

space & interiors
by MADE expo

EXHIBITORS SERVICE MANUAL

SERVICES FOR EXHIBITING COMPANIES

The following services / items may be ordered by filling out the relevant forms:

- A** **ADDITIONAL FURNITURE AND GRAPHICS**
- B** **VIDEO EQUIPMENT**
- C** **TELEPHONE, INTERNET, IT EQUIPMENT**
- D** **MATERIAL HANDLING**
- E** **CLEANING**
- F** **STAND STAFFING / PORTERAGE**
- G** **CATERING**
- H** **ADDITIONAL PARKING PASSES**
- L** **"ALL RISKS" INSURANCE COVERAGE**

SALES & SUPPLY CONDITIONS

1. GENERAL CONDITIONS

Each order form bears the name of the supplying Company (i.e. MADE eventi Srl or third parties), which will also issue the invoices relevant to the services or items ordered; it also indicates the service/item costs, ordering procedures, supplying conditions, cancellation and payment conditions for all orders placed prior to the Event and during set-up, show days and dismantling.

2. ORDERING PROCEDURES

By submitting the order form, the Company (Exhibitor) undertakes to abide by the General sales conditions hereafter indicated.

The Exhibitor is the sole responsible for the correctness of the supplied data and undertakes to notify the supplier of any changes that may occur; any additional costs arising from data errors or wrong information that are not immediately notified to the Supplier will be charged to the Company (Exhibitor) that has placed the order.

In case of services supplied by a third party, a copy of the order form must be sent to MADE eventi Srl for the attention of Ms Carmen Prisco (carmen.prisco@madeexpo.it).

3. SUPPLYING CONDITIONS AND TIMES

All requests for services/items supplied by MADE eventi Srl or a third party, will be met according to availability whereas on-site orders will be filled on a first-come first-served basis.

4. RIGHT TO CANCELLATION

Orders placed prior to set-up can be cancelled according to the conditions stated in each form; should any cancellation occur after set-up all costs will be charged and the relevant invoice will have to be settled by 03.04.2017.

Please note that all orders placed during set-up, show days and dismantling can not be cancelled.

Any complaints and/or objections relating only to the services supplied by MADE eventi Srl must be notified to the Show Office no later than 05:30 pm on the last Show day (08.04.2017).

5. LIABILITY

MADE eventi Srl is not to be held responsible for the quality, the delivery times and the nature of any service supplied by a third party.

6. COSTS

Costs for all services are in Euros; each cost will state whether VAT is included or not.

Effective January 1st 2011 and according to the provisions of the DLGS N. 18/2010 in conformity with the UE ruling N. 8/2008, all tax-exempted foreign Exhibitors will no longer need to pay the VAT on services supplied within the context of the Event; however this does not apply to Companies that are not tax-exempted; in order to determine tax-exemption from non tax-exemption the Organizers must receive prior to issuing any invoice all VAT information / copy of the Company registration document and/or any other document proving the status of a Company and not that of an individual.

It is therefore mandatory that all orders include the above information clearly; failure to comply will result in all invoices issued including the charge of the Italian VAT.

7. PRIVACY / PERSONAL DATA PROCESSING

All data supplied by the exhibiting company (Exhibitor) and included in any signed order form will be processed either manually or electronically and will be gathered by MADE eventi Srl in accordance with the D.Lgs 196/2003 and in observance of the protection and security measures protecting such data and will be solely used for the following purposes:

- 1) To comply with the provisions dictated by civil, fiscal, administrative and accounting (for invoicing purposes) laws
- 2) To send sales information related to the services supplied

The data provider (Exhibitor) is entitled to the rights as per Article. 7 of the D.Lgs 196/2003

The data provider (Exhibitor) can request confirmation from the data processor (MADE eventi Srl) of the existence or non-existence of its data, can also access the data, know about its origin and the purpose for its processing; the data provider (Exhibitor) may obtain an update, a modification and whenever necessary an integration of the data and may legitimately oppose any data processing.

For all services supplied by third parties, the data provided by the exhibiting company (Exhibitor) when submitting an order form will be processed according to the provisions of the D.Lgs 193/2003 in conformity with the privacy policy contained in the websites of each supplier.

8. SHOW GOVERNING LAW AND LITIGATION

The governing laws of the Italian Republic will apply in all cases.

Any dispute will be submitted to the competent Authority with the Courts of Milan (Italy) being this the place of jurisdiction.

Supplied by BENFENATI ALLESTIMENTI spa - www.benfenati.com

ADDITIONAL FURNITURE



cod.1a
reception stool with ABS white seat and chrome base



cod.1b
white laminated round table - size: diameter 80 cm - height 75 cm



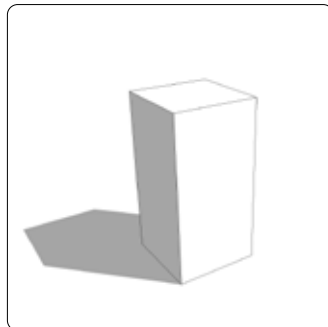
cod.1c
white reception counter with removable shelves and lock



