

Barcelona Office: O +34 93 233 41 11 info@resaexpo.com www.resaexpo.com Madrid Office:
O +34 91 660 11 90
bhelguero@resaexpo.com
www.resaexpo.com

## **SERVICE ORDER FORM**

Please complete and sign this form and forward it to: operations@resaexpo.com

Event name:			Ex	Exhibiting company:			
Standfitting company (when applicable):			Н	Hall and Stand number:			
Contact person on stand:			Cell Phone nr:				
			•				
Type of Shipment:	Exhibition material:	Bag inserts:		Organiser ma	nterial:	Standfitting material:	
SHIPMENT DE	TAILS:						
N° of pcs.		Weight: kg		kg.	Volume: m3		
Transport company:				Tracking number:			
Origin:			Arrival date at warehouse:				
Delivery date on stand:			Delivery time on stand:				
Return services: Yes No Tick on the return and we will visit you at the stand to collect instructions.							
,							
Other remarks and comments:							
INVOICING DETAILS & CREDIT CARD AUTHORISATION:							
Company Name (billing party):							
Address:							
City: Zip Code:				Country:			
VAT Nr. (only European companies):							
Telephone:				F	Fax:		
Email:							
Cards typed : Visa Amex Mastercard							
Card number: Expiry date:							
Cardholder name:							
I certify that all information is complete and accurate. I hereby authorize Resa to collect payment for all charges as indicated in the official tariff of the event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.							
Signature							

All work undertaken is subject to Resa's terms and conditions and insurance policy. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The Resa insurance policy for storage and handling covers a maximum of 10 Euros per Kg (gross weight) of damaged or lost goods, per incident. The liability of RESA ceases with the delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until this collected from the stand by RESA. Signature on this form is acceptance of our terms and conditions.