

**MANDATORY FORM:** at the end of the Exhibition, Exhibitors are required to remove the products and materials they have installed and take them out of the Exhibition Centre.

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.....

The undersigned Company plans to remove waste materials left at its stand at the end of the Exhibition (mark the appropriate item with an X):

**by means of its own staff**, and undertakes to leave the stand free of all waste when dismantling is finished

**by means of the following company:**

Company name ..... complete address .....  
 telephone ..... fax .....

**by means of BF Servizi** by contacting, **by the end of the Exhibition**, the following persons (....., Tel. ....) and undertaking to pay the agreed estimate before dismantling is finished

**OFFICIAL RATES (VAT excluded)**

Code	Service	Unit Price	Quantity	Total
PL019	Disposal of 36 m <sup>3</sup> container (only wood) *	€ 1,310.00	X .....	€ .....
PL015	Disposal of 36 m <sup>3</sup> container (mixed waste) *	€ 1,630.00	X .....	€ .....
PL018	Disposal of 2.5 m <sup>3</sup> container (only wood)	€ 184.00	X .....	€ .....
PL014	Disposal of 2.5 m <sup>3</sup> container (mixed waste)	€ 234.00	X .....	€ .....

\* The container will be placed outside the Hall next to the freight exit closest to the Exhibitor's stand. The Exhibitor is responsible for guarding the container. Any material going beyond the top edge of the container will be charged separately.

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

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

**Orders received without payment will be rejected.**

**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 00002900785  
 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.

EXHIBITOR  
(Signature and seal of legal representative)

date.....

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](http://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)