




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.

EXHIBITOR SERVICES0

[HOME](#) [ORDERS](#) [DELIVERIES](#) [CLAIMS](#) [INVOICING DATA](#) [USEFUL DOCUMENTS](#) [CONTACTS](#)

 Audiovisuals LCD Monitor, Audio, Ledwall - Videowall & More	 Carpet	 Catering Services Savoury Food, Sweet Food, Cold Refreshments, Hot Refreshments, Water Cooler, Additional Catering Items, Staff, Custom Catering Service, Business Lunch
 Computers and Peripherals Technical Assistance, Equipment Rental	 Cooking equipment	 Custom Services
 Electrical Services Electrical Plants, Inspection Service, Extra KW, 24 hrs Electrical Line, 24h/24 Electrical Supply	 Extra Cleaning	 Extra Time Work
 Fire Extinguisher	 Flowers & Plants	 Furniture Chairs & Stools, Armchairs & Sofas, Tables, Reception Desks, Displays, Accessories
 Hanging Services Hanging Services, Certifications, Electrics at the hangings	 Insurance Coverage	 IT Services Internet & WiFi, Phone Lines
 Parking	 Photo and Video Services	 Temporary Staff Security Services, Hostess & Steward, Photo Services
 Vehicle passes and Staff name badges for Build-up and Break-down time	 Waste Collection	 Water & Compressed Air Connections Water Connection, Compressed Air

Each Exhibitor will receive a welcome e-mail with password and username



EXHIBITOR SERVICES

EVENT 2020

MiCo - Milano congressi, March 3 - 5, 2020

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


Fiera Milano Congressi SpA | Milano, Italy | P.IVA 11292010151 | demoevent@fieramilanocongressi.it



At the first access the Exhibitor must fill in its invoicing and contact details.

EXHIBITOR SERVICES

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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

