

EXHIBITION TECHNICAL REGULATIONS



Progetto e direzione

 **senaf**
MESTIERE FIERE

In collaborazione con

 **Bologna**
Fiere

 **gruppo**
tecniche nuove

EXHIBITION TECHNICAL REGULATIONS

SAIE 2024

1) PRELIMINARY NOTICE

The term "BolognaFiere" stands for BolognaFiere S.p.A. in Bologna (Italy), Viale della Fiera 20, the term "Organizer" stands for Senaf srl, Via Eritrea 21 Milano (Italy).

2) SPECIAL REGULATIONS SAIE 2024

2.A - Dates, times and venue of the Exhibition

The Exhibition will take place from 9 to 12 October 2024 in the Bologna Exhibition Centre at the following times

VISITORS HOURS:

Wednesday	9 October from 9 a.m. to 5,30 p.m
Thursday	10 October from 9 a.m. to 5,30 p.m
Friday	11 October from 9 a.m. to 5,30 p.m
Saturday	12 October from 9 a.m. to 5 p.m

EXHIBITORS' OPENING TIMES

Wednesday	9 October from 8 a.m. to 6 p.m
Thursday	10 October from 8,30 a.m. to 6 p.m
Friday	11 October from 8,30 a.m. to 6 p.m
Saturday	12 October from 8,30 a.m. to 5,30 p.m

2.B - Availability of stands - Hand-over

The halls will be made available from Friday 4 October 2024 from 8 a.m. The stand fitting must be completed by 8 October 2024 at 7 p.m.. Exhibitors shall ensure that the chosen stand furnisher undertakes to respect the above-mentioned deadline by including a completion clause in the contract.

SENAF'S PREFITTED STANDS WILL BE AVAILABLE ON 8 October from 9 a.m.

2.C - Access to exhibition centre during the stand set-up period

To access the exhibition centre, Exhibitors and their contractors must first login to the website saie.befair.eu, following the directions provided by BolognaFiere. From the "Pass" page, the Exhibitors can authorize the entry to the Exhibition Centre of any Entrusted companies (fitters, suppliers, couriers, etc.) by assigning them a file. The Appointees will receive an automatic email from the system with credentials to access the Pass portal. As a reminder, in the Pass portal, both the Exhibitor (with their own account) and the Distributor (with their own account) will be able to enter the names of their personnel and vehicle license plates to print the passes necessary for access to the Fairgrounds, on set-up and dismantling days.

If Exhibitors, stand builders and fitters fail to view the documentation published, including the interference risk assessment document (DUVRI), they will not be able to print passes and/or badges to enter the exhibition centre, which are required during the event set-up and break-down periods.

People/vehicles without badges/passes/entry tickets are never allowed to enter the Trade Fair Center.

Vehicles without entry passes/titles that need to deliver goods (including couriers) will be allowed to deposit them at CFP's storage warehouse - Via Maserati No. 20/c - Bologna, with hours of 08.00-12.00/13.00-17.00. The storage service is subject to a fee and must be reserved at the BolognaFiere sales platform at www.befair.eu or, for special requests, by sending an email to vendite@bolognafiere.it.

In accordance with the provisions of current occupational health and safety regulations, the Exhibitor (client) is responsible for ensuring that the technical and professional requirements of the contracted companies, all contractors and contracted self-employed workers who will be intervening in the Exhibition Centre on its behalf are met.

During the stand furnishing period persons and vehicles may enter the Exhibition Centre at the following times:

Friday	4 October from 8 a.m. to 7 p.m
Saturday	5 October from 8 a.m. to 7 p.m
Sunday	6 October from 8 a.m. to 7 p.m
Monday	7 October from 8 a.m. to 7 p.m
Tuesday	8 October from 8 a.m. to 7 p.m

On 8 October 2024, the day before the beginning of the Exhibition, from 8 am to 7 pm the setting up of the booths will have to be already carried out; therefore only sampling operations, graphics arrangements, or other similar activities exclusively using manual tools, will be allowed.

Access to the halls and other indoor facilities for motor vehicles, forklifts and any other NON-ELECTRIC or internal combustion vehicles is prohibited.

Waiting in the vicinity of the exhibition halls must be limited to the length of time strictly required to load and unload goods and equipment. Vehicles not used for these operations must be parked in the designated areas, subject to availability.

Specifically, it is forbidden to unload and park containers or detachable parts of non self-propelled vehicles.

