



## EXHIBITORS

### EXHIBITION TIMETABLE

	VISITORS	EXHIBITORS
Wednesday 19 October 2022	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Thursday 20 October 2022	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Friday 21 October 2022	9:00 am – 5:30 pm	8:00 am – 6:00 pm
Saturday 22 October 2022	9:00 am – 5:00 pm	9:00 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 049.5801243 [saie@henoto.com](mailto:saie@henoto.com)

### SET-UP FOR RAW SPACE

**The exhibition will take place from 19 to 22 October 2022 at the Bologna Exhibition Centre.**

**Below are the timetables for setting up:**

#### Timetable

- Friday 14 October 2022: from 8:00 am to 7:00 pm
- Saturday 15 October 2022: from 8:00 am to 7:00 pm
- Sunday 16 October 2022: from 8:00 am to 7:00 pm
- Monday 17 October 2022: from 8:00 am to 7:00 pm
- Tuesday 18 October 2022: from 8:00 am to 7:00 pm

**On October 18, 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.**

### Maximum height of raw spaces