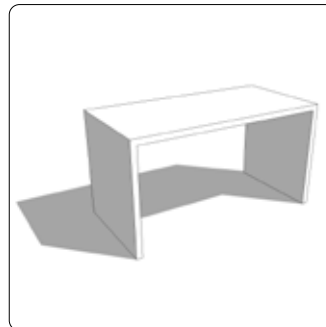
cod.1d
white cabinet - size: length 100 cm, depth 45 cm, height 60 cm



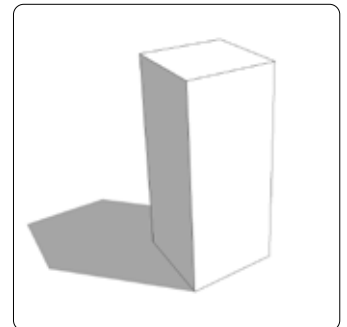
cod.1e
fridge



cod.2a
white square display pedestal - size: width 50 cm x 50 cm, height 100 cm



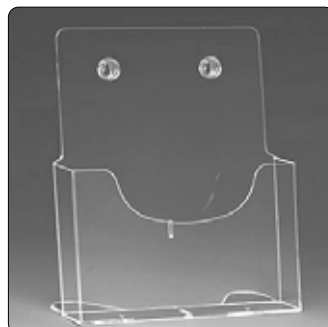
cod.2b
white display counter - size: depth 70 cm, length 40 cm, height 75 cm



cod.2c
custom display pedestal



cod.3a
stand-up A4 brochure displayer with 3 or 6 pockets



cod.3b
desk A4 brochure holder



cod.3c
desk 3-pocket A4 brochure holder



cod.4a
waste basket



cod.4b
steel coat stand with umbrella holder - size: diameter 39 cm, height 161 cm

Supplied by **BENFENATI ALLESTIMENTI spa** - www.benfenati.com

ADDITIONAL GRAPHIC

Exhibitors may order additional graphics for the customization of their stand.

Graphics types and dimensions of the supports shown in the order form are purely indicative in order to have a cost reference. Please note; costs do NOT include the production of the print files which must be supplied in the requested resolution and format.

All orders for additional graphics, including sending the print files, must be placed by **17.03.2017**; orders must include type, dimensions and quantity.

PRINT FILE SPECIFICATIONS

FILE FORMATS ACCEPTED FOR PRE-SPACED ADHESIVE LETTERING AND BRAND PRODUCTION

Print files (text and/or logos) must be **vector files** in which the content (characters and line thickness) have been converted into **traces**, such as: Illustrator EPS, Illustrator AI and PDFs containing vector data. EPS/AI/PDF files must contain vector data rather than imported JPGs. If possible, should the text not have been converted into traces we suggest attaching the fonts along with the print files.

FORMATI DI FILE RICHIESTI PER LA PRODUZIONE DI STAMPE DIGITALI GRANDE FORMATO

To maintain the original resolution while reducing the storage space required for print files to transfer, we advise saving images (TIFFs or EPS) as Photoshop EPS with JPG encoding at maximum quality. After saving them, open the file in Distiller at a high quality level and save as a PDF, which will occupy significantly less space than the original file while maintaining the same resolution.

If it is impossible to save the file as per the above instructions, send the TIFF, EPS or AI files generated by Photoshop/Illustrator.

Files must be at 1:1 scale and 150 dpi, or 50 % and 300 dpi, with text converted into **traces**. Alternatively, attach the fonts used. We recommend always attaching a low resolution JPG for reference in order to check against the file contents.

In general, digital printers faithfully interpret the colour profile assigned to the file. They also faithfully reproduce **Pantone colours**.

In consequence, in order to avoid printing errors, we advise directly inserting Pantone references into the file and where possible to attach a Cromalin, or, failing that, reference prints.

NB: If no Cromalin or Pantone references are available, we refuse to enter into any colour-related disputes.

CONDITIONS FOR THE SALE AND SUPPLY OF SERVICES

FOR ORDERS PLACED PRIOR TO THE EVENT

HOW TO ORDER SERVICES

Furnishings: Send an email by **17.03.17** to archsara_s@yahoo.it and info@benfenati.com

Graphics: Reserve and send print file by **17.03.2017** to archsara_s@yahoo.it and info@benfenati.com

HOW TO CANCEL A SERVICE

Furnishings and Graphic: Send an email **within 4 working days** of the booking to archsara_s@yahoo.it and info@benfenati.com

PAYMENT TERMS FOR THE SERVICE RESERVED:

by **bank transfer** before the Event starts (**03.04.17**) made out to:

ALLESTIMENTI BENFENATI spa - Via Galvani,39 - 20019 Settimo Milanese (MI) Italy - VAT no.: 08560510151

Bank: BANCO POPOLARE - Ag.Milano 33 - IBAN IT73G0503401618000000185096 - BIC/SWIFT: BAPPIT21V56

FOR ORDERS PLACED DURING THE EVENT PERIOD (set-up/show days/dismantling)

HOW TO REQUEST A SERVICE: Send an email to info@benfenati.com or to betty.g@benfenati.com

PAYMENT TERMS FOR THE SERVICE REQUESTED:

By **bank cheque** on delivery, or by **bank transfer** on condition that the amount is credited to the account prior to material provision.

Invoices are issued on payment.

