

# ATTACHMENT

“1”

MATERIAL HANDLING – STORAGE –  
LOGISTICS & SHIPPING

## “EUROPYTHON”

The European Python Conference

10<sup>th</sup> – 14<sup>th</sup> JULY 2017 -  
Palacongressi di Rimini

PALASER VIP

RIVIERA  
DI RIMINI  
CONVENTION  
BUREAU

  
PALACONGRESSI  
DI RIMINI

# “EUROPYTHON” The European Python Conference Palacongressi di Rimini, 10<sup>th</sup> – 14<sup>th</sup> JULY 2017

**DATES AND TIMES FOR SETTING UP, COURSE AND DISMANTLING ARE INCLUDED IN THE GENERAL INFORMATION FORM.**

## 1. GENERAL DETAILS

**Palaservip** is the official partner of Palacongressi di Rimini, providing material handling and storage services. Below you will find information on the services and the regulations for handling material.

**Palaservip** can offer you a range of detailed and customised logistics and shipping solutions for your goods.

**Palaservip** will submit detailed offers and will respond to your requests.

In the case you should decide to use your own forwarder, please provide the name and ensure that the forwarder receives the following instructions in step 4.

## 2. DEADLINE FOR SENDING ORDER FORMS

Order forms must be sent no later than **30 JUNE 2017** to: [info@palaservip.it](mailto:info@palaservip.it)

## 3. MATERIAL PICK UP VIA MAIL BOXES ETC.

**Palaservip**, inside the convention center, offers the following services:

- collect the goods at your company with delivery at the Mail Boxes stores, avoiding misunderstandings and delays
- pick up and return shipment of the material after the event
- **Services are organized by Mail Boxes, order form on page 4 - Service "E"**
  
- courier pick up-goods, warehousing and delivery to stand before the event
- pick up products from stand at the end of the event, storage and delivery to the carrier  
**order form on page 4 - Service "A" - "B"**

## 4. INSTRUCTIONS FOR MATERIAL DELIVERY

- Delivery of goods can be arranged after sending the order form on page 4 - Service "A" in the following dates and times: **3-4-5-6-7-JULY 2017 from 9.00am to 1.00pm and from 3.00pm to 6.00pm**

**DEADLINE FOR DELIVERY TO PALASERVIP DEPOT: 7 JULY 2017**

### **GOODS DELIVERY ADDRESS**

**PALASERVIP c/o MAIL BOXES ETC.**

Via Della Fiera,23/C (c/o Palacongressi)

47923 Rimini (RN)

**Contact:** Filippo Bortoletto **Tel:** +39 0541 – 718842 / 787203



**MAIL BOXES ETC.®**

## 5. LABELLING ITEMS

**IN ADDITION TO THE DELIVERY ADDRESS (c/o MAIL BOXES), ALL ITEMS MUST DISPLAY THE FOLLOWING DETAILS:**

Name of Event: **EUROPYTHON – 10-14 JULY 2017**

Name of Exhibitor: \_\_\_\_\_ N°Stand \_\_\_\_\_

Contact person at Stand: \_\_\_\_\_

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## 6. STORAGE SERVICES

During the event **PalaSerVip** offers the following storage services:

- Service "C"** storage of any promotional materials, and delivery to stand during the event.
- Service "D"** storage of empty and / or full boxes (cases / cartons / pallets). Pick up from stand of packaging, equipment or materials of your builder, storage during the event and its return to the stand after the event.
- Service "D1"** Storage of materials before the 1<sup>ST</sup> JULY and after the 15<sup>th</sup> JULY, underground deposit.

## 7. Material handling from truck to stand and stand to truck with forklift

During the days of build up and break down **PalaSerVip** offers the service of loading / unloading with forklift (order form on page 5).

## 8. INSTRUCTIONS FOR HANDLING AND UNLOADING/LOADING MATERIAL

To ensure the safe and swift handling of material, the following regulations must be adhered to:

- Vehicles must arrive on Via Monte Titano/ Via Rosaspina, " Gate C" ( Sat Nav- N 44°03'05"E12°33'56 ) to access the unloading area.
- The stop on that area will only be allowed for unloading, loading goods. Each vehicle must be moved immediately as soon as you finish these operations ( max 40 minutes ) and can park in the underground car park (see general information in "for the exhibitor 'Guide). **Forklift service is suggested for van or trucks ( page 5 ).**
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- Forklift service will be carried out exclusively by **Palaservip**, **access is not permitted to other service suppliers.**

## 9. TERMS OF PAYMENT

Payment of services can be made in the following way:

- 1- Via bank transfer, sending the payment data within the 13 of July 2017
- 2- By credit card or cash on site, within the end of the event
- 3- By sending c/card data ( page 6 )

For further information or requests, contact **Mr. Filippo Bortoletto** Ph. +39/541-787203 - 718842 or email [info@palaservip.it](mailto:info@palaservip.it)

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## ORDER FORM - EXHIBITOR FOR HANDLING, PICKING UP, SHIPPING AND STORING MATERIAL

**All orders must be sent no later than 30<sup>TH</sup> JUNE 2017 to: [info@palaservip.it](mailto:info@palaservip.it)**

### MATERIAL DETAILS

Total number of packages and / or pallets \_\_\_\_\_ Indicative total weight kg : \_\_\_\_\_

