

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 orders the following services:

A- LABOUR FOR HANDLING GOODS:

Date..... from to No. workers NOTES.....

Date..... from to No. workers NOTES.....

B – MACHINERY RENTAL FOR HANDLING GOODS:

Specify type of machinery, day and time slot requested, and time for end of work. Extensions of services beyond times specified on this order must be requested and arranged with BF Servizi. If there are no available means for the day and time specified when such request is received, BF Servizi will contact the Exhibitor to propose an alternative.

Fork lift (with operator) capacity 3,500 kg (minimum service: 1 hour)

Date..... from to No. lifts NOTES.....

Date..... from to No. lifts NOTES.....

Fork lift (with operator) capacity 5,000 kg (minimum service: 1 hour)

Date..... from to No. lifts NOTES.....

Date..... from to No. lifts NOTES.....

Fork lift (with operator) capacity 6,000 kg (minimum service: 1 hour)

Date..... from to No. lifts NOTES.....

Date..... from to No. lifts NOTES.....

Platform **Articulated** **Pantograph (without operator - minimum service: half day)**

Date No. H of work above ground (16 m max.) half day full day

Date No. H of work above ground (16 m max.) half day full day

Crane truck (with operator) capacity up to 30,000 kg (minimum service: 1 hour)

Date..... from to No. cranes Capacity Kg NOTES.....

Date..... from to No. cranes Capacity Kg NOTES.....

Crane truck (with operator) capacity up to 50,000 kg (minimum service: 1 hour)

Date..... from to No. cranes Capacity Kg NOTES.....

Date..... from to No. cranes Capacity Kg NOTES.....

Crane truck (with operator) capacity over 50,000 kg (minimum service: 1 hour)

Date..... from to No. cranes Capacity Kg NOTES.....

Date..... from to No. cranes Capacity Kg NOTES.....

C – PICK-UP, STORAGE, AND DELIVERY OF GOODS AND PACKING

For details on this service, please see Form I1 "Goods and packing storage service."

D – INSURANCE

The prices on this Form include insurance coverage of €15,500.00 for damage to goods.
If the goods have a higher value, the Exhibitor:

- Requests adjustment of limits to €
- Declares that it has its own insurance policy with exclusion of recourse against the party providing the service
- Declares that it does not intend to insure itself and exempts the Forwarder from all liability for damage to its goods

The insurance does not cover immaterial damage.

In case of damage, contact BF Servizi to commence the insurance procedure.

OFFICIAL RATES (prices do not include VAT)

Services must be booked by the specified methods and deadlines.

The Exhibitor must be present at the stand at the time arranged for delivery of services.

If the Exhibitor is not present, he/she may lose the booking and therefore the prompt delivery of the service.

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. These rates are valid only in official pre- and post- exhibition periods.

In case of cancellation of the service, the Exhibitor must promptly notify BF Servizi by sending a fax to: **+39 051 637 40 20**, or by coming to the offices of BF Servizi in the Exhibition Centre, AT LEAST 2 hours before the scheduled starting time for the rental of machinery and 24 hours in advance in case of cancellation of labour services. **Otherwise, the Exhibitor will be billed for the services.** The date and time of receipt of cancellation by BF Servizi will apply for purposes of the above.

A) Labour services only

- FM011 - Manual labour € 31.00/hour

The cost includes use of transpallets or trucks for manual haulage.

Minimum charge: two hours. For services longer than two hours: round off to nearest 30 minutes.

B1) Machinery rental (with operator)

- FM001 - Fork lift capacity up to 3,500 kg € 54.00/hour
- FM002 - Fork lift capacity up to 5,000 kg € 82.00/hour
- FM003 - Fork lift capacity up to 6,000 kg € 85.00/hour
- FM008 - Crane truck capacity up to 30,000 kg € 159.00/hour
- FM009 - Crane truck capacity up to 50,000 kg € 202.00/hour
- FM010 - Crane truck capacity over 50,000 kg € 243.00/hour

The above amounts include the operator's fee.

Minimum charge: 1 hour. For services longer than 1 hour: round off to nearest 30 minutes.

The rental services in this **point B)** include insurance up to Euro 15,500.00 per lift. Higher values may be arranged by direct agreement between the Exhibitor and BF SERVIZI.

In case of damage, contact BF Servizi to commence the insurance procedure.

B2) Platform rental (without operator)

Rental of 13 metre high platform (maximum capacity: 2 persons) in the Exhibition Centre

- for one day □ FM061 - Articulated □ FM100 - Pantograph € 219.00
- for half a day □ FM085 - Articulated □ FM101 - Pantograph € 153.00

The above amounts DO NOT include the operator's fee.

You may request a custom estimate for platform rental exceeding 5 days.

C) PICK-UP, STORAGE, AND DELIVERY OF GOODS AND PACKING

Please see Form I1 "**Goods and packing storage service.**"

Services ordered – Total taxable amount	€
+ 20% surcharge (only in case of later order)	€
+ Fixed charge	€3.00.....
+ 21% VAT	€
TOTAL DUE	€

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

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. Orders that are not accompanied by 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 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.

Date EXHIBITOR
(Signature and seal of legal representative)

.....

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)