Supplied by **BENFENATI ALLESTIMENTI spa** - www.benfenati.com

COMPANY DETAILS

Company name _____

Address _____

City _____ Country _____ ZIP code _____

Phone _____ Fax _____

VAT No. / Tax code _____

Contact Person _____

Email _____ Phone _____

Cell. _____ Stand No. _____

ADDITIONAL FURNITURE				
CODE	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT (*)
1	Furnishings			
1a	Reception stool with ABS white seat and chrome base	€ 20.00		
1b	White laminated round table - size: diameter 80 cm, height 75 cm	€ 40.00		
1c	White reception counter with removable shelves and lock	€ 150.00		
1d	White cabinet - size: length 100 cm, depth 45 cm, height 60 cm	€ 70.00		
1e	Fridge	€ 130.00		
2	Self-supporting display units			
2a	White square display pedestal - size: width 50 cm x 50 cm, height 100 cm	€ 80.00		
2b	White display counter - size: depth 70 cm, length 140 cm, height 75 cm	€ 300.00		
2c	Custom display pedestal	project-based costs		
3	Displays for brochures and catalogues			
3a	Stand-up A4 brochure displayer with 3 or 6 pockets	€ 221.00		
3b	Desk A4 brochure holder	€ 7.80		
3c	Desk 3-pocket A4 brochure holder	€ 14.30		
4	Add-on elements to those provided			
4a	Waste basket	€ 2.00		
4b	Steel coat stand with umbrella holder - size: diameter 39 cm, height 161 cm	€ 30.00		
4c	Metal profiles for lighting rails	€ 50.00		
4d	Spot lights	€ 25.00		
4e	Switch panel	€ 80.00		
4f	Power strip	€ 5.00		
5	Work by electrician/costs on a per-project basis	project-based costs		
(*) VAT to be added to total amount where applicable		TOTAL AMOUNT (*)		€

For more information, bookings and contractual conditions please contact:

BENFENATI ALLESTIMENTI spa

Arch. Sara Sassone - email: archsara_s@yahoo.it _ph. (+39) 02 328 6121 _cell. (+39) 340 8468179

ATTENTION !

Please send an additional copy by email to MADE eventi Srl, addressed to carmen.prisco@madeexpo.it

Date _____ Company Stamp & Signature of Legal Representative _____

Supplied by BENFENATI ALLESTIMENTI spa - www.benfenati.com

COMPANY DETAILS

Company name _____

Address _____

City _____ Country _____ ZIP code _____

Phone _____ Fax _____

VAT No. / Tax code _____

Contact Person _____

Email _____ Phone _____

Cell. _____ Stand No. _____

GRAPHICS				
CODE	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT (*)
10	Forex panels with graphics, 2-3 mm thickness, standard colours (provision and set-up)			
10a	A5 Format	€ 10.00		
10b	A4 Format	€ 15.00		
10c	100 x 100 cm Format	€ 50.00		
11	Thick-base Logos, thickness around 2 cm, dimensions: 150cm x 50cm high (delivered and installed)			
11a	Mirror finish	€ 400.00		
11b	Colour finish	€ 260.00		
12	Pre-spaced out			
12a	Logo dimension 100 x H 50 cm high	€ 80.00		
12b	Multiline text dimensions 50 x 70 cm	€ 50.00		
<i>(*) VAT to be added to total amount where applicable</i>		TOTAL AMOUNT (*)		€

PLEASE NOTE: All graphic support types and dimensions above are purely indicative for pricing reasons; costs DO NOT include the art work (print files); print files must be supplied in the requested resolution and format.

For more information, bookings and contractual conditions please contact:

BENFENATI ALLESTIMENTI spa

Arch. Sara Sassone

email: archsara_s@yahoo.it

ph. (+39) 02 328 6121

cell. (+39) 340 8468179

ATTENTION !

Please send an additional copy by email to MADE eventi Srl, addressed to carmen.prisco@madeexpo.it

Date _____ Company Stamp & Signature of Legal Representative _____

Supplied by **BENFENATI ALLESTIMENTI spa** - www.benfenati.com

VIDEO EQUIPMENT



cod.1a
42" Hantarex Lcd monitor



cod.1b
46" Nec series P462 Lcd monitor



cod.1c
52" Nec series P521 Lcd monitor

SALES & SUPPLYING CONDITIONS

FOR ORDERS PLACED PRIOR TO THE EVENT

HOW TO ORDER SERVICES : Send an email **by 17.03.17** to archsara_s@yahoo.it and info@benfenati.com

HOW TO CANCEL A SERVICE: Send an email **within 5 working days** of the booking to archsara_s@yahoo.it and info@benfenati.com

PAYMENT TERMS FOR THE SERVICE REQUESTED: by **bank transfer** before the Event starts (**03.04.17**) made out to:
ALLESTIMENTI BENFENATI spa - Via Galvani,39 - 20019 Settimo Milanese (MI) Italy - VAT no.: 08560510151
 Bank: BANCO POPOLARE - Ag.Milano 33 - IBAN IT73G0503401618000000185096 - BIC/SWIFT: BAPPIT21V56

COMPANY DETAILS

Company name _____
 Address _____
 City _____ Country _____ ZIP code _____
 Phone _____ Fax _____
 VAT No. / Tax code _____
 Contact Person _____
 Email _____ Phone _____
 Cell. _____ Stand No. _____

VIDEO EQUIPMENT					
CODE	ITEM DESCRIPTION	QUANTITY ⁽¹⁾	UNIT PRICE	AMOUNT ^(*)	IMPORTO ^(*)
1	Monitor				
1a	42" Hantarex Lcd monitor	10 pieces max.	€ 260.00		
1b	46" Nec series P462 Lcd monitor	6 pieces max.	€ 390.00		
1c	52" Nec series P521 Lcd monitor	2 pieces max.	€ 650.00		
(*) VAT to be added to total amount where applicable			TOTALE ^(*)		€

⁽¹⁾ **PLEASE NOTE:** All orders will be filled based on product availability.