On 8 October 2024 vehicle access to the halls will be strictly prohibited; stand furnishers may continue to work using hand-pulled trolleys

which, if necessary, may be hired from the Fair supplier, whose office is located in the Exhibition Centre.

In accordance with work safety legislation, BolognaFiere and the Organizer may establish specific criteria for admission to the exhibition centre during the stand set-up period and may restrict vehicle access and/or establish charges in the event vehicles are parked outside the spaces or for longer than the timeframes established by the Organizer.

It is furthermore prohibited to leave any kind of vehicle inside the Exhibition Centre during closing times. Should this occur, BolognaFiere S.p.A. will provide for the forced removal of the vehicle itself outside the Fairground at the owner's own risk and expenses. For information, the offender may contact the Sales Office - Service Center Block D 1st floor.

For safety reasons, Exhibitors and stand fitters working on their behalf are not allowed to use in the Exhibition Centre their own forklifts, mobile cranes, platforms etc. If needed, they should contact BolognaFiere, in order to guarantee the most strict observance of safety regulations. The above mentioned conditions will not apply trucks with crane arm onboard, which can operate inside the halls only if authorized and only on agreed days, provided with pipes for the disposal of engine exhaust fumes out of the halls.

In the event of the introduction and use of lifting equipment owned by Exhibitors or their suppliers, BolognaFiere will immediately block or remove the equipment at the risk and expense of the exhibitor or the owner of the equipment.

2.D- Removal of exhibition material and stand equipment; hand-back of stands

Stand equipment and products may be removed from the Exhibition Centre at the following times:

Saturday, 12 October, 2024 - closure of the halls at 5.30
- removal of samples at 5,30 p.m.
- Entrance from outside parking lots for removal from 6 p.m. onwards (Only for removal of samples with hand trolleys)
Sunday 13 October 2024: from 8 a.m. to 7 p.m.
Monday 14 October 2024: from 8 a.m. to 7 p.m.
Tuesday 15 October 2024 from 8 a.m. to 7 p.m.

With the possibility for the fitters in the exhibition centre to continue working for another hour until 8pm.

Vehicle access to the outdoor areas and halls will be governed by the provisions covering stand furnishing (see art. 2.C).

Stand clearance must be completed by 8 p.m. of 15 October 2024.

Failure to do so will be taken care of ex officio as described in the Waste Management article of these Regulations.

The Exhibitor assumes sole responsibility for any damage or theft occurring during the entire period of the Exhibition, including set-up and dismantling.

2.E - Terms of payment

Payment of the fees due for participation in the Exhibition shall be made within the times and in the manner set down on the application form.

Although the "exit voucher" may not be issued to Exhibitors who have not settled all their dues, both direct and indirect, it does not constitute a receipt of payment of the amounts due for participation in the Exhibition.

2.F - Insurance-Exemptions, Assumptions and Limitations of Liability

During the hall opening hours the Exhibitor shall watch over his own stand either directly or by means of his personnel. Although BolognaFiere provides a general day and night security service inside the Exhibition Centre when the Centre is closed to the public and exhibitors for the entire duration of the Exhibition and for the stand furnishing and removal periods, BolognaFiere is released from any and all responsibility for theft and/or damage that may be sustained by the Exhibitor.

The Exhibitor shall also be responsible to BolognaFiere for all damage, be it direct or indirect, which for whatever reason is attributable to him or to the staff working for him (including damage caused by furnishings or by the systems set up either by the Exhibitor or by third parties tasked to do so by him, even if they have been inspected by BolognaFiere).

Compensation for theft or damages suffered by the Exhibitor, even outside the hall opening hours (including all days set aside for building and taking down stands), will be provided solely by way of the insurance coverage and within the limits/conditions established therein.

The Exhibitor shall benefit from the following insurance policies taken out by BolognaFiere:

- a) All Risks cover (including fire and theft) for direct physical damage to furniture, fittings, equipment and goods on the stand, excluding cash, valuables, jewellery and the like and excluding the software installed in computers and excluding any cover for loss of use of the furniture, fittings, equipment and goods during the period when the Exhibition is being held cover € 40,000.00 full first loss cover (including fire and theft), with absolute excess of € 300,00 per claim, increased to € 600.00 for damages sustained after the end of the exhibition;
- b) Third party Liability cover, including fire damages: single limit € 50,000,000.00;
- c) Exhibitor's Employees Liability cover: single limit per claim of € 3,000,000.00 with limit of € 2,000,000.00 per person;
- d) Exhibitors, Senaf and BolognaFiere waive the right to any claims made against the event's insurer.

