must be delivered COMPLETELY EMPTY and prepared as much as possible. BF Servizi will assume no liability for any goods left in packing.
 Packing will be delivered to the stand only at the start of knock-down, according to the hall time and motion instructions issued by the Organiser in agreement with BolognaFiere Spa.
 BF Servizi is not liable for any theft of or damage to materials delivered and left unattended at the stand.
 All orders must be accompanied by payment of **€ 3.00+ VAT as fixed charge**.
 Orders received after the specified deadline will 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.

	TOTAL TAXABLE AMOUNT	€.....
* Fill in only if order is sent after deadline -> ->	+20% surcharge for delay *	€
To benefit from a VAT exemption, please fill in and email Form Z: "VAT EXEMPTION REQUEST FORM" to: vendite@bfservizi.it	FIXED CHARGE	€3.00.....
	+21% VAT	€
	TOTAL DUE	€

This Form, filled in and accompanied by payment, must be sent to BF Servizi at least **30 days before** the opening of the Exhibition by **fax to: 051 637 40 20** or by **e-mail to: vendite@bfservizi.it**.
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. ALL SERVICES MUST BE PAID IN ADVANCE.
 Any adjustments in terms of weights, measurements, and duration of service will be calculated in the final invoice.
 Orders may be cancelled BY FAX ONLY at least 1 day before the supply of the first service.
 Orders cancelled without notice will be billed in full.

EXHIBITOR Signature and Seal

Date

SERVICE NOTES

Empty packing: empty containers suitable for storage in outdoor areas.

The service consists of pick-up of packing at the stand, storage for the length of the Exhibition, and redelivery to the stand/hall.

Prior to pick-up from the stand by the forwarder, all empty packing and/or packs of cartons, cages, crates, etc. must be marked with at least 2 labels placed at clearly visible points of the item and indicating: **Hall/Area, Aisle/Stand, Exhibitor, Contact person, Cell phone number.**

Labels are available at the offices of BF Servizi, located near the Exhibition offices.

Crates must be 4-way pallet type. All packing must be delivered COMPLETELY EMPTY.

BF Servizi will assume no liability for any goods left in packing or for any theft of or damage to materials delivered and left unattended at the stand.

Packing will be delivered to the stand only at the start of knock-down, according to the hall time and motion instructions issued by the Organiser in agreement with BolognaFiere Spa.

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.

Date

EXHIBITOR
Signature and seal

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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)