ATTENTION ! Please send an additional copy by email to MADE eventi Srl, addressed to carmen.prisco@madeexpo.it

Date _____ Company Stamp & Signature of Legal Representative _____

Supplied by **KAIZEEN srl****COMPANY DETAILS**

Company name _____
 Address _____
 City _____ Country _____ ZIP code _____
 Phone _____ Fax _____
 VAT No. / Tax code _____
 Contact Person _____
 Email _____ Phone _____
 Cell. _____ Stand No. _____

TELEPHONE LINE, WEB CONNECTION, IT EQUIPMENT

CODE	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT (*)
1	Dedicated rj45 web connection	€ 45.00		
2	Wifi n. 1 access point 2,4-5 Ghz (installed and configurated)	€ 45.00		
3	Portable PC - 5-day rental & installation (model subject to availability)	€ 160.00		
4	Tablet - 5-day rental & installation (model subject to availability)	€ 190.00		
5	Printer - 5-day rental & installation (model subject to availability)	€ 170.00		
6	Cameraman for 1 day (includes video camera and tripod)	€ 350.00		
7	Photographer for 1 day (includes 23 Mp camera and equipment)	€ 350.00		
<i>(*) VAT to be added to total amount where applicable</i>		TOTAL AMOUNT (*)		€

SALES & SUPPLYING CONDITIONS**FOR ORDERS PLACED PRIOR TO THE EVENT**HOW TO ORDER SERVICES : Send an email **by 24.03.17** to **support@kaizeen.com**HOW TO CANCEL A SERVICE: Send an email **within 5 working days** of the booking to **support@kaizeen.com**

PAYMENT TERMS FOR THE SERVICE RESERVED:

by **bank transfer** before the Event starts (**03.04.17**) made out to:**Kaizeen srl**, via Della Moscova 6/8 - 20121 Milan Italy

Bank: Unicredit Banca - Agenzia Milano Donegani - IBAN IT19C0200801621000101897157 - BIC/SWIFT: UNCRITM1221

or by **Pay Pal** to be sent to: info@kaizeen.com**FOR ORDERS PLACED DURING THE EVENT PERIOD** (set-up)HOW TO ORDER SERVICES : Send an email to **support@kaizeen.com**

PAYMENT TERMS FOR THE SERVICE REQUESTED:

by cash upon delivery or **by Pay Pal: info@kaizeen.com**

Invoice will be issued concurrently with the payment.

For more information, bookings and contractual conditions please contact:

KAIZEEN srl**email:** support@kaizeen.com **_ ph.** (+39) 02 49519215 **_ cell.** 3355996370**ATTENTION !**Please send an additional copy by email to MADE eventi Srl, addressed to *carmen.prisco@madeexpo.it*

Date _____ Company Stamp & Signature of Legal Representative _____

Supplied by **JOBGING EVENTS** srl - www.jobbingmi.net

MATERIAL HANDLING

PRICES		
CODE	SERVICE DESCRIPTION	PRICE(*)
E1	Fork-lift including operator	€ 30.00 per each 15 minutes
E2	Pallet jack	€ 12.00 per each 30 minutes
<i>(*) VAT to be added to total amount where applicable</i>		

SALES & SUPPLYING CONDITIONS

FOR ORDERS PLACED PRIOR TO THE EVENT

HOW TO BOOK THE SERVICE:

Send an email **by 24.03.17** to services@jobbingevents.it

HOW TO CANCEL THE SERVICE:

Send an email **by 03.04.17** to services@jobbingevents.it

CONDITIONS AND METHOD OF PAYMENT:

Payment must be made after service has been supplied during set-up and dismantling and will be based on the actual time needed for loading and offloading. Payment can be made **by cash** or **wire transfer** before **03.04.17** for all services ordered during set-up and before **08.04.17** for all services ordered during dismantling.

Wire transfer to be made to:

Jobbing Events Srl - Via Cagnoni 8 - 20146 Milan - Italy

Bank: Banca INTESA SANPAOLO - IBAN IT1400306901612100000003726 - BIC/SWIFT: BCITITMM

FOR ORDERS PLACED DURING THE EVENT PERIOD (set-up/show days/dismantling)

HOW TO BOOK THE SERVICE:

by phone on **(+39) 3807560292**

PAYMENT TERMS FOR THE SERVICE REQUESTED:

Same as for services booked prior to the Event. The invoice will be issued after the Event; a receipt will be given at the time of payment.