The above-listed insurance policies are governed by the conditions and limitations which the Exhibitor may request from the Exhibition organizing office, and which will be printed on the form contained in the exhibition's documentation.

These insurance policies do not release the Exhibitor from liability in respect of all risks which, according to the independent

assessment of the Exhibitor, are not covered or which exceed the limits of cover, as set out above.

The Exhibitor shall take out such supplementary cover, as he deems appropriate. In particular, because of the existence of a system of video controlling of halls, in case of thefts, Exhibitors must present a written report draft by the Public Authority, within seven days after the end of the exhibition. In default, there might occur the loss of the allowance.

The Insurance Company will also handle claims and settlements at the end of the exhibition, on the terms and conditions as set out in the aforementioned form.

In any event the Exhibitor hereby undertakes to include in the supplementary insurance cover a clause in which the insurer waives any action of recourse or redress against the Exhibitors, Senaf and BolognaFiere and in default he shall indemnify and hold it harmless from any action that may be brought against it.

Having taken note of the foregoing, the Exhibitor nevertheless (on his own account and for his agents, employees or assistants) expressly relieves Senaf and BolognaFiere from any liability for loss or damage which for whatever reason may occur in the exhibition area assigned to him, and during the installation or dismantling of the area assigned to him, and in respect of anything located therein, and he accepts sole liability for any damage caused to third parties by the management of the exhibition space or by anything introduced therein, and which is not covered in the terms or manner indicated above or by additional insurance cover taken out by the Exhibitor.

Senaf and BolognaFiere will accept no liability for consequential damages, damage to image, loss of revenues, etc. As regards direct damages, the Exhibitor accepts that the liability of Senaf and BolognaFiere is limited to the insurance limits as stated above. The Exhibitor accepts these limits of liability.

3) FURNISHINGS AND PROHIBITIONS

FORM 0 (Zero)

Form 0 allows you to declare the type of exhibit you intend to set up or submit any request for authorization to set up a Non-Standard exhibit.

Form 0 can be downloaded from the forms reserved area of the www.befair.eu platform.

Each Exhibitor is required to submit Form 0 by 6/09/2024 to the email tecnico2@bolognafiere.it

3.A - Definition of stand fittings type and approval procedures

The stand fittings can be catalogued:

- STANDARD stand fittings
- NON STANDARD stand fittings

STANDARD FITTINGS

STANDARD set-ups are those that do not have any of the features of the Off-Standard.

For these fittings there is only a requirement to submit Form 0.

Standard fittings are not expected to be examined and approved, and normally the statement issued through Form 0 is captured.

NON-STANDARD FITTINGS

Out-of-Standard are those fittings that have even one of the following characteristics:

1. height of the outfitting greater than 3.50 m;
2. use, in the construction of the stand, of metal lattice structures of the "American" type, either resting on the ground or hanging, with an overall development greater than 32.00 m (adding horizontal and vertical elements) and/or with a free structural span greater than 8.00 m and/or even if the "American" structure is resting on the ground and has a height greater than 3.50 m;
3. horizontal metal or other material structures with free span exceeding 4.50 m or, if stone material, with free structural span exceeding 2.50 m either resting on the ground or hanging;
4. platforms with a height exceeding 0.80 m;
5. mezzanines of any size;
6. covered structures in outdoor areas greater than 75 m².

You are required to submit the following documents for approval to BolognaFiere (tecnico2@bolognafiere.it) and the Organizer (ottomanelli@senaf.it) by 6/09/2024:

1. the Form 0
2. the project of the Non-Standard set-up stamped and signed by a qualified technician
3. the required documents (see Form 0).

PRESCRIPTIONS

If the above documents are not sent by the established date, or are sent late, the Exhibitor will be charged €500.00 plus VAT.

For Non-Standard set-ups, static testing is mandatory and will be carried out exclusively by BolognaFiere. Against this the Exhibitor will be charged the amount corresponding to the type of set-up, indicated in the appropriate Form 0 downloadable from the reserved forms area of the www.befair.eu platform.

In the event that the non-standard set-up project stamped and signed by a qualified technician is not transmitted to BolognaFiere, BolognaFiere will proceed ex officio with verification and validation, charging the Exhibitor for the costs due, plus any penalties provided for.

