

Shipping manual

Merkur Expo Logistics has been appointed as the sole official forwarder, customs clearance agent and drayage contractor for SIDO INTERNATIONAL CONGRESS 2022.

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 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)* from 03.10.2022 until 10.10.2022 we offer the possibility to receive your goods at our warehouse, they will be delivered directly to your stand/booth – please see official rates -

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

upon reservation, we also provide assistance on set-up and disassembly days

- see official rates -

Official Service Rates Merkur Expo

Service Fee (**applicable to every service)		€ 35,00
2 Tons Forklift with driver	(min. 1 h)	€ 60,00/h
Manpower*	(min. 2 h)	€ 30,00/h
Electrical pallet jack with operator*	(min. 1 h)	€ 40,00/h
Electrical freight train with operator*	(min. 2 h)	€ 55,00/h
Manual trolley*	(min. ½ ora)	€ 15,00/ ½h

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

Up to 15 kg	€ 25,00
Up to 30 kg	€ 50,00
Up to 50 kg	€ 80,00
Up to 150 kg	€ 100,00
From 151 to 300 kg	€ 150,00
Over 300 kg	€ 95,00/100kg

Other services

Storage of empties	(min. 2 m ³).	€ 35,00/m³
Storage of goods		€ 45,00/m³
Services from 22:00 to 24:00		25% extra
Services from 00:01 to 08:00		50% extra
Services on Saturday or Sunday		50% extra
Services on Bank Holidays		50% extra

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

ORDER FORM

To return via mail to

markus.meyer@merkur-expo.com (+39 333 3659454)
cleris.benato@merkur-expo.com (+39 02 93300835-36)

- 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/collection on stand: included)
- please mark **×** to book other services: _____

DATES REQUESTED FOR THE SERVICES:	_____/10/2022	_____/10/2022
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STANDBUILDER/EXHIBITOR:	
Stand Nr.:	
Contact person on-site:	
Cell.phone nr.:	

Invoicing data

Company name:	
Address:	
Postal Code:	
City and country:	
VAT NR.:	
Codice Univoco-SDI (Only for Italian companies):	
Telefon nr.:	
Contact person:	
E-mail address:	



53rd SIDO International Congress
TOGETHER WITH ...
Fortezza da Basso - Firenze, Italy 13 - 16 OCTOBER 2022

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. *Extra/Premium transport insurance can be provided upon request.*
4. *Merkur Expo Logistics is not responsible for goods left unattended at the stand.*
5. *Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special.*
6. *All services must be paid before the end of the exhibition by credit card or cash unless otherwise agreed. The invoice for the services will be delivered by post or to the booth.*
7. *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.*
8. *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.*
9. *1 Cubic meter = 333 Kg*

LABEL FOR SHIPMENTS

MERCHANDISE FOR BOOTH

Shipper Name:		
Event/congress:	53rd SIDO International Congress 13-16 ottobre 2022	
	MERCHANDISE FOR BOOTH	
EXHIBITOR'S NAME and STAND NUMBER:	EXHIBITOR'S NAME:	STAND NUMBER:
Number of pieces:	_____ / _____	
Weight:	_____ kg	

DELIVERY ADDRESS: (Mon./Fri. 8.30-13.00 // 14.00-17.30):

Merkur Expo Logistics SRL
C/O Fortezza da Basso
 Viale Filippo Strozzi 1
 50129 Firenze



LABEL FOR SHIPMENTS

MATERIAL FOR CONGRESS BAGS OR ON DISPLAY DESKS

Shipper Name:		
Event/congress:	53rd SIDO International Congress 13-16 ottobre 2022	
	FLYERS/DEPLIANT FOR REGISRATION AREA	
EXHIBITOR´S NAME and STAND NUMBER:	<small>EXHIBITOR´S NAME:</small>	<small>STAND NUMBER:</small>
Number of pieces:	____ / ____	
Weight:	_____ kg	

DELIVERY ADDRESS: (Mon./Fri. 8.30-13.00 // 14.00-17.30):

Merkur Expo Logistics SRL
C/O Fortezza da Basso
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