Exhibitor

Street Address *

Postal/ZIP code

City/Town/State *

Province

Country *

Main Contact Person Data

First Name *

Last Name *

Phone

Please include intl prefix. Example: +39 02 123123

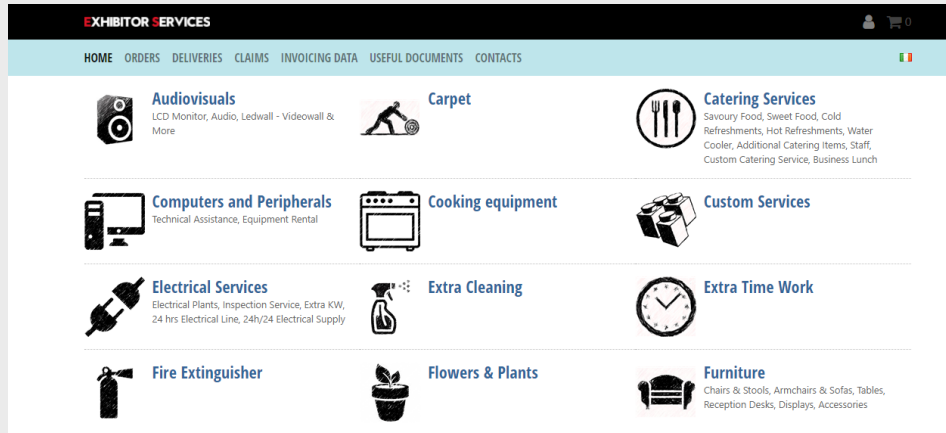
Mobile *

Please include intl prefix. Example: +39 02 123123

E-mail *

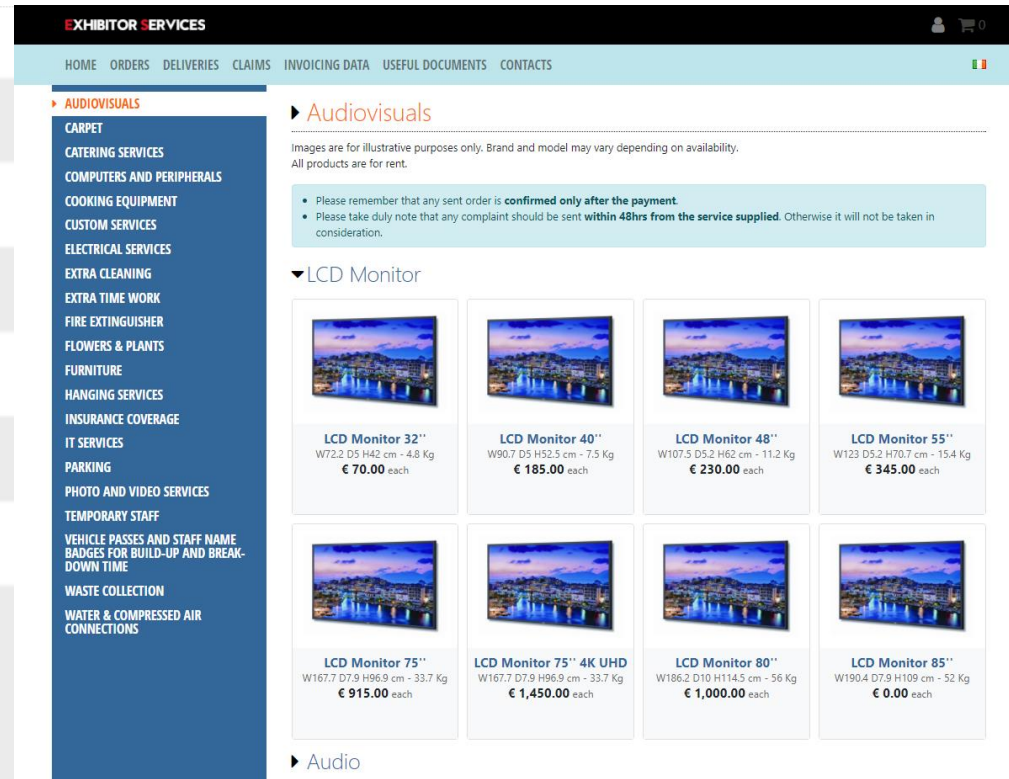
**FIERA MILANO
CONGRESSI**

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.



Add item to cart



LCD Monitor 55"
W123 D5.2 H70.7 cm - 15.4 Kg

€ 345.00 each

[Technical Details](#)

DELIVERY: Please note that the delivery can be requested only during official set up days. Delivery can take place only when someone of your staff is present at the booth.
PICK UP: first day of dismantling.

Quantity:

Delivery date:

Delivery time range:

What kind of support do you request? *

☒ Ground support
☐ Wall support

ATTENTION: the wall support is not applicable on the shell scheme panels and on portable walls.



Which AV connection do you need? *

☒ USB Port
☐ HDMI Cable

Add to cart

- 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.

	Description / Details	Q.ty/Price €	Total €	Order
 	<p>LCD Monitor 55" W123 D5.2 H70.7 cm - 15.4 Kg</p> <p>Delivery date: Dec 22, 2020 Time range: Morning (09.00 - 12.30) Support type: Ground support AV Connection: USB Port</p>	<p>1 345.00</p>	345.00	<input checked="" type="checkbox"/>

How to finalize an order

- Starting from your shopping cart details (icon on top right) click the “next” button .

1 Products summary



2 Further information

3 Method of payment

4 Order confirmation

To order only some of the items, please use the check boxes in the "Order" column.

Select allUnselect all

Description / Details		Q.ty/Price €	Total €	Order
 	LCD Monitor 55" W123 D5.2 H70.7 cm - 15.4 Kg Delivery date: Dec 22, 2020 Time range: Morning (09.00 - 12.30) Support type: Ground support AV Connection: USB Port	1 345.00	345.00	<input checked="" type="checkbox"/>
Total (VAT excluded)			€ 345.00	

Next >

► Please select the recipient of the invoice (applied VAT could change depending on the country):

● **Demo Organizer (Main Exhibiting Company)**

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VAT code / Tax ID:

tommaso.giorgi@fieramilanocongressi.it

Edit

Add a stand constructor or an alternate invoicing address

For any request/question about the invoicing, please send an e-mail to **amministrazione.clienti@fieramilanocongressi.it** with your data and the name of the event you are participating in.

► Please select the desired payment method:

● **On line with credit card**

If you choose this method of payment, you will be redirected to our bank secure credit card payment processing form.