BolognaFiere reserves, in any case, the right not to allow the assembly of Non-Standard set-ups that have not been approved in advance. BolognaFiere reserves the right to send further communications or prescriptions for project changes, even after approval.

To build up "truss metal structures" (with total length over 32,00 m and/or free structure span over 8,00 m) or horizontal structures in metal or other materials with clearance greater than 4,50 m, as well as for loft with space on upper level and stands on intermediate floor, the Exhibitor must forward to BolognaFiere the relevant plan of the structure by fax or **certified mail, signed and stamp by a qualified technician, with calculation report** including the charge conditions of assembly

and disassembly according to the expected building methods, as well as a certificate of correct assembly, on completion of the work, signed by a qualified engineer.

If the Exhibitor is unable to present projects and documents stamped and signed by a qualified technician, it is necessary to ask BolognaFiere service consisting of the evaluation of project compatibility and of the following inspection.

In any case, BolognaFiere has always the right to examine stand projects that fall outside conventional set-ups in terms of dimensions and potential danger. The Exhibitor must provide technical drawings and the names of the technicians responsible for the structural and the furnishing parts, for all aspects related to health and safety on the job site and for the utilities. The same obligation applies for stands built in external areas. BolognaFiere may request the intervention of the Supervisory Committee for places of public entertainment.

3.B - Stand furnishing

EXHIBITING AREA

The Exhibitor must contain his or her set-up within the area allotted to him, which can be identified by tracing on the floor, as there are no delimiting walls.

In large exhibition areas that encompass spaces designated for aisles, it is mandatory not to obstruct said spaces with set-ups, as per the standard floor plan of the hall.

Since the exhibition areas do not have partition walls, it is mandatory for each Exhibitor to create set-ups, at his own expense, that provide for such walls with a minimum height of 3 m, as separation from neighboring stands.

The stands must also be equipped with floor-to-floor carpeting and furnishings.

HIGHTS AND WALLS

The minimum height of partition walls from other booths is 3 meters. The stands must not exceed the standard height of 3.50m taking into account the thicknesses due to raised floors, lighting fixtures, supports of the lighting fixtures, including trusses, signs, graphics, etc. Beyond this height the set-up will be Out of Standard and, compatibly to the assigned area and to the technical regulations, the approval of BolognaFiere (as from art.3.A) will therefore be necessary. **It is not allowed to build NON-STANDARD installations without the prior authorization of BolognaFiere.**

The rear section of the walls adjoining other stands must be perfectly finished and painted in a neutral, solid colour.

The installation of signs and billboards facing adjacent stands is prohibited.

The installations must not impair the aesthetics and visibility of the nearby stands, in particular, in the case of occupations of island stands (4 open sides) and peninsula (3 open sides), in the creation of continuous walls of delimitation, the stand can be closed with elements (panels or other) only up to 50% of each exhibition front, in compliance with the visibility of the front and/or adjacent stands and fittings with perimeter walls higher than 3.50 m will not be accepted. All double-sided graphics must be placed at a minimum distance of 2.00 m from the border with the adjacent stands.

If the stand structure also includes glass walls placed in direct contact with the public, these walls must comply with the EU Construction Products Regulation 305/ 2011, transposed with Legislative Decree No. 16 of 16/06/2017, as well as subsequent amendments and additions. Large glass walls with a supporting function must be integrated with a suitable supporting structure (e.g. metal frame).

CEILINGS

In Pavilions 14, 15, 16, 18, 21, 22, 25, 26, 28, 33, 34 and partly in Pavilions 29, 30 and 37 stand coverings are allowed only if they are made with suspended ceilings with wide mesh that allow the correct use of fire fighting and air conditioning systems.

PLATFORMS AND MEZZANINES

Platforms that exceed 0.80m are considered Out of Standard. It is stipulated that stands with a secondstorey must obtain written approval for the design by the Technical Office of BolognaFiere and that the second story may not exceed 60% of the allocated stand area and will be treated as a premium rate exhibition location (maximum rate in the assigned pavilion or outdoor area).

PRESCRIPTIONS

BolognaFiere reserves the right to have the structures and installations not covered by the above provisions modified or renewed.

BolognaFiere will verify in advance compliance with these characteristics. In the event that they do not, the Exhibitor will be required to comply.