Supplied by **JOBGING EVENTS** srl - www.jobbingmi.net

COMPANY DETAILS

Company name _____
 Address _____
 City _____ Country _____ ZIP code _____
 Phone _____ Fax _____
 VAT No. / Tax code _____
 Contact Person _____
 Email _____ Phone _____
 Cell. _____ Stand No. _____

MATERIAL HANDLING

PRICES				
CODE	SERVICE DESCRIPTION			PRICE(*)
E1	Fork-lift including operator			€ 30.00 per each 15 minutes
E2	Pallet jack			€ 12.00 per each 30 minutes
<i>(*) VAT to be added to total amount where applicable</i>				
MATERIAL HANDLING RESERVATION				
E1	Fork-lift including operato			
	31/03	from to	from to	from to
	01/04	from to	from to	from to
	03/04	from to	from to	from to
	10/04	from to	from to	from to
E2	Pallet jack			
	31/03	from to	from to	from to
	01/04	from to	from to	from to
	03/04	from to	from to	from to
	04/04	from to	from to	from to
	08/04	from to	from to	from to
	10/04	from to	from to	from to

For more information, bookings and contractual conditions please contact:

JOBGING EVENTS srl
email: services@jobbingevents.it
ph. (+39) 02 89786631
cell. (+39) 3807560292

ATTENTION !

Please send an additional copy by email to MADE eventi Srl, addressed to *carmen.prisco@madeexpo.it*

Date Company Stamp & Signature of Legal Representative

Supplied by **MADE eventi srl**

STAND CLEANING

SERVICE DESCRIPTION

- Pre-show cleaning
- Standard Show-time cleaning (floor and wall cleaning, furniture and product dusting, waste basket emptying)

SALES & SUPPLYING CONDITIONS

FOR ORDERS PLACED PRIOR TO THE EVENT

HOW TO ORDER SERVICES : Send an email **by 24.03.17** to **carmen.prisco@madeexpo.it**

HOW TO CANCEL A SERVICE: Send an email **within 5 working days** of the booking to **carmen.prisco@madeexpo.it**

PAYMENT TERMS FOR THE SERVICE RESERVED: by **bank transfer** before the Event starts (**03.04.17**) made out to:

MADE eventi srl - Foro Buonaparte 65, 20121 Milan _Italy

Bank: UNICREDIT BANCA - Ag. di P.zza Tommaso Edison, 1 - IBAN IT 2400200801775000010824788 - BIC/SWIFT: UNCRITM1ME6

or **by cash** or **credit card** with the on-site Show Office.

FOR ORDERS PLACED DURING THE EVENT PERIOD (set-up/show days)

HOW TO ORDER: with the on-site Show Office

PAYMENT TERMS FOR THE SERVICE REQUESTED:

By cash or **credit card** at the time of ordering. The invoice will be issued concurrently with the payment.

COMPANY DETAILS

Company name _____

Address _____

City _____ Country _____ ZIP code _____

Phone _____ Fax _____

VAT No. / Tax code _____

Contact Person _____

Email _____ Phone _____

Cell. _____ Stand No. _____

STAND CLEANING										
CODE	DESCRIPTION	CLEANING HOURS PER DAY						TOTAL HOUR	PRICE HOUR	HOUR AMOUNT (*)
		PRE-SHOW		SHOW TIME						
		03/04 POM.	04/04 MATT.	05/04	06/04	07/04	08/04			
F1	Stand cleaning								€ 25.50	
(*) VAT to be added to total amount where applicable								TOTAL AMOUNT (*)	€	

For more information, bookings and contractual conditions please contact:

MADE eventi Srl

Carmen Prisco

email: carmen.prisco@madeexpo.it

ph. (+39) 02 80604577

Date _____ Company Stamp & Signature of Legal Representative _____

Supplied by JOBBING EVENTS srl - www.jobbingmi.net

STAND STAFFING/PORTERAGE

HOSTESSES / STEWARDS / PORTERS					
CODE	PROFILE		DAILY RATE 8H	HALF-DAY RATE 4H	EXTRA HOURS/ PER H:
1	HOSTESS / INTERPRETER / TOP IMAGE				
1a	Basic Hostess	Smart appearance, English speaking	€ 130.00	€ 70.00	€ 16.00
1b	Mid-level Hostess/ Interpreter	Smart appearance, excellent English knowledge and another language	€ 145.00	€ 80.00	€ 17.50
1c	Hostess high/Interpreter	Smart appearance, excellent knowledge of 2 or more foreign languages	€ 160.00	€ 85.00	€ 20.00
1d	Top Image	Very good appearance	€ 160.00	€ 85.00	€ 20.00
2	STEWARD				
2a	Basic Steward	Smart appearance	€ 130.00	€ 70.00	€ 16.00
2b	High-level Steward	Smart appearance, English speaking and knowledge of another foreign language	€ 145.00	€ 80.00	€ 17.50
3	STAND SET-UP/TEAR-DOWN LABOUR / PORTERAGE / PAPER MATERIAL ASSEMBLING				
3a	Boy porter		€ 115.00	€ 60.00	€ 14.50
3b	Boys/Girls		€ 115.00	€ 60.00	€ 14.50

Staff attire:

HOSTESS: Jacket with black slacks or black skirt

STEWARD: Dark suit with distinctive tie

SALES & SUPPLYING CONDITIONS

FOR ORDERS PLACED PRIOR TO THE EVENT

HOW TO ORDER SERVICES : Send an email **by 24.03.17** to services@jobbingevents.it

