



EXHIBITORS

EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
Wednesday 9 October 2024	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Thursday 10 October 2024	9:00 am – 5:30 pm	8:30 am – 6:00 pm
Friday 11 October 2024	9:00 am – 5:30 pm	8:30 am – 6:00 pm
Saturday 12 October 2024	9:00 am – 5:00 pm	8:30 am – 5:30 pm

DIFFERENCES BETWEEN RAW SPACE AND PRE-FITTED STANDS

Companies that have booked **raw space without fitting**, will have exclusively the given surface area available to build their own stand, the perimeter of which will be marked out on the floor with adhesive tape.

There are no partition walls between stands.

Companies that have booked a **shell scheme booth** will have available an already set-up area, including the equipment specified on the application form.

The official supplier of the exhibition is HENOTO. Here follow the direct contacts:

Tel +39 049 5801243 saie@henoto.com

SET-UP FOR RAW SPACE

The exhibition will take place from 9 to 12 October 2024 at the Bologna Exhibition Centre.

Below are the timetables for setting up:

Timetable

- Friday 4 October 2024: from 8:00 am to 7:00 pm
- Saturday 5 October 2024: from 8:00 am to 7:00 pm
- Sunday 6 October 2024: from 8:00 am to 7:00 pm
- Monday 7 October 2024: from 8:00 am to 7:00 pm

- Tuesday 8 October 2024: from 8:00 am to 7:00 pm

On October 8, the day preceding the opening of the Exhibition, from 8 am to 7 pm no stand-fitting work will be permitted, but only the arrangement of samples, graphics or other activities involving the use of hand tools only.

ACCESS MACHINES AND EQUIPMENT WEIGHING MORE THAN 6,000 KG OR PARTICULARLY CUMBERSOME

WARNING

For the entry of machinery over 6,000 kg that requires handling by crane, please contact the technical department:
ottomanelli@senaf.it - tel. + 39 3760611604

WASTE MANAGEMENT

Setting up and dismantling

Exhibitors/Standfitters/Suppliers are prohibited, during all phases of the event, from abandoning waste materials and/or special waste in the exhibition areas and perimeter areas of the Exhibition Grounds. Waste and materials remaining at the set-up and dismantling works shall be disposed of by the Exhibitor and/or its designees, and the aisles of the halls shall be kept free of any kind of waste materials or encumbrances. The disposal of waste and set-up debris is the responsibility of and at the expense of the Exhibitor and/or its designees. Verification of the correct application of the provisions, for the management of waste and residual materials, will be carried out by personnel appointed by BolognaFiere, present in each hall, during the opening hours of the Fairgrounds. Individual anomalies detected will be recorded and forwarded to the relevant internal bodies. Should the Exhibitor fail to comply with the disassembly times and/or inertia on the part of the Exhibitor in clearing the area, the Exhibitor itself gives its irrevocable consent for this to be done ex officio, considering whatever is left on the stand as waste material to be sent to public dumps, and the Exhibitor will be required to reimburse all direct and indirect expenses incurred in clearing the area, with a minimum of € 700.00 for each 16.00 m² of area and without prejudice to any reimbursement for greater.

Exhibition

Waste produced during the event must be delivered to the ecological islands present and marked in the Fairgrounds and sorted according to specific types (paper, glass, metal, plastic and undifferentiated).

Maximum height of stands in free area and non-standard set-ups

Set-ups must be made so as to ensure maximum visibility of neighboring stands.

Exhibitors are prohibited from enclosing more than 50 percent of the length of individual free sides or front exhibit either with walls or with furniture or display modules;

The maximum height of standard set-ups is 3.00 m.

In order to take into account the thicknesses due to raised floors, light fixtures, light fixture supports including lattice, an additional margin of 0.50 m. to the height limit defined above will be allowed, thus bringing it to a maximum limit of 3.50 m.

In the event that it is intended to exceed this limit, and for all stands with characteristics such as to be defined as non-standard, the dimensioned plan, signed by a qualified technician, must be sent by e-mail to the following address:

tecnico2@bolognafiere.it in copy to ottomanelli@senaf.it by 6/09/2024.

Hangings are possible only in Halls 16-28-29-30. Hanging points to the structures of the pavilions can only be made by BolognaFiere, which will also carry out the testing of the same. Send feasibility request via email to appendimenti@henoto.com and in copy ottomanelli@senaf.it by 6/09/2024

The back of walls bordering other booths must be finished and painted in solid color with neutral color.

