

**DELIVERY OF PACKAGES****FORM F1**

The undersigned \_\_\_\_\_ as legal representative of the  
company \_\_\_\_\_ Hall \_\_\_\_\_ Stand \_\_\_\_\_

**DATA OF INVOICE:** Company \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ VAT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Contact person in charge \_\_\_\_\_

**HEREBY NOTIFIES THAT**

The goods to be exhibited will arrive by:

- Forwarding Agent \_\_\_\_\_  
name of forwarding agent
- Postal service
- \_\_\_\_\_
- Sent on following date \_\_\_\_\_

**AND UNDERTAKES**

- To pay any storage charges, for which FORM **F2** of present folder has already been sent.
- To attach to all packages the following label duly filled in.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date

Stamp and signature



Photocopy and attach to all packages

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TO THE GOODS DEPOT of  
**FIERE DI PARMA S.p.A.**  
 VIALE DELLE ESPOSIZIONI 393 A  
 43126 PARMA (ITALY)

**GOODS PARTICIPATING IN THE EXHIBITION**

**MECSPE 2020**

**PARMA, 29-31 OCTOBER 2020**

**INVOICE DATA**

\_\_\_\_\_

**Stamp of the Sender**

\_\_\_\_\_

PERSON AUTHORIZED TO COLLECT

\_\_\_\_\_

## **DELIVERY OF PACKAGES**

### **GENERAL CONDITIONS**

- 1) Acceptance of goods for storage will depend on the availability of space.
- 2) The depot declines all liability for damage or theft of goods left in for storage.
- 3) The goods will only be stored if properly packaged and/or protected. Loose and/or fragile goods will not be accepted for storage.
- 4) Depot staff are entitled to check the content of the packages, on the understanding that it is absolutely forbidden to deposit inflammable, corrosive, toxic, explosive goods and/or goods which are in any case of a dangerous nature.
- 5) The goods may only be deposited and partially or totally collected during the opening hours of the Exhibition Area as indicated in the technical folder under "Exhibition dates and equipment" .
- 6) Reference will be made to the initial storage date when calculating the fees, regardless of daily goods collections.
- 7) As a general rule, and in the absence of different instructions, the fee (daily fee) normally refers to a storage period running from the first outfitting day to the last dismantling day of the Exhibition. The depot staff are entitled to withhold the goods if the Exhibitor has failed to settle the payments established by the price list. If the goods are not collected within the agreed date, the depot staff may have them removed (and even destroyed), the relevant costs being charged to the Exhibitor.
- 8) Goods reaching the Exhibition by forwarding agent shall be accompanied by the corresponding freight bill where the same juridical party as the sender should be entered under the heading "consignee" along with the following indication:  
"Participating in the Exhibition **MECSPE** to be held in the "Quartiere Fieristico di Parma (Exhibition Area of Parma) from 29 to 31 october 2020.
- 9) The exhibition staff will not therefore detach the freight bill which will remain on the packages.
- 10) Packages delivered by forwarding agents may only be collected by the person whose personal data are indicated on the label used to forward the packs themselves (see Form F1).
- 11) Packages arriving by forwarding agent and/or postal services shall remain at the disposal of the sender and/or his personnel through the last day of the dismantling phase of the Exhibition (this date is indicated in the technical folder under "Exhibition dates and equipment" ). After said date, the sender authorizes the Exhibition staff to have the packs and their content removed without this entitling the sender himself to any indemnity and/or damage compensation whatsoever.

**STORING OF PACKAGES/PACKING MATERIALS****FORM F2**

The undersigned \_\_\_\_\_ as legal representative of the company \_\_\_\_\_ Hall \_\_\_\_\_ Stand \_\_\_\_\_

**DATA OF INVOICE:** Company \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ VAT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**HEREBY REQUIRES** the following packages to be stored:

No. Of packages	Size			Cubic dimension	Daily rate		TOTAL €
	Length	Width	Height		€/cu m	No. of days	
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
_____	_____	_____	_____	_____	6.00	_____	_____
Cubic dimensions will be rounded up to the nearest unit (e.g.: 0.30 cu.m. = 1 cu.m. 1.50 cu.m. = 2 cu.m.)							_____

And declares that the packages contain the following items \_\_\_\_\_

The goods are estimated to arrive on \_\_\_\_\_ at (time) \_\_\_\_\_

By:  Own transportation

Forwarding agent \_\_\_\_\_  
(name of forwarding agent)

\_\_\_\_\_

The goods will be collected on \_\_\_\_\_ at (time) \_\_\_\_\_

The Exhibitor wishes to collect the goods daily for the stand's supply.

Upon each introduction or collection of goods at the storage area, the supplying company will be authorized to charge a service fee of € 6.00 during the Exhibition plus outfitting and dismantling days; € 25.00 will be charged in any other period.