HOW TO CANCEL A SERVICE: Send an email **within 5 working days** of the booking to services@jobbingevents.it

PAYMENT TERMS FOR THE SERVICE RESERVED:

by **bank transfer** before the Event starts (**03.04.17**) made out to:

Jobbing Events Srl - Via Cagnoni 8 - 20146 Milan _Italy

Bank: Banca INTESA SANPAOLO - IBAN IT1400306901612100000003726 - BIC/SWIFT: BCITITMM

FOR ORDERS PLACED DURING THE EVENT PERIOD (set-up/show days/dismantling)

HOW TO BOOK THE SERVICE: by phone on **(+39) 3807560292**

PAYMENT TERMS FOR THE SERVICE REQUESTED:

By cash when placing the order or **wire transfer** provided that money is received prior to supplying.

The invoice will be issued after the Event; a receipt will be given at the time of payment.

Supplied by **JOBGING EVENTS** srl - www.jobbingmi.net

COMPANY DETAILS

Company name _____
 Address _____
 City _____ Country _____ ZIP code _____
 Phone _____ Fax _____
 VAT No. / Tax code _____
 Contact Person _____
 Email _____ Phone _____
 Cell. _____ Stand No. _____

HOSTESSES / STEWARDS / PORTERS ⁽¹⁾												
CODE	PROFILE	NR. OF PEOPLE/DAY										AMOUNT (*)
		04/04		05/04		06/04		07/04		08/04		
		8H	4H	8H	4H	8H	4H	8H	4H	8H	4H	
1	HOSTESS / INTERPRETER / TOP IMAGE											
1a	Basic Hostess	Smart appearance, English speaking										
1b	Mid-level Hostess/Interpreter	Smart appearance, excellent English knowledge and another language										
1c	High-level Hostess/Interpreter	Smart appearance, excellent knowledge of 2 or more foreign languages										
1d	Top Image	Very good appearance										
2	STEWARDS											
2a	Basic Steward	Smart appearance										
2b	High-level Steward	Smart appearance, English speaking and knowledge of another foreign language										
3	STAND SET-UP/TEAR-DOWN LABOUR / PORTERAGE / PAPER MATERIAL ASSEMBLING											
3a	Boy porter											
3b	Boys / Girls											
(*) VAT to be added to total amount where applicable											TOTALE (*)	€

⁽¹⁾ Hostess, Steward and Porter service rates are shown on page 13 of this Service Manual.

For more information, bookings and contractual conditions please contact:

JOBGING EVENTS srl
email: services@jobbingevents.it
ph. (+39) 02 89786631
cell. (+39) 3807560292

ATTENTION !

Please send an additional copy by email to MADE eventi Srl, addressed to carmen.prisco@madeexpo.it

Date _____ Company Stamp & Signature of Legal Representative _____

Supplied by SVIZZERA EVENTI srl - www.svizzeraricevimenti.it

CATERING

COCKTAIL FOR EXHIBITORS

€ 12.00 + 10% VAT p.p.

Non-alcoholic cocktail with citrus and fresh fruit in season, Natural still and sparkling mineral water, Sparkling Italian wines, Spritz

Mini savoury tarts, Mini quiches, Mini pizzas, Hot Genoese focaccia with Parma ham, Bite size of Parmesan and seasonal fruit, Salted almonds, Strawberries

SALES & SUPPLYING CONDITIONS

FOR ORDERS PLACED PRIOR TO THE EVENT

HOW TO ORDER SERVICES : Send an email **by 24.03.17** to **info@svizzeraricevimenti.it**

HOW TO CANCEL A SERVICE: Send an email **within 5 working days** of the booking to **info@svizzeraricevimenti.it**

PAYMENT TERMS FOR THE SERVICE RESERVED:

by **bank transfer** before the Event starts (**03.04.17**) made out to:

SVIZZERA EVENTI srl - Piazza della Vittoria 6/6, 16121 Genova Italy

Bank: Banca Unicredit - Agenzia Genova Dante - IBAN IT59A02008014000001034 89510 - BIC/SWIFT: UNCRITM100

or **by cash** *or* **credit card** at the on-site Lounge-Bar.

FOR ORDERS PLACED DURING THE EVENT PERIOD (Show days)

HOW TO BOOK THE SERVICE: at the on-site Lounge-Bar or by phone on: **(+ 39) 3338008386**

PAYMENT TERMS FOR THE SERVICE REQUESTED:

By cash or **credit card** upon delivery. The invoice will be issued concurrently with the payment.

COMPANY DETAILS

Company name _____

Address _____

City _____ Country _____ ZIP code _____

Phone _____ Fax _____

VAT No. / Tax code _____

Contact Person _____

Email _____ Phone _____

Cell. _____ Stand No. _____

STAND CATERING									
CODE	DESCRIPTION	DATE					UNIT PRICE	N° OF PEOPLE.	AMOUNT (*)
		04/04	05/04	06/04	07/04	08/04			
H4	Cocktail						€ 12.00		
(*) VAT to be added to total amount where applicable							TOTALE (*)		€

For more information, bookings and contractual conditions please contact:

SVIZZERA EVENTI srl

Fabrizio Gagino - **email:** info@svizzeraricevimenti.it - **ph.** (+ 39) 010 8602333 - **cell.** (+ 39) 3338008386

ATTENTION ! Please send an additional copy by email to MADE eventi Srl, addressed to *carmen.prisco@madeexpo.it*

Date _____ Company Stamp & Signature of Legal Representative _____

Supplied by **MADE eventi srl**

This form to be used for ordering parking passes in addition to the one you are entitled to
The car park is located on **Via Joe Colombo 2**, 20124 Milan.

