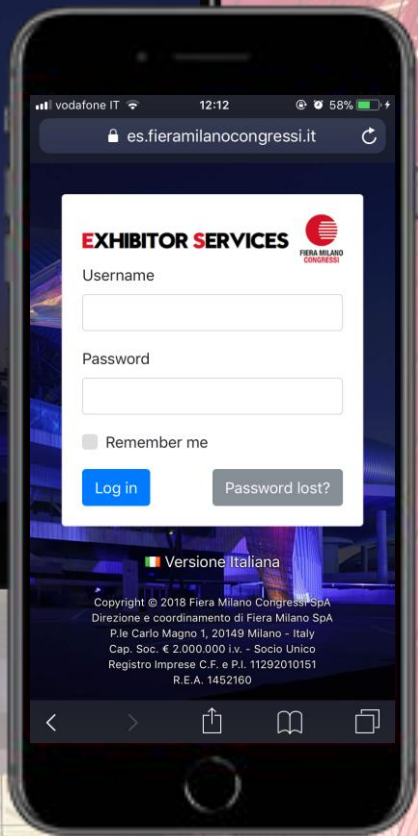


# EXHIBITOR SERVICES





The Exhibitor Services webshop is the  
**exhibition services management tool**  
of Fiera Milano Congressi



# Each Exhibitor will receive a welcome e-mail with a dedicated login



## EXHIBITOR SERVICES

### 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](https://es.fieramilanocongressi.it/); 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.

**EXHIBITOR SERVICES**0

### 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. Example: +39 02 123123

Mobile \*   
Please include intl prefix. Example: +39 02 123123






















E-mail \*



# After the registration Exhibitors can easily choose the item/service they need from the official FMC catalog.

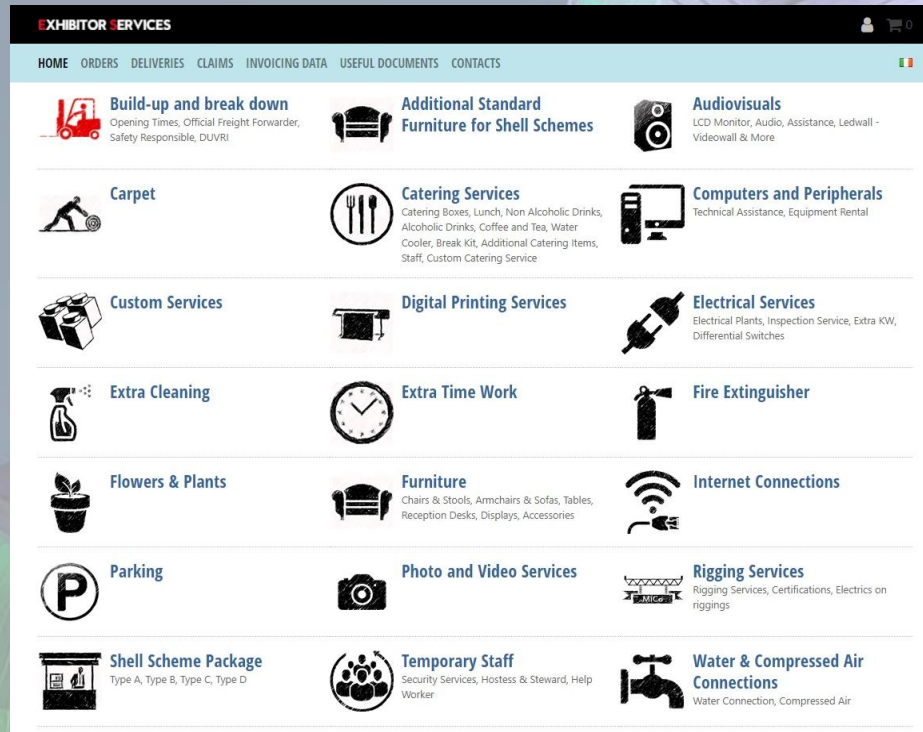
EXHIBITOR SERVICES

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

 <b>Build-up and break down</b> Opening Times, Official Freight Forwarder, Safety Responsible, DUVRI	 <b>Additional Standard Furniture for Shell Schemes</b>	 <b>Audiovisuals</b> LCD Monitor, Audio, Assistance, Ledwall - Videowall & More
 <b>Carpet</b>	 <b>Catering Services</b> Catering Boxes, Lunch, Non Alcoholic Drinks, Alcoholic Drinks, Coffee and Tea, Water Cooler, Break Kit, Additional Catering Items, Staff, Custom Catering Service	 <b>Computers and Peripherals</b> Technical Assistance, Equipment Rental
 <b>Custom Services</b>	 <b>Digital Printing Services</b>	 <b>Electrical Services</b> Electrical Plants, Inspection Service, Extra KW, Differential Switches
 <b>Extra Cleaning</b>	 <b>Extra Time Work</b>	 <b>Fire Extinguisher</b>
 <b>Flowers &amp; Plants</b>	 <b>Furniture</b> Chairs & Stools, Armchairs & Sofas, Tables, Reception Desks, Displays, Accessories	 <b>Internet Connections</b>
 <b>Parking</b>	 <b>Photo and Video Services</b>	 <b>Rigging Services</b> Rigging Services, Certifications, Electrics on riggings
 <b>Shell Scheme Package</b> Type A, Type B, Type C, Type D	 <b>Temporary Staff</b> Security Services, Hostess & Steward, Help Worker	 <b>Water &amp; Compressed Air Connections</b> Water Connection, Compressed Air



# HOW TO PLACE AN ORDER



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.