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

Date \_\_\_\_\_

Stamp and signature \_\_\_\_\_

## REQUEST FOR STORAGE OF PACKAGES/PACKING MATERIALS

### GENERAL CONDITIONS

- 1) Acceptance of goods for storage depends on the availability of space.
- 2) The depot declines all liability for damage or theft of goods left in for storage.
- 3) The goods will only be stored if properly packaged and/or protected. Loose and/or fragile goods will not be accepted for storage.
- 4) **Depot staff are entitled to check the content of the packs, on the understanding that it is absolutely forbidden to deposit inflammable, corrosive, toxic, explosive goods and/or goods which are in any case of a dangerous nature.**
- 5) The goods may only be deposited and partially or totally collected during the opening hours of the Exhibition Area as indicated in the technical folder under "Exhibition dates and equipment" .
- 6) Reference will be made to the initial storage date when calculating the fees, regardless of daily goods collections.
- 7) The depot staff are entitled to withhold the goods if the Exhibitor has failed to settle the payments established by the price list.
- 8) If the goods are not collected within the agreed date, the depot staff may have them removed (and even destroyed), the relative costs being charged to the goods owner.
- 9) We cordially inform you that besides storage cost and goods delivery/collection at Expositor pavilions, will be charged 60,00 € + vat every 5 meter cube of goods.

**GOODS HANDLING SERVICES****FORM F3**

The undersigned \_\_\_\_\_ as legal representative of the  
company \_\_\_\_\_ Hall \_\_\_\_\_ Stand \_\_\_\_\_

**DATA OF INVOICE:** Company \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ VAT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Please specify your reservations both for the outfitting and dismantling phases.**

Request of <u>PERSONNEL</u> to handle goods <b>PRESUMED DATE OF THE SERVICE:</b>					
DAY	CODE	No. of Workers	from	to	Total Hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

  

Rental of <u>MACHINERY FOR HANDLING OF GOODS</u> <b>PRESUMED DATE OF THE SERVICE:</b>					
DAY	CODE	No. of Equipm.	from	to	Total hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**COSTS AND CONDITIONS FOR SERVICE SUPPLY****a) Fork lift truck with operator (Minimum invoiceable amount corresponds to 1 h.)**

<b>CODE</b>	<b>A1</b>	Capacity up to	kg 4000	60.00	€ / HOUR
	<b>A2</b>	Capacity up to	kg 6000	65.00	€ / HOUR
	<b>A3*</b>	Capacity up to	kg 15000	90.00	€ / HOUR

**b) Crane with operator (Minimum invoiceable amount corresponds to 1 h.)**

<b>CODE</b>	<b>B1*</b>	Capacity up to	kg 15000	90.00	€ / HOUR
	<b>B2*</b>	Capacity up to	kg 25000	105.00	€ / HOUR
	<b>B3*</b>	Capacity up to	kg 40000	125.00	€ / HOUR

**c) Hand trolley without operator**

	<b>C1</b>			15.00	€ / HOUR
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**d) Personnel for goods handling**

	<b>D1</b>	Porter		28.00	€ / HOUR
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**e) Fixed service charge per call (for each service requested)**

				6.00	€
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**\*The cranes operations are just allowed during unload machinery days: anyone in the need of doing such operations should contact Senaf (tecnico@mecspe.com) to arrange early machinery entering and collection before the booking of such service.**

**THE FULLFILMENT OF ANY RESERVATIONS RECEIVED LATER THAN THE ABOVE SPECIFIED DATE WILL NOT BE GUARANTEED AND WILL ANYWAY BE LIABLE TO AN ADDITIONAL CHARGE OF 30%.**

BY SUBMITTING THIS FORM, AFTER TAKING NOTE OF THE GENERAL CONDITIONS REPORTED OVERLEAF, THE UNDERSIGNED ACKNOWLEDGES COMPLETE ACCEPTANCE OF EVERY CONDITION (WITHOUT EXCEPTIONS) AS PER AND WITH THE EFFECTS OF ART. 1341 AND 1342 OF THE ITALIAN CIVIL CODE.

**PHONE RESERVATIONS ARE NOT ACCEPTED**

Date

Stamp and signature

For further informaon and clarificaons:

EXPOTRANS S.p.A

Contact . Maria Mambelli Phone: +39 3401039293 email: info.fiereparma@expotrans.net

Contact . Daniele Bergonzoni Phone: +39 3356158176 email: info.fiereparma@expotrans.net

Office at the Exhibition center during seng up/dismantling days Phone :0039 0521996487

**TO BE FILLED IN, SIGNED AND RETURNED WITHIN 14-09-20 BY EMAIL: sate2@fiereparma.it PAV. 2, sate3@fiereparma.it PAV. 3, sate5@fiereparma.it PAV. 5, sate6@fiereparma.it PAV. 6, sate@fiereparma.it PAV. 4-7-8**

## **GOODS HANDLING SERVICES**

### **GENERAL CONDITIONS**

- 1) The services referred to at paragraph **a)** and **b)** are inclusive of Insurance up to € 10,000.00 per lifting; for any exceeding values, appropriate agreements with the handling service supplier will have to be reached.

**The present reservation form is only for informative purposes, in order to enable the official handling contractor to arrange the service in due advance and in the best possible way.**

It will be up to the service manager to modify the timing you requested in the form to program the loading/unloading slots based on the reservations and/or logistics of the Fair Neighborhood.