CONDIZIONI DI VENDITA ED EROGAZIONE DEL SERVIZIO

FOR ORDERS PLACED PRIOR TO THE EVENT

HOW TO ORDER SERVICES : Send an email **by 23.03.17** to **carmen.prisco@madeexpo.it**

HOW TO CANCEL A SERVICE: **orders can not be cancelled once they have been sent.**

PAYMENT TERMS FOR THE SERVICE RESERVED:

by **bank transfer** before the Event starts (**03.04.17**) made out to:

MADE eventi srl - Foro Buonaparte 65, 20121 Milan

Bank: UNICREDIT BANCA - Ag. di P.zza Tommaso Edison, 1 - IBAN IT 2400200801775000010824788 - BIC/SWIFT:
UNCRITM1ME6

or **by cash** or **credit card** with the on-site Show Office

COMPANY DETAILS

Company name _____
Address _____
City _____ Country _____ ZIP code _____
Phone _____ Fax _____
VAT No. / Tax code _____
Contact Person _____
Email _____ Phone _____
Cell. _____ Stand No. _____

PARK AUTO SUPPLEMENTARI

CODE	DESCRIPTION	N° OF PASSES/DAY					UNIT PRICE	TOTAL PASSES	AMOUNT (*)
		04/04	05/04	06/04	07/04	08/04			
L1	Car parking pass						€ 10.00		
<i>(*) Price including VAT</i>							TOTALE (*)	€	

For more information, bookings and contractual conditions please contact:

MADE eventi Srl

Carmen Prisco

email: carmen.prisco@madeexpo.it

ph. (+39) 02 80604577

Date _____ Company Stamp & Signature of Legal Representative _____

Insurance brokerage service provided by MARSH spa - <http://italy.marsh.com/>

INSURANCE COVERAGE FOR MERCHANDISE AND MATERIALS TRANSPORTED AND DESTINED FOR EXHIBITION

INSURANCE TERMS AND CONDITIONS

Insured

Individual exhibitor

Interest covered

Architecture finishing products (by way of example: surfaces, floors, cladding, paint and decoration, doors, handles, finishes, wall fittings, stairs, glass, windows and façades, arbours, gazebos, curtains, architectural lighting, home automation, etc.).

Territory

- Dispatch to the exhibition from Italy;
- Stockage at the event venue for a maximum period of thirty days;
- Return delivery.

Mode of transport

Truck / Plane

Terms and Conditions of Insurance

Merchandise and/or materials subject to display and/or stand setup are considered insured against all risks of material and direct damage and/or loss occurring during transport, including the risks of damage and/or loss caused by acts of terrorism and/or sabotage, as well as loading and/or unloading operations onto/from vehicles belonging to carriers undertaken using mechanical and non-mechanical means either by third parties or by the policyholder.

Risks associated with the breakage of fragile merchandise is also included

Idle waiting time for merchandise and materials exhibited and stand set up at fairs, exhibitions and displays is considered to be included within this guarantee limited to the risk of theft, hold-up and/or fire for the duration of the Event and in any case for no more than thirty days at any one Fair/exhibition.

Primary exclusions

- Indirect damage of any kind;
- Deceitful actions by Administrators and/or members of the Insured/Contracting party;
- Acts of infidelity by the Insured/Contracting party's employees consisting of any whatsoever malicious act or omission by Employees intended to procure an unjust benefit for themselves or for others;
- An intrinsic defect or quality of the merchandise insured, natural wastage, defective or insufficient packaging (if applicable) compared with standard or usual packaging;
- Poor stowage on the mode of transport if undertaken directly by the Insured/Contracting party;
- Delay or market loss, even as a result of an insurance event;
- Radioactive contamination, transmutation of the nucleus of the atom, or radiation generated by the human acceleration of atomic particles;
- Hostilities, deeds, acts and operations of war, declared or undeclared, and their consequences, and in general all other war-related incidents, mines, bombs or other war-related ordnance, civil war, revolution, riots or civil struggles arising from them, their consequent capture, seizure, arrest, restriction or detention, and any other attempt undertaken to this end, acts, measures and provisions undertaken by government, authorities and peoples, or by persons attempting to usurp public powers, all without prejudice to the provisions enshrined in the Institute War Clauses as attached (in as much as applicable to maritime and aviation travel).

Restoration, maintenance work and cleaning unless deemed to be a direct consequence of an event not excluded from the policy or ordered by the Insurers after a claim covered under the policy

- Deterioration, usage or wear and tear of any part of the insured entity caused by its natural use, working and/or normal utilization

Insurance brokerage service provided by MARSH spa - <http://italy.marsh.com/>

- For merchandise used, aesthetic and pre-existing damage are considered excluded;
- During time at the Fair, inventory differences, theft by sleight of hand and acts of terrorism are considered excluded;
- Damage arising from use of the good (including for demonstration purposes);
- Antique or limited-edition items of furniture.