Any responsibility for the statics and compliance of the equipment materials with the current fire regulations is exclusively borne by the Exhibitor, which expressly exempts civil servants from damage which could result from design and construction defects, including also the dimensions derived from the detailed drawings of the occupied surfaces.

Any work involving variations to the state of the buildings and the movable material of BolognaFiere (reinforcements, modifications, excavations, perforations to fixtures, walls, structures, columns, floors) can be carried out only with the prior written authorization of the Operations Division of BolognaFiere, at the care and expense and under the responsibility of the participants. This responsibility remains with the Exhibitor for the entire duration of the Fair and until the return of the stand to BolognaFiere. Before the start of the work the participant is required to pay to BolognaFiere the amount of the costs necessary for the return to the primitive state, which will be provided directly by BolognaFiere.

HANGINGS

The suspended loads and the related suspension systems must be realized in accordance with the Circular Letter of the Ministry of Interior of 01/04/2011, or by providing, in addition to the **main connection system** (e.g. tie rod, cord, chain, rod) also a safety connection (e.g. tie rod, sling, rope, chain, fall-arrest extendable systems, etc.).

"Suspended loads" shall mean American structures (simple or "ring" type) or other types of beams/structures and all related loads (comprising but not limited to: screens, headlamps, sound boxes, headlights, motors for lifting other sub-structures, etc.) which are connected to an upper or lower structure or by means of a lifting device.

The above elements must be in possession of all the documents referred to in the aforementioned Circular Letter.

Hangings are only permitted in pavilions 14-15-16-18-19 and partially in pavilions 28-29-30-36-37. The hanging points to the structures of the pavilions can be made exclusively by Bolognafiere, which will also perform the testing of the same. Send feasibility request by email to the technical offices of Bolognafiere appendimenti@henoto.it and copy the Organizer ottomanelli@senaf.it by 06/09/2024.

Anchorage to pavements and structures are strictly prohibited throughout the fairgrounds. The installation of signs and billboards facing adjacent stands is prohibited.

SAFETY OF HANGING STRUCTURES

Lifting devices (including D8+ motors) and lighting fixtures must always include the installation of suitable safety cables and the use of suitable materials (e.g. NO clamps) at the end of the assembly

If irregularities are detected within the last day of the set-up, Bolognafiere itself will automatically ensure the safety, to ensure the reliability of the facilities, charging the relative cost to the exhibitor.

FIRE EXTINGUISHERS

The Exhibitor shall keep inside the booth, in a clearly visible and accessible position and properly marked, fire extinguishers in a quantity appropriate to the booth area, as provided by BolognaFiere. At its sole discretion, BolognaFiere's Safety Service may request an increase in the number of fire extinguishers at the booth.

3.C - Warnings

BolognaFiere reserves the right to have set-ups and installations that do not fall under the above provisions modified or renovated, checking in advance and necessarily that they comply with said characteristics. In the event that BolognaFiere finds even one deficiency, it may require timely adjustment and the Exhibitor will be required to comply.

All responsibility with regard to the statics and compliance of the set-up materials with the fire regulations currently in force shall be borne exclusively by the Exhibitor, who expressly exonerates BolognaFiere for damages arising from defects in design-and construction, including also the dimensioning deduced from the detailed drawings of the areas occupied.

Any work involving changes in the state of BolognaFiere's buildings and movable material (reinforcements, modifications, excavations, perforations to fixtures, walls, structures, columns, in floors), may be carried out only with the prior written authorization of BolognaFiere, at the care and expense and under the responsibility of the participants. This responsibility remains with the Exhibitor for the entire period of the Exhibition and until the exhibition space is returned to BolognaFiere. Prior to the commencement of work, the participant shall pay to the Organizer the amount of the expenses necessary to restore it to its original state, for which the Organizer will provide directly.

3D- Waste management Set-up and knock-down

It is strictly forbidden to all Stand fitters/Exhibitors to leave waste materials and/or residues in the exhibiting areas and in the boundary areas of the Fairground, during all phases of the Exhibition. Waste materials resulting from setting up and dismantling are under the Exhibitor's or his representative's liability. Aisles of the halls will have to be kept cleared from any kind of waste or obstructing material. **The disposal of all waste materials and debris is at Exhibitor and / or his representatives expenses.**

The proper implementation of what abovementioned will be checked by BolognaFiere staff in charge (attending every hall) during working hours. In case of anomalies, these will be recorded and sent to the internal appointed authorities.