DISMANTLING RAW SPACES

Date and Hours

- Saturday 12 October 2024 **from 5:30 pm to 7:00 pm** – only in case of removal by hand-manoeuvred carts
- Sunday 13 October 2024 from 8:00 am to 7:00 pm
- Monday 14 October 2024 from 8:00 am to 7:00 pm
- Tuesday 15 October 2024 from 8:00 am to 7:00 pm

In particular:

Access to The Venue for the removal of samples and fittings will be as follows:

Saturday 12 October 2024 - closure of the halls at 5.30 p.m.

- removal of samples at 5.30 p.m.

- Entrance from outside car parks for removal from 6 p.m. onwards

(Only for removal of samples with hand trolleys)

The access of vehicles to the areas and halls will be regulated in the same way as for the set-up work.

Stand clearance must be completed by 7 pm on the dates indicated.

Failing this, the exhibitor will be obliged to consider any material left on the stand as waste material to be sent to public waste disposal sites and will be required to reimburse all direct and indirect expenses incurred in clearing the stand, currently at a minimum of € 300.00 per 16 m² of surface area, without prejudice to any reimbursement for greater damages.

The exhibitor accepts sole responsibility for any damage or theft that may occur during and after the exhibition.

PRE-FITTED STANDS

Availability of pre-fitted stands:

Pre-fitted stands will be available for exhibitors **from 9:00 a.m. on Tuesday 8th October 2024**

Removal of material from pre-fitted stands - timetable:

- Saturday 12 October 2024: **from 5:30 pm to 7:00 pm**

Starting from 8:00 am on October 13 the stand fitter will start the dismantling work, all material that will be found in the stands will be removed.

Stand builder's contact:

HENOTO – Via Tolomeo, 14/16 – 25028 Piove di Sacco (PD) - Italy
Contact: tel. +39 049.5801243 - saie@henoto.com

HENOTO will send an email to the **contact person** indicated on the application form, with a link to the personal area where configuring booth and where you can request additional furniture or assistance.

PARTICIPATION FORMS AND MODULES TO REQUEST ADDITIONAL SERVICES

Where to find forms for booking stand services:

Each exhibitor will receive directly from BolognaFiere, from the email noreply@bolognafiere.it, the link for accreditation on the website saie.befair.eu, where the forms for hiring equipment and booking paid stand services will be available. There will be a link in the Exhibitor Portal in order to reach the mandatory service forms. BEFAIR's contacts: vendite@bolognafiere.it - + 39 051 2828 16 – 2828 18

Fire extinguisher legal obligation:

Fire extinguisher distribution is already included in the application form to the extent required by law. Fire extinguishers will be delivered within the beginning of the exhibition.

Services included in "Mandatory technical supplies fee".

In the application form are included the following services:

- Connection, test and electric power up to 5 kw
- Fire extinguishers - the fire extinguishers installed in your stand must strictly be of the type required by current legislation.
- WI-FI internet connection
- Ordinary cleaning of the stand (floor sweeping/carpet sweeping, dusting of worktops free of clutter, emptying of waste bins only if left on stand).

Requests for additional KW should be made via the befair.eu website.

Insurance coverage:

The exhibition registration fee, paid together with the deposit, also includes "All Risks" and "Civil Liability" insurance cover. The technical regulations for the event, which are available online and, on the portal, indicate the maximum limits. Should the standard coverage be deemed insufficient, it is possible to request supplementary coverage using the **Supplementary Insurance Policy** form on the saie.befair.eu portal.

EXHIBITION ENTRY PASSES AND PARKING PASS FOR THE 4- DAYS EVENT

Exhibitor entry passes and parking passes

The exhibitors are entitled:

- N. 10 entry passes
- N° 1 car pass

How to get Exhibitors Entry Passes and Parking Passes for the 4-days event

Exhibitors will be issued free of charge 10 digital entry passes and 1 car parking sticker, regardless of the size of their stand, which will entitle them to park their cars in the parking spaces provided by BolognaFiere until the space available is used up. Exhibitor passes will be downloadable from the exhibitor portal (accessed by means of a username and password sent by e-mail), only for companies that have paid the invoices issued for participation.

The exhibitor's car parking badge - available from the first day of official set-up - can be printed online through the exhibitor portal only for companies that have paid the invoices issued for participation.

The CAR PASS will be usable by only one car per day, with no possibility of re-entry.