Expected date of delivery \_\_\_\_\_ Courier name \_\_\_\_\_

Dates of delivery **3-4-5-6-7, July 2017**

Opening times **09:00-13:00 / 15:00-18:00**

A	Receipt material from courier, storage and delivery to stand before the event	Cost excluding VAT
	Up to 30 kg	€ 53.00
	From 31 to 100 kg	€ 96.00
	Over 100 kg - <b>each 50 kg.</b> ( example.160 kg = 96+32+32 )	€ 32.00
	Cost for each package that will come in the days of conduct	€ 10.00
	For unloading / loading involving the use of fork lift - additional cost.	€ 53.00
	Over 400 kg is necessary to request personal quote	quote
B	Pick up material from stand at the end of event, storage and delivery to the courier.	Cost excluding VAT
	Up to 30 kg	€ 53.00
	From 31 to 100 kg	€ 96.00
	Over 100 kg - <b>each 50 kg.</b> ( example.160 kg = 96+32+32 )	€ 32.00
	Over 400 kg is necessary to request personal quote	quote
	For unloading / loading involving the use of fork lift - additional cost.	€ 53.00
C	Deposit of promotional material for delivery during the event	Cost excluding VAT
	Minimum charge for each item (max.120x80) occupying floor space	€ 99.00
D	Storage of empty / full boxes during the event and return at the end of event	Cost excluding VAT
	Minimum charge for each item (max.120x80) occupying floor space	€ 53.00
<b>D1</b>	Storage of materials before the 1 <sup>st</sup> july and after the 15 <sup>th</sup> july, underground deposit	€ 55.00
E	Request for shipping service - delivery / freight by courier from company address to Palacongressi and / or return after the event	Cost excluding VAT
	Minimum charge from / to Europe - <b>each 50 kg</b> - weight/dimension 1m3 = 250 kg	€ 70.00

### SERVICES AND DATA REQUIRED FOR BILLING COMPANY

SERVICES REQUIRED (A-B...) \_\_\_\_\_

Company Name: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

VAT: \_\_\_\_\_ Company Stamp \_\_\_\_\_

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## ORDER FORM - BUILDERS UNLOADING OR LOADING MATERIAL WITH FORKLIFT

**All orders must be sent no later than 30<sup>TH</sup> JUNE 2017 to: [info@palaservip.it](mailto:info@palaservip.it)**

FORKLIFT SERVICE with OPERATOR	Unload or Load Cost excluding vat	Unload and Load Cost excluding vat
1-FORKLIFT -unloading or loading standard pallets (120x80x140) <b>single</b>	€ 60,00	€ 96,00
2-FORKLIFT -unloading or loading standard pallets (120x80x140) <b>up to 3</b>	€ 87,00	€ 139,00
3-FORKLIFT -unloading or loading additional standard pallets <b>over 3</b>	€ 36,00	€ 36,00
4-FORKLIFT -unloading or loading non standard pallets <b>single</b>	€ 84,00	€ 134,00
5-FORKLIFT -unloading or loading non standard pallets <b>up to 3</b>	€ 120,00	€ 192,00
6-FORKLIFT -unloading or loading additional non standard pallets <b>over 3</b>	€ 48,00	€ 48,00
7-FORKLIFT -unloading or loading <b>Complete van/truck 20 M3</b>	€ 180,00	€ 288,00
8-FORKLIFT -unloading or loading <b>Traction unit</b>	€ 260,00	€ 454,00
9-FORKLIFT -unloading or loading <b>Semi-trailer truck</b>	€ 360,00	€ 504,00

We hereby agree to the following conditions of supply:

1 - **General Conditions:** insurance coverage for property damage raised to **€ 5,000 with a deductible of 10% for the Builder Company. For higher values, the Builder will agree communicating the true value of the material to be unloading/loading and paying the additional insurance premium.**

2 - For access to unloading / loading material, the service must be paid in advance in the following ways:  
Credit Card or Cash.

**NB: you will not be allowed to unloading / loading without prior payment of the service.**

### SERVICES AND DATA REQUIRED FOR BILLING COMPANY

SERVICES REQUIRED (1-2...)	FOR THE DAY
Company Name: _____	Zip: _____ City: _____
Address: _____	Phone: _____
Ref cell. construction: _____	Name of Exhibitor: _____ Stand N° _____
VAT: _____	COMPANY STAMP _____

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**PAYMENT BY CREDIT CARD**

Please fill the form and send it at the following e-mail address: [info@palaservip.it](mailto:info@palaservip.it)  
The payment of handling services required, will be invoiced by Palaservip.  
I hereby authorize you to debit Palaservip total amount billed to the credit card below.  
The charge will be made on the date of invoice.

**PERSONAL DATA OF THE OWNER OF CREDIT CARD**

Name \_\_\_\_\_  
Surname \_\_\_\_\_  
Company Name \_\_\_\_\_  
VAT number \_\_\_\_\_  
Date and place of birth \_\_\_\_\_  
Address \_\_\_\_\_  
Phone..... Fax..... E-mail.....

**CREDIT CARD DATA**

Credit Card  Visa  Mastercard  American Express  
Credit Card n° \_\_\_\_\_  
Expires date: month \_\_\_/\_\_\_/ Year 20\_\_\_/\_\_\_/\_\_\_/\_\_\_  
Cod. CVC \_\_\_/\_\_\_/\_\_\_ (last 3 digits of code on back of card, AMEX 4 digits )

With this form, the undersigned / credit card company that owns the above agree to provide Palaservip, which receives the payment of invoices of charges for services requested by our company during the event.

Date \_\_\_/\_\_\_/\_\_\_/20\_\_\_/\_\_\_/\_\_\_/ Signature holder of c/card \_\_\_\_\_

The information you provide will be kept by Palaservip and will only be used for the required services during the event: EUROPYTHON 2017

**PALASER VIP** sas  
di Ottaviani Maria Raffaella & C.  
Via Soardi 5 – Cap.47923 Rimini - Tel: 0541- 718842 - 787203  
CF/P.I. 04279740403 - e-mail [info@palaservip.it](mailto:info@palaservip.it)