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.

## BUILD-UP AND BREAK DOWN ADDITIONAL STANDARD FURNITURE FOR SHELL SCHEMES

### AUDIOVISUALS

#### CARPET

#### CATERING SERVICES

#### COMPUTERS AND PERIPHERALS

#### CUSTOM SERVICES

#### DIGITAL PRINTING SERVICES

#### ELECTRICAL SERVICES

#### EXTRA CLEANING

#### EXTRA TIME WORK

#### FIRE EXTINGUISHER

#### FLOWERS & PLANTS

#### FURNITURE

#### INTERNET CONNECTIONS

#### PARKING

#### PHOTO AND VIDEO SERVICES

#### RIGGING SERVICES

#### SHELL SCHEME PACKAGE

#### TEMPORARY STAFF

#### WATER & COMPRESSED AIR CONNECTIONS

## ▶ Audiovisuals

Images are for illustrative purposes only. Brand and model may vary depending on availability. All products are for rent.

- Please remember that any sent order is **confirmed only after the payment**.
- Please take duly note that any complaint should be sent **within 48hrs from the service supplied**. Otherwise it will not be taken in consideration.  
To submit a complaint, please use the [Claims](#) page, send us an email, or come to our Exhibitors Service Desk.

## ▼ LCD Monitor



**LCD Monitor 32"**  
W72.2 D5 H42 cm - 4.8 Kg  
€ 1.00 each



**LCD Monitor 40"**  
W90.7 D5 H52.5 cm - 7.5 Kg  
€ 1.00 each



**LCD Monitor 48"**  
W107.5 D5.2 H62 cm - 11.2 Kg  
€ 1.00 each



**LCD Monitor 55"**  
W123 D5.2 H70.7 cm - 15.4 Kg  
€ 1.00 each



**LCD Monitor 75"**  
W167.7 D7.9 H96.9 cm - 33.7 Kg  
€ 1.00 each




**LCD Monitor 80"**  
W186.2 D10 H114.5 cm - 56 Kg  
€ 1.00 each



**LCD Monitor 90"**  
W190.4 D7.9 H109 cm - 52 Kg  
€ 1.00 each



Add item to cart
Cancel



**LCD Monitor 55"**  
W123 D54 H78.7 cm - 15.4 Kg  
[Technical Details](#)

€ 1.00 each

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 aluminum walls.

Which kind of connection do you need? \*

☐ USB Port  
☐ HDMI Cable

Please indicate the placement of your monitor.\* [Upload file](#)

You can upload a draw, render, draft of the placement of your monitor on the wall or with a floor stand.

Add to cart
Cancel

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.

- AUDIOVISUALS
- CARPET
  - CATERING SERVICES
  - COMPUTERS AND PERIPHERALS
  - COOKING EQUIPMENT
  - CUSTOM SERVICES
  - ELECTRICAL SERVICES
  - EXTRA CLEANING
  - EXTRA TIME WORK
  - FIRE EXTINGUISHER
  - FLOWERS & PLANTS
  - FURNITURE
  - HANGING SERVICES
  - INSURANCE COVERAGE
  - IT SERVICES
  - PARKING
  - PHOTO AND VIDEO SERVICES
  - TEMPORARY STAFF
  - VEHICLE PASSES AND STAFF NAME BADGES FOR BUILD-UP AND BREAK-DOWN TIME
  - WASTE COLLECTION
  - WATER & COMPRESSED AIR CONNECTIONS

You can browse other categories using the category menu located on the left side of the page.







# HOW TO FINALIZE AN ORDER

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 all Unselect all

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

Next >

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.

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

☐ Demo Organizer (Main Exhibiting Company)

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](mailto: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.

< Previous Place Order >

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,**

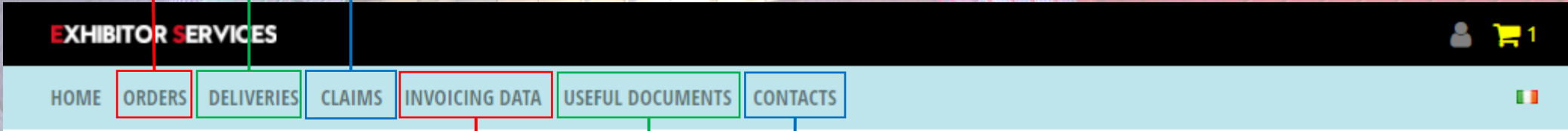


# TABS

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