The non-compliance will result in a penalty for the Exhibitor as a refund to the necessary costs incurred by BolognaFiere for a total minimum amount of Euro 700,00 plus VAT for every 16sqm surface taken up by the Exhibitor.

Exhibition

Waste produced during the exhibition must be delivered to the waste separation and recycling areas in the Exhibition Centre and separated by type (paper, glass, metal, plastic and undifferentiated).

3E- Prohibitions

It is specifically prohibited for Exhibitors to:

- apply loads to the hall structures, walls, lighting pillars, etc.;
- attach to or hang from the above-mentioned elements posters, cables, panels, banners or stickers;
- when securing carpets or similar materials to the floor, it is strictly forbidden to use strong double-sided adhesive tape, tape with internal paper backing or tape of weak consistency;
- damage the equipment belonging to BolognaFiere and the structures of the halls;
- use own lifting devices
- leave waste materials and/or waste of any kind
- stage performances or entertainment, of whatever kind, nature or characteristic, even if they are confined to the stand or designed to present or promote products, without the prior written authorization of BolognaFiere Management. It is the sole responsibility of the Exhibitor to obtain any authorizations from the public health and safety authorities, and, in general, from the authorities responsible for the above initiatives, if and as required;
- access inside the Exhibition Center, during the period of opening to the public, of vehicles other than cars.
- use of plastic material and not recyclable.

The Exhibitor shall assume all civil and criminal liability for damage deriving from failure to observe or violation of the applicable legislation and all the requirements set out in these Regulations and in the Safety File and shall exonerate BolognaFiere from all demands for compensation made by third parties. The Exhibitor shall inform its personnel and the companies operating on its behalf in the exhibition centre of the obligations and prohibitions set out in these Regulations

and in the Safety File in relation to the general conditions of participation in the exhibition.

In the event of failure to observe these regulations and those stated in the general conditions of participation, BolognaFiere will be entitled to adopt preventive measures towards a company that for example has an irregular fire safety position. In the event that supplementary measures to the overall safety conditions are adopted, this may result in corresponding expenses being charged (to be evaluated at not less than € 300.00/module) or an injunction being given to partially or totally dismantle the stand and declare it unfit for use.

4) GENERAL AND TECHNICAL SERVICES

BolognaFiere can provide electricity, water, compressed air and also telephone line and wi-fi connections directly to the stand

4A- Technical assistance available to Exhibitors

The Organizer, through its Exhibition Office, will provide Exhibitors with comprehensive technical information on the general services available throughout the Centre.

For services listed below, a new BolognaFiere e-commerce channel is now available, in order to purchase the products connected to the Show, directly online in an easy and fast way on the website: www.befair.eu:

- VIDEO RENTAL
- AUDIO PLANTS RENTAL
- GREEN FURNISHING RENTAL
- ELECTRICAL SYSTEMS
- WATER SYSTEMS
- COMPRESSED AIR
- STAND CLEANING
- RESTAURANT
- MOVING GOODS/PORTERAGE
- FORWARDER
- TELEPHONE LINE AND WI-FI
- REQUEST FOR EXTENDED HOURS ON EVENT DAYS

Please note the following:

The transport loading and unloading of goods and porterage service inside the Exhibition Centre is organized solely by BolognaFiere spa Forwarding Agent; Exhibitors wishing to bring goods of foreign origin into the Exhibition Centre to be required to inform BolognaFiere to the address customs@marconiffm.it.

In the Exhibition Centre are available also:

- à-la-carte restaurants, self-service outlets and, on request, cocktails, snack and refreshments delivered directly to the stand
- travel agency
- insurance company

4B - Responsibility for services

BolognaFiere regulates but does not organize the services listed in article 4.A and therefore disclaims any and all responsibility in respect of the performance thereof. Claims should be made in writing direct to vendite@bolognafiere.it

5) SPECIAL SERVICES

5.A- Exhibitor entry passes and car parking stickers

Exhibitors will be provided, free of charge, with 10 entry passes.

Exhibitors will also be given one car parking sticker, irrespective of the size of the stand, entitling them to park in the space designated by BolognaFiere, subject to availability. The Exhibitor's passes and the car park ones will be printed on-line on the Exhibition's website. The service will be available only for companies that will have provided to the payments due.

The Exhibitor shall be responsible for the correct use of these documents and the behavior of those who use them.

