



EXHIBITORS

EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
17th October 2018	9,00 am – 6,00 pm	8,00 am – 6,30 pm
18th October 2018	9,00 am – 6,00 pm	8,30 am – 6,30 pm
19th October 2018	9,00 am – 6,00 pm	8,30 am – 6,30 pm
20th October 2018	9,00 am – 5,00 pm	8,30 am – 5,30 pm

DIFFERENCE BETWEEN SPACE-ONLY AND PRE-FURNISHED STAND

Companies that have booked a **space-only** stand will have exclusively the given surface area available for building their stand, the perimeter of which is marked out on the floor with adhesive tape. There are no partition walls between stands.

Companies that have booked a **pre-furnished** stand will have available an already set up area, including the equipment specified in the application form.

SPACE-ONLY STANDS SET-UP

Timetable:

- Friday 12th October 2018: from 8,00 am to 7,00 pm
- Saturday 13th October 2018: from 8,00 am to 7,00 pm
- Sunday 14th October 2018: from 8,00 am to 7,00 pm
- Monday 15th October 2018: from 8,00 am to 7,00 pm

On 16th October 2018, the day before the beginning of the Exhibition, from 8.00 am to 7.00 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.

Extra days of set-up - Dates and prices

- Tuesday 9th October 2018 - price per hall: € 460.00 per stand fitters (first stand) + € 310.00 (possible second stand). Upper limit € 900.00 (starting from the third stand).
- Wednesday 10th October 2018 - free of charge, on request - reserved for the set-up of stands **starting from 64 sq.m.**
- Tuesday 11th October 2018 - price per hall: € 460.00 per stand fitters (first stand) + € 310.00 (possible second stand). Upper limit € 900.00 (starting from the third stand).

Evening overtime hours / hall / stand:

Saturday 13th October 2018: € 160.00 per hour (the same rate is applied to possible extra days)

Monday 15th October 2018: € 190.00 per hour.

Tuesday 16th October 2018: € 650.00 per hour + € 1,050.00 penalty.

Overtime hours for evening events during the exhibition (authorized by the Exhibition Organizing Office): €400.00 per hour.

Please send all request to: vendite@bolognafiere.it - for further information: tel. +39 051 282816

Maximum height of space-only stands and non-standard set-ups

Stands may not exceed the standard height of 2.50 m. An additional margin of 0.50 m will be permitted to support the walls' thickness, due to raised floors, lighting units and lighting support structures including lattice supports.

This additional margin will be allowed to those structures whose sides facing the adjoining stands are perfectly finished and painted in a neutral, solid colour.

In case of either exceeding this limit or presenting one of the above listed characteristics which define a set-up as non-standard (See Point 3.A in "Exhibition Technical Regulations"), it is requested to send the project, signed and sealed by a qualified engineer/architect for approval, by e-mail to the following address: tecnico2@bolognafiere.it copying laura.calzolari@senaf.it.

Partition of the stands

There is no division among the stands, the perimeter will be marked out on the floor by adhesive tape.

DISMANTLING SPACE-ONLY STANDS

Timetable

- Saturday 20th October 2018: from 5,30 pm to 7,00 pm – only in case of removal by hand-manoevred carts.
- Sunday 21st October 2018: Closed
- Monday 22nd October 2018: from 8,00 am to 7,00 pm
- Tuesday 23rd October 2018: from 8,00 am to 7,00 pm
- Wednesday 24th October 2018: from 8,00 am to 7,00 pm

PRE-FURNISHED STANDS

Availability of pre-furnished stands:

Pre-furnished stands will be available for exhibitors **from Tuesday 16th October 2018 at 9:00 am.**

Removal of material from pre-furnished stands - timetable:

- Saturday 20th October 2018: from 5,30 pm to 8,00 pm

Starting from 8.00 am on October 22nd the stand fitters will start the dismantling work, all material and printed material found in the stands will be sent to disposal.

Sunday 21st October Bologna fair centre will be closed.

Stand fitter contact:

GIPLANET SPA, Via Tolomeo, 14/16 b, 35028 Piove di Sacco (PD)

Saie set-up office: tel. +39 049 5801243 – saie@giplanet.com

Starting from 1st August 2018, GIPLANET SPA will send an email to the contact person indicated on the application form, with a link to access an interactive area where the booked stand features and furnishings, the price list for the request of furniture, additional graphic, and assistance, are displayed.

FORMS TO PARTICIPATE IN THE EXHIBITION

Equipment rental and stand service forms:

In the **Section BEFAIR** in the exhibitor's on-line page

Fire extinguisher legal obligation:

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

Hotel reservation:

Hotel reservation rates and prices may be requested to our partner agency Bologna Welcome.

Contact Person

Mrs Barbara Alberti

Tel. +39 051 6583148

barberti@bolognawelcome.it

EXHIBITOR ENTRY PASS AND CAR PASS

Exhibitor entry passes and car passes

Exhibitors will be provided, free of charge, with entry passes in the following quantities:

- N. 10 entry passes

In addition:

- N° 1 car pass

How to get Exhibitors Entry Passes and Car Passes

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.

Printing the entrance documents for the set-up and dismantling period

Accessing the Section GATE in the online page of the exhibitor, it is possible to accredit companies, people and vehicles and print the entrance documents.

VISITORS ENTRANCE

Entrance ticket price:

The access to the exhibition is free of charge, after registration.

Free and reduced tickets available for exhibitors:

Each exhibitor will receive **1000 free tickets**.

PAYMENT

Final invoice payment:

The final invoice and bank statement will be sent by the end of September 2018.

The payment is to be made by **30th September 2018**, with a bank transfer to:

Senaf Srl

c/o Banca Popolare di Sondrio - Agenzia 8 Milano

IBAN: IT 17 N 05696 01607 00000 5145X41 - C/C: 000005145X41 - CIN: N - ABI: 05696 - CAB: 01607 -

SWIFT / BIC: POSOIT22

Entrance for the set-up will not be allowed to Exhibitors who have not paid the final invoice.

OTHER

Goods shipment to the stand with courier:

It is possible to ship goods to the stand by writing clearly on the box the following information:

Exhibitor Company Name
c/o HALL (.....) stand nr. (.....)
Bologna Exhibition Centre
Entrance Est Michelino
40128 BOLOGNA – ITALY

It is essential to explicitly define with the courier dates and times for the delivery, in order to be sure to find people waiting at the stand. The Exhibiting Organizing Office is not allowed to receive goods on behalf of exhibitors. We recommend to insert clause “delivery to the stand” to prevent that the courier could insist on leaving goods at the gate.

Services included in Mandatory technical supplies fee:

- Connection, test and electric power up to 5 kw
- Fire extinguishers
- 5 Internet WI FI Connections

Insurance

The Registration fee includes “**All Risks**” insurance. Maximum coverages are written on the Exhibition Technical Regulations (available online).

If Standard coverages are considered insufficient, it is possible to request integrations, by accessing the Technical Section of the exhibitor’s online profile and filling the “**Supplementary Insurance Policy**” Form.