- 2) Any requests received during the outfitting and dismantling phases will only be carried out after fulfilling all the previously agreed reservations and depending on the availability of personnel and means and an increase of 30% will be applied.  
Moreover, for indirect exhibitors and outfitters shall comply with the following provisions:

- Submit an identification document and pay a deposit (non interest-bearing) of € 300.00.

**The effective activation of the booked service must be required on site directly to the official handling company**

- 3) For handling services during the dismantling phase, a fee will be charged as advance payment, corresponding to 80% of the handling operations carried out during the outfitting.
- 4) The services referred to **a)** and **b)**: **Minimum invoiceable amount corresponds to 1 h.**
- 5) **Service referred to d): minimum invoiceable amount corresponds to 30 minutes; services exceeding 30 minutes will be subject to rounding up to the next 30-minute unit.**

**PHONE RESERVATIONS ARE NOT ACCEPTED**

**IMPORT NOTIFICATION** (only for non-EC countries)**FORM F4**
 The undersigned \_\_\_\_\_ as legal representative of the  
 company \_\_\_\_\_ Hall \_\_\_\_\_ Stand \_\_\_\_\_

**DATA OF INVOICE:** Company \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

phone \_\_\_\_\_ fax \_\_\_\_\_ VAT: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**INTENDS TO IMPORT**
 Into the customs area of the Italian Republic, goods originating from \_\_\_\_\_ (1)  
 to be used as exhibiting samples at the Exhibition in object.

Said goods will be imported as (2):

 Temporary import (T.I.)

 Definitive import

The undersigned hereby declares that the following means will be used for the goods freight (2):

 Truck     Railway     Air freight     Other \_\_\_\_\_

**NATURE, VALUE, SIZE AND WEIGHT OF THE PACKAGES:**


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Prices and conditions for the services are indicated overleaf. The undersigned company entrusts the official freight company of Fiere di Parma to fulfill all of the customs operations relating to the import of the mentioned goods. Import will take place in compliance with the Italian laws regulating this matter; the undersigned company is compelled to conform to all tax and currency regulations governing importation, temporary or definitive, of the above-mentioned goods.

(1) Please indicate country of origin.

(2) Please cross the applicable solution.

**Date** \_\_\_\_\_

**Stamp and signature** \_\_\_\_\_

## **IMPORT NOTIFICATION**

APPLICABLE RATES (rates are inclusive of the relevant cost update in compliance with law D.L. 6.7.1988 and subsequent amendments).

### **CUSTOMS OPERATIONS**

- TEMPORARY IMPORT
- DEFINITIVE IMPORT
- NATIONALIZATION

- Up to 1549.00 €	€ 55.00
- from 1549.00 to 5165.00 €	€ 63.00
- from 5165.00 to 25823.00 €	€ 80.00
- from 25823.00 to 41317.00 €	€ 96.00
- from 41317.00 to 103291.00 €	€ 138.00
- over 103291.00 €	€ 159.00 + ADD.

For amounts exceeding € 103291.00 additional charges will be applied as per following criteria:

- from 103291.00 to 309874,00 € :	0.05%
- from 310391.00 to 619748,00 € :	0.03%
- over 619748.00 € :	0.01%

For goods presented to customs clearance in a full load and with a single declaration, the minimum taxable figure is € 99.00

For goods accompanied by CARNET ATA:

- on arrival	€ 52.00
- on departure	€ 52.00

### OTHER CUSTOMS OPERATIONS:

- RE-EXPORT
- DEFINITIVE EXPORT
- FOREIGN GOODS DEPOSIT

- Up to 5165.00 €	€ 33.00
- from 5165.00 to 25823.00 €	€ 50.00
- from 25823.00 to 41317.00 €	€ 63.00
- from 41317.00 to 103291.00 €	€ 96.00
- over 103291.00 €	€ 139.00 + ADD

For amounts exceeding € 103291.00 additional charges will be applied as per following criteria:

- from 103291.00 to 309874.00 € :	0.05 %
- from 309874.00 to 619748.00 € :	0.03 %
- over 619748.00 € :	0.01 %

For goods presented to customs clearance in a full load and with a single declaration, the minimum taxable figure is € 63.00

### EXTRAS: INDEMNITY for

- WORK BEYOND CUSTOMS HOURS, per service € 13.00
- CUSTOMS OPERATIONS IN FAIRS (outside circuit), per service € 40.00
- URGENT PROCEDURES OR OVERTIME WORK, OR SERVICES ON SATURDAYS, SUNDAYS OR PUBLIC HOLIDAYS: 50 % additional charge.

### PROFESSIONAL SERVICES:

- Health, phytopathologic and veterinary inspections € 33.00
- Change of destinations or change of terms € 22.00
- Goods distribution € 121.00
- EC certificate issue (EUR, 1 etc) € 7.00
- EC transit guarantee min. € 22.00 max. € 66.00
- Fine Arts estimation € 80.00

NOTE: Any additional professional services which may be required and are not mentioned on this list, will be charged according to the D.M. 6/7/1988 (G.U. 168 del 19/7/1988) legislation and subsequent amendments.