

Shipping manual 2023

Merkur Expo Logistics has been appointed as the sole official forwarder, customs clearance agent and drayage contractor at FIRENZE FIERA

For safety and time reasons no other contractor will be permitted to operate the lifting into the venue.

Third parties are not allowed to deliver or pick up at the stands and to operate with forklifts or other means within the congress venue:

General Information

- The handling of your shipment will be charged as per [official handling rate](#)
- The handling procedure is also applicable for shipments of printed matters
- All shipments must be pre-advised by using the attached [order form sheet](#)
- Please use only attached [labels](#)

VIA ADVANCE WAREHOUSE: *(RECOMMENDED OPTION)* we offer the possibility to receive your goods at our warehouse: the goods will be accepted from three working days before the starting of the event; they will be then delivered directly to your stand/booth – please see official rates -

- **SHIPMENTS/TRUCKS on arrival on the set-up and disassembly days:**

upon reservation, we provide assistance on set-up and disassembly days
- see official rates -

Official Service Rates Merkur c/o Fortezza da Basso

Service Fee (**applicable to every service)	€ 40,00
forklift till 2 tons.with operator (min. 1 hour)	€ 70,00/h
electrical pallet jack with operator(min. 1 hour)	€ 45,00/h
manpower/delivery to the stand (min. 2 hours)	€ 38,00/h

Delivery/Collection goods from/to courier from/to stand*

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 to 300 kg	€ 170,00
Over 300 kg	€ 95,00/100kg

Other services

Storage of empties	(min. 2 m ³).	€ 47,00/m ³
Storage of goods		€ 60,00/m ³
Services from 22:00 to 24:00		30% extra
Services from 00:01 to 08:00		50% extra
Services on Saturday or Sunday		50% extra
Services on Bank Holidays		100% extra

*The before-mentioned rates are valid for both incoming and outgoing goods.

ORDER FORM to return via mail to

cleris.benato@merkur-expo.com (+39 351 0182386)
markus.meyer@merkur-expo.com (+39 333 3659454)

- please mark **×** to book the collection from your courier_(delivery to the stand: included)
- please mark **×** to book the collection from your booth on dismantling days (delivery to your courier included-please arrange collection within 3 working days)
- please mark **×** to book the forklift service on set-up/dismantling days (delivery to/collection from stand: included)
- please mark **×** to book other services: _____

NR. AND DESCRIPTION OF THE PARCELS:	
WEIGHT:	
DIMENSIONS:	
DATES REQUESTED FOR THE SERVICES:	____/____/2023 ____/____/2023

STANDBUILDER OR EXHIBITOR:	
Stand Nr.:	
Contact person on-site:	
Cell.phone nr.:	

Invoicing data

Company name:	
Address:	
Postal Code:	
City and country:	
VAT NR.:	
Telefon nr.:	
Contact person:	
E-mail address:	

1. *A representative of the requesting company must be present at the stand whenever merchandise is picked up and/or delivered. Merkur Expo Logistics will not be responsible for any theft or damage for material left unsupervised or inadequately prepared. When the exhibition has ended, merchandise may be left in our warehouse for a maximum of 3 days, after which the storage cost will be recalculated.*
2. *Please make sure your shipment is sufficiently insured. Merkur Expo is responsible for the goods from collection up to final delivery into the stand.*
3. *Merkur Expo Logistics is not responsible for goods left unattended at the stand.*
4. *Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special.*
5. *All services must be paid before the end of the exhibition by credit card or bank transfer otherwise agreed. The invoice for the services will be delivered by post or to the booth.*
6. *All shipment left behind in the warehouse after the 3 days period will be billed with a surcharge of 100%. After one week of the finalization of the event, the shipment still in warehouse will be destroyed.*
7. *All shipments must be pre-announced using the order form. 75,00 € extra will be charged to non pre-announced shipments. 75,00 € extra will be charged for wrong billing details.*
8. *1 Cubic meter = 333 Kg*

LABEL FOR SHIPMENTS

Shipper Name:		
Event/congress:		
EXHIBITOR'S NAME and STAND NUMBER:	<small>EXHIBITOR'S NAME:</small>	<small>STAND NUMBER:</small>
Number of parcels:	____ / ____	
Weight:	_____ kg	

DELIVERY ADDRESS: (Mon./Fri. 8.00-13.00 // 14.00-17.00)

MERKUR EXPO LOGISTICS
 C/O FIRENZE FIERA
 VIALE FILIPPO STROZZI 1 (PORTA S.MARIA NOVELLA)
 I – 50123 FIRENZE