The exhibitor is responsible for the correct use of these documents and is also responsible for the behaviour of those who use them. To request your credentials again to access your personal area of the Portal, please write to laura.anoja@senaf.it.

Printing the entrance documents for the set-up and dismantling period – PASS:

The exhibiting companies and their contractors, to have access to the exhibition center, must be accredited on the website saie.befair.eu. To activate this procedure, the exhibiting companies must use the credentials chosen by the user at the first access to the system, following the instructions provided. by e-mail and which will remain valid for future editions.

The exhibitors themselves will authorize the appointed fitters, assigning them a file following which an email will be sent to make the first access to the system and choose the credentials.

If the set-up companies do not register on the site and do not send the published documentation, including the DUVRI, they will not be able to print the passes and / or tickets for access to the exhibition center.

The exhibiting companies must, before the start of the works, send the list of companies and the name of the person in charge who will intervene in the execution of the works, also using form "Information for the prevention of accidents at work" contained on the website saie.befair.eu

GOOD SHIPMENT TO THE STAND WITH COURIER

Please note that if you have material to be delivered to the stand (by couriers such as Bartolini, TNT, DHL, SDA, etc. and / or third party suppliers) you must follow the following procedure:

1. prepare the material by clearly indicating on the package:

Exhibitor's name

c/o Hall. (Indicate) stand nr. (Indicate)

Participation to SAIE exhibition

2. make the delivery to the ONLY collection point: MAGAZZINO C.F.P - Via Alfieri Maserati 20/C - 40128 Bologna - Italy with opening hours 8:00a.m. -12:00p.m. and 1:00 p.m.- – 5:00 p.m.

The deposit service is subject to a charge and must be booked on the BolognaFiere sales platform at saie.befair.eu or, for special requests, by sending an e-mail to vendite@bolognafiere.it.

If you wish, you can retrieve the package(s) yourself, otherwise, you can purchase the delivery service directly on befair, together with the deposit.

VISITOR'S ENTRANCE

Entrance ticket price:

Access to the event is free, upon registration.

Opening Hours:

- Wednesday 9 October 2024 from 9:00 am – 5:30 pm
- Thursday 10 October 2024 from 9:00 am – 5:30 pm
- Friday 11 October 2024 from 9:00 am – 5:30 pm
- Saturday 12 October 2024 from 9:00 am – 5:00 pm

Free tickets available for exhibitors:

Each exhibitor will receive **1.000 free digital tickets**. These invitations are available on the exhibitor portal starting from September.

PAYMENT AND EXIT VOUCHER

Final invoice payment:

The balance must be paid by 6th September 2024, by bank transfer to:

c/c 000005145X41 – Senaf srl

Banca Popolare di Sondrio – Agenzia 8 Milano

IBAN: IT 17 N 05696 01607 00000 5145X41

SWIFT: POSOIT22

Payment of the fees due for participation in the exhibition must be made within the time limits and in the manner specified in the application form.

The Exit Voucher can only be downloaded from the exhibitor portal for companies that are up to date with their payments.

CATERING

Below are the references for requesting a catering service from Bolognafiere:

Food & Beverage providing to the stand:

Please ask for the price list to: gestione@bolognafiere.it

Events banqueting and hospitality services directly to the stand:

Please ask for a quotation to: gestione@bolognafiere.it

If you need to use your own external catering service, please contact Bolognafiere directly by writing to:

Mrs Carmela Brescia

Mail: c.brescia@wydex.it
to obtain an access permit

In case of daily parking of the catering vehicle, please contact:

Bolognafiere Services Sales Office
email: vendite@bolognafiere.it
tel: 051 282816

for pitch allocation quotations and additional requests for electricity and/or other requirements for the service, please proceed via befair at the following [link](#).

HOTEL RESERVATIONS AND TRANSPORT

Information available on the event website at the following links at www.saiebologna.it:

- [Where to stay](#)
- [Getting There](#)

Contact for reservations:
Bologna Welcome
Simona Floris
tel. +39 051 6583126 sfloris@bolognawelcome.it

USEFUL NUMBER

EXHIBITORS Helpdesk: +39 02 89362581

VISITORS Helpdesk: +39 02 89362580

BolognaFiere Sales Office - BEFAIR: 39 051 282816 - 282818

PASS Office: +39 051 282403

HENOTO outfitting Helpdesk: +39 049 5801243

SENAF Technical Office: + 39 376 0611 604

SENAF Organizing Secretariat: + 39 02 3320 39607

SENAF Administrative Office: + 39 02 3320 39614