COMPENSATION LIMITS ("PRA")

LIMIT OF LIABILITY PER EXHIBITOR (PER CERTIFIED EVENT/FAIR/INDIVIDUAL VEHICLE/JOURNEY/CERTIFICATE)	FIXED EXCESS PER EVENT (UNCOVERED PORTION 10% IN THE CASE OF THEFT/ ROBBERY/MISSING GOODS)	GROSS PREMIUMS PER EXHIBITOR PER EVENT/FAIR
Up to € 10,000	€ 150	€ 150
from € 10,000 to € 25,000	€ 200	€ 250
from € 25,000 to € 40,000	€ 250	€ 300
from € 40,000 to € 100,000	€ 300	€ 400

Guarantee Duration

Against the risks of theft, hold-up and/or fire for the duration of the Event and in any case for no more than thirty days at any one Fair/exhibition.

Insurable Value

Purchase invoice or commercial value of the item at the time of the incident.

Compensation

Within the limitations of applicable law – a waiver of recourse against the Organizers and the parties who own the real estate on which the event takes place, with the exception of malice or gross negligence.

NOTES

- Antiques, one-off pieces or antique furniture in general must be quoted for separately.
- Items worth more than € 100,000 must be quoted for separately.

IF YOU WISH TO TAKE OUT THIS INSURANCE POLICY, YOU MUST SEND BACK THE ATTACHED FORM, DULY COMPILED IN ALL PARTS, AT LEAST SEVEN DAYS PRIOR TO THE INTENDED MERCHANDISE DEPARTURE DATE.

SALES & SUPPLYING CONDITIONS

HOW TO ORDER THE SERVICE: Send this application form to **Alberto D'Errico**, email: alberto.derrico@marsh.com or fax it to **+39.02.48538.327** at least seven days prior to the intended merchandise departure date.

PAYMENT TERMS FOR THE SERVICE RESERVED

Marsh S.p.A. shall initiate the billing process to enable the exhibitor to pay the required insurance premium. This payment must be made directly to Marsh S.p.A. within seven days of the order bill being sent out. The document concerned will list bank and all other necessary details.

IN THE CASE OF DAMAGE

- During the journey: make a note of the issue on the transport waybill;
- At the Fair: Submit a report to the competent authority at the event venue;
- Report the damage via email to the following address: claudia.lovati@marsh.com

Insurance brokerage service provided by MARSH spa - <http://italy.marsh.com/>

COMPANY DETAILS

Company name _____
 Address _____
 City _____ Country _____ ZIP code _____
 Phone _____ Fax _____
 VAT No. / Tax code _____
 Contact Person _____
 Email _____ Phone _____
 Cell. _____ Stand No. _____

DESCRIPTION OF MERCHANDISE

(including the value of setting up and personalizing the stand, if applicable) - indicate whether antique items are involved (subject to being quoted for separately)

PACKAGING USED _____

MAXIMUM LIMIT OF LIABILITY FOR THE MERCHANDISE TO BE INSURED _____

VALUE OF STAND SETUP (IF BEGIN INSURED) _____

MAKE YOUR SELECTION (X)	LIMIT OF LIABILITY PER EXHIBITOR (PER CERTIFIED EVENT/FAIR/ INDIVIDUAL VEHICLE/JOURNEY/ CERTIFICATE)	FIXED EXCESS PER EVENT (UNCOVERED PORTION 10% IN THE CASE OF THEFT/ ROBBERY/MISSING GOODS)	GROSS PREMIUMS PER EXHIBITOR PER EVENT/FAIR
	Up to € 10,000	€ 150	€ 150
	From € 10,000 to € 25,000	€ 200	€ 250
	From € 25,000 to € 40,000	€ 250	€ 300
	From € 40,000 to € 100,000	€ 300	€ 400

MERCHANDISE POINT OF DEPARTURE _____

MERCHANDISE POINT OF RETURN AFTER THE EVENT _____

MODE OF TRANSPORT _____

NAME OF CARRIER _____

PARTURE DATE FOR THE EVENT/FAIR _____

EXPECTED RETURN DATE _____

I hereby declare that I accept the insurance conditions pursuant to the attached proposal.
 In signing this form, I hereby express my desire to take out the agreed policy cover and its application brokered by Marsh S.p.A.
 Your liability arising from or in any way associated with the activity of brokerage shall be limited to immediate and direct damage pursuant to the provisions of the Civil Code, and may not, for each damage-related event or series of events that may be ascribed to the same prejudicial incident exceed an overall total corresponding to 150,000 (one hundred and fifty thousand) euros.

For more information, bookings and contractual conditions please contact:
MARSH spa - Alberto D'errico - **email:** alberto.derrico@marsh.com - **ph.** (+39) 02 48538287

ATTENTION !

Please send an additional copy by email to MADE eventi Srl, addressed to carmen.prisco@madeexpo.it

Date _____ Company Stamp & Signature of Legal Representative _____

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MADE eventi Srl
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Organized by
MADE eventi Srl

Promoted by
FederlegnoArredo

MADE eventi Srl
C.F. e P. IVA 05656450961

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