The connection with the bank is encrypted using SSL.

After completing the transaction, the system will send to your e-mail address a confirmation for your order.

Regular invoice will be sent via e-mail.

Accepted credit cards are: **VISA, VISA electron, American Express, MasterCard, EuroCard.**

● **Bank Transfer**

This payment method can be chosen until **December 31, 2020**

If you choose this method of payment, the system will send to your e-mail address a payment request form for your order, which includes:

- the coordinates for the bank transfer;
- the summary of ordered items/services;
- the total amount to be paid.

You will have to send us this form by fax or e-mail, **together with a copy of the transfer receipt.**

As soon as Fiera Milano Congressi receives your payment, you will receive by e-mail an order confirmation and the invoice.

Please note: your payment must be sent to us within 10 days.

● ***** TEST *** On line with credit card**

If you choose this method of payment, you will be redirected to our bank secure credit card payment processing form.

The connection with the bank is encrypted using SSL.

After completing the transaction, the system will send to your e-mail address a confirmation for your order.

Regular invoice will be sent via e-mail to your address.

Accepted credit cards are: **VISA, VISA electron, American Express, MasterCard, EuroCard.**

< Previous

Place Order >

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.

The screenshot displays the 'EXHIBITOR SERVICES' website. The top navigation bar includes links for HOME, ORDERS, DELIVERIES, CLAIMS, INVOICING DATA, USEFUL DOCUMENTS, and CONTACTS. A secondary navigation bar highlights MY ORDERS, INVOICING DATA, USEFUL DOCUMENTS, and CONTACTS, along with language options (ITALIANO) and a LOGOUT button. A left sidebar lists various service categories such as AUDIOVISUALS, CARPET, CATERING SERVICES, COMPUTERS AND PERIPHERALS, CUSTOM SERVICES, ELECTRICAL SERVICES, EXTRA CLEANING, EXTRA TIME WORK, FIRE EXTINGUISHER, FLOWERS & PLANTS, FURNITURE, HANGING SERVICES, INSURANCE COVERAGE, and IT SERVICES. The main content area features a four-step progress bar: 1. Products summary, 2. Further information, 3. Method of payment, and 4. Request for payment (the current step). Below the progress bar, the text states: '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.' An orange button labeled 'Back to Home Page' is positioned at the bottom of the main content area.

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.

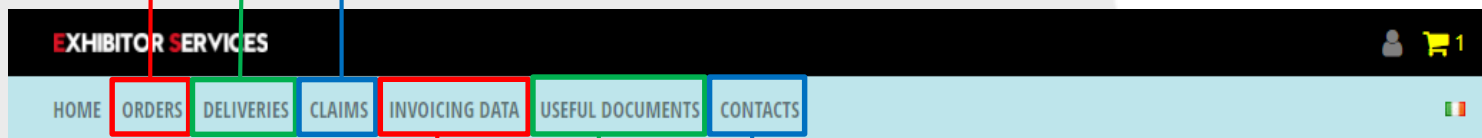
The screenshot displays the 'EXHIBITOR SERVICES' website. At the top, there is a navigation bar with links: HOME, ORDERS, DELIVERIES, CLAIMS, INVOICING DATA, USEFUL DOCUMENTS, and CONTACTS. Below this is a secondary navigation bar with MY ORDERS, INVOICING DATA, USEFUL DOCUMENTS, and CONTACTS. A language selector shows 'ITALIANO' with an Italian flag, and a 'LOGOUT' button. A shopping cart icon in the top right corner shows '1' item. A left sidebar lists various service categories: AUDIOVISUALS, CARPET, CATERING SERVICES, COMPUTERS AND PERIPHERALS, CUSTOM SERVICES, ELECTRICAL SERVICES, EXTRA CLEANING, EXTRA TIME WORK, FIRE EXTINGUISHER, FLOWERS & PLANTS, FURNITURE, HANGING SERVICES, INSURANCE COVERAGE, and IT SERVICES. The main content area features a four-step progress bar: 1. Products summary, 2. Further information, 3. Method of payment, and 4. Request for payment (the current step). The text below the progress bar states: '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.' At the bottom of the main content area is an orange button labeled 'Back to Home 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.**