EXHIBITOR SERVICES WEBSITE
• The Exhibitor Services Website is the exhibition services management “tool” of Fiera Milano Congressi.
Each Exhibitor can easily choose the item/service he needs from the official FMC catalogue.
Each Exhibitor will receive a welcome e-mail with password and username

Dear Exhibitor,

your name has been put in the Fiera Milano Congressi "Exhibitor Services" site for the above Congress (MiCo South - Level 0 - Stand TBD - Shell Scheme).

Entering the website you are allowed to buy/hire on line all services or goods that can be useful for your participation.

The use of the website is very simple and you will find all the information needed.
You can access the website directly using this link; alternatively you can log in on https://es.fieramilanocongressi.it/ by using the following access codes:
Username: ---------
Password: ----- 

Best Regards
Fiera Milano Congressi SpA
At the first access the Exhibitor must fill in its invoicing and contact details.

Welcome

Before using the system you need to fill in the following form with your exhibiting Company data. Please enter the main exhibiting Company data, not the data of stand constructors. When you place an order you will be able to add co-exhibitors and/or alternate invoicing addresses data for invoicing purposes. The fields marked with an asterisk (*) must be filled in.

Main Exhibiting Company data

- Company Name
- Street Address *
- Postal/ZIP code
- City/Town/State *
- Province
- Country *

Main Contact Person Data

- First Name *
- Last Name *
- Phone
  - Please include intl prefix. Examples: +39 02 1234567
- Mobile *
  - Please include intl prefix. Examples: +39 02 1234567
- E-mail *
How to place an order

• Start from the Home Page. Here you will find all the available items/services categories, such as Extra Furniture, Office equipment, and so on.
• Some categories are divided into subcategories to make it easier to find what you are looking for.

• Click on the category or subcategory you are interested in to view related items/services.
• The Category Page appears. On the top of the page you will see a short description of the category, together with detailed information about delivery, terms and conditions, deadlines.
Choose the item or service you are interested in and click on it. A popup windows will appear; it could be requested to enter quantity and additional information. Enter the required information and click on the "Add to Cart" button.

After you have inserted items/services into the shopping cart, the cart summary on the top right part of the page reports the total amount of items/services into your cart.

You can insert other items/services into your shopping cart from the same category simply clicking on the corresponding "Add to cart" icon, or browse other categories using the category menu located on the left side of the page.

To return to the home page, simply click on "Exhibitor Services" at the top of the page.

Items/services contained into your shopping cart are listed in it. In the shopping cart on the left of each item/service there are two icons for modifying or deleting the item or service.
How to finalize an order

- Starting from your shopping cart details (icon on top right) click the “next” button.
You will be asked to indicate the recipient of the invoice (e.g. it is possible to insert the stand builder details) and the desired payment method.

Enter the required information and click on the “place order” button.
If you choose to pay by bank transfer, you have to download/print the “Payment Request form” containing all the necessary information to make the payment.

N.B. Please note that “Bank transfer” will no longer be available starting from about 10 days before Congress takes place.
If you choose to pay by credit card, once paid, you can print the “payment receipt” containing all the information about your order.

Order number 370/2015, dated February 17, 2015, amounting to € 4.88 has been issued.

To confirm the order, please pay the amount of € 4.88 via bank transfer within 10 days.

Click here to download the Payment Request form, containing all the necessary information to make the payment.

A copy of the Payment Request form has been sent to your e-mail.

Please note that you can view at any time the status and the detail of your orders by opening the "my orders" page.

Please remember that any item/service is confirmed only after the payment.
Here you will find your orders (and related invoice after the Event)

Details on ordered items delivery

Open a ticket/claim on ordered items

Useful contact for the Event

Regulations, Logistics, Safety, various documents

Modify/add Invoicing Data

Please remember that any item/service is **confirmed only after the payment.**