The Exhibitor Services webshop is the exhibition services management tool of Fiera Milano Congressi
DEMO EVENT
MiCo - Milano Convention Centre, January 1 – December 31, 2099

Dear Exhibitor,

We are contacting you to give you access to the Fiera Milano Congressi Exhibitor Services web shop for the above event.

We currently hold the following information on your booking: MiCo South - Level 0 - Stand 00 - Shell Scheme.

Via the web shop you’ll be able to book all additional services for your presence during the event.

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: Password

Best Regards
Fiera Milano Congressi SpA
At first access Exhibitors must fill in their invoicing and contact details.
After the registration Exhibitors can easily choose the item/service they need from the official FMC catalog.
HOW TO PLACE AN ORDER

Start from the **Home Page**. Here you will find all the available categories, such as Furniture, Graphics, Electrics, Internet 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 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 you are interested in and click on it. A popup windows will appear, enter the required information and click on the "Add to Cart" button.

The cart icon on the top right corner of the homepage will become yellow and will the total amount of items into your cart.

You can browse other categories using the category menu located on the left side of the page.
HOW TO FINALIZE AN ORDER

Entering your cart, you can find the items reserved before. Next to each item you can find buttons to modify or delete the item before confirming the order. Click “Next” to proceed.

You will be asked to indicate the recipient of the invoice (it is possible to add different invoicing data – e.g. for a stand builder or an agency) and choose the desired payment method (Bank Transfer will no longer be available when too close to the Event).

Please remember that orders are considered confirmed after the payment is received.
Here you will find your orders (and related invoice after the Event)

Details on ordered items delivery

Open a ticket/claim on ordered items

Modify/add Invoicing Data

Useful contact for the Event

Regulations, Logistics, Safety, various documents