5.B-Catalogue Guide

The official exhibition catalog is online. The guide map distributed free of charge at the reception desk of the event will contain the information provided by Exhibitors by filling in the catalog data on the exhibitor portal within 45 days prior to the opening date of the show, and in the absence of such filling in, the data provided with the application will be deemed valid.

5.C- Hotel reservation service

A hotel reservation service is provided by Bologna Welcome, Piazza Maggiore, 1/e, 40124 Bologna, Tel. +39 051 6583111, which Exhibitors may apply to direct using the relevant form which sets out the conditions and rates. This service is regulated but not organized by BolognaFiere, which hereby disclaims all liability in connection therewith. Any claims should be addressed in writing directly to Bologna Congress - Convention and Travel, and a copy should be sent to BolognaFiere for their information.

5.D - Sound broadcasts - royalty payments

Exhibitors are not generally allowed to broadcast music or to use music and sound reproduction equipment. Any exceptions may be authorized in writing. Such authorization may be withdrawn at any time with immediate effect by means of written notice. Authorization does not exempt the Exhibitor from respecting current laws governing copyrights and noise pollution regulation (maximum limit permitted by law) and also does not exempt the Exhibitor from the obligation to comply, at his own care and expense, with the provisions of the laws in force regarding copyrights (authors and publishers) and related rights (producers and artists), by completing the relative paperwork with the relevant companies. The same applies in the case of distribution of phono-videographic or multimedia media containing works or parts of intellectual works protected by law, for which charges related to the endorsement of the media are added to the above

5.E – Activities on exhibition stands

Exhibitors must all times refrain from using common area outside the boundaries of their stand for displays or promotional activities. BolognaFiere S.p.A. has the right to remove all items from common areas and/or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.

6) SPECIAL PROVISIONS

6.A - Entry with bags or suitcases

BolognaFiere has the right to deny entry to the Exhibition Centre and to the individual halls to persons carrying bags, suitcases or other containers and may require these to be deposited in the cloakroom.

6.B - Entry with dogs or other animals

Dogs will be allowed only with muzzles and on a leash or inside appropriate kennels. No kind of limitation for dogs accompanying disabled.

6.C- Ban on photography and filming and entry to the Exhibition Centre with photographic and filming equipment

It is forbidden to enter the Exhibition Centre with cameras, film cameras, video recorders or any other type of filming equipment without the prior authorization of BolognaFiere. It is forbidden to photograph and film the interior of the Centre, the stands and the goods on display without the prior authorization of BolognaFiere and the stand owner.

6.D- Radio electrical devices

Operators who intend to use wireless equipment (such as two way radios, radio microphones, radiocameras etc.) are obliged to use equipment that comply with the EU standards (EU directive 99/05 – CE trademark) and have proper authorization (Electronic Communication Code, Article 107, paragraph 10 of the legislative decree 259/2003), if necessary and operate on permitted radio bands. For the fulfilment of the necessary procedures, interested parties may refer to the website of the Emilia Romagna Inspectorate of the Ministry for Economic Development.

<https://ispettorati.mise.gov.it/index.php/servizi/dispositivi-debole-potenza>

7) RIGHT OF SURVEILLANCE AND INTERVENTION BY BOLOGNAFIERE

BolognaFiere takes steps to ensure that the regulations and the general conditions for participation are observed, and all persons entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere issues on entry to and inside the Centre; these instructions may take the form of signs, written notices and public address announcements and may also be issued by the service personnel or by any other means, it being understood that public address announcements and instructions given by the service staff shall take precedence over any other form of notification. Exhibitors are reminded that failure to observe the rules or the violation of prohibitions may result in the immediate closure of the stand by officers or agents of BolognaFiere, or in the withdrawal of the entry passes and parking stickers, nor shall this entitle the Exhibitor to any refund whatsoever.

8) MODIFICATIONS TO THESE REGULATIONS

Any provisions of law or regulations that alter the terms of these Exhibition Regulations will be immediately and automatically

effective, even though the printed Exhibition Regulations have not been modified or changed to reflect said amendments. In addition, BolognaFiere has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, work hygiene, accident and damage prevention, and the safety of exhibitors and visitors. These latter provisions may be brought to the attention of Exhibitors by any means and they shall take precedence over the general provisions in force up to that time.

*Distributed on 24/05/2024
BolognaFiere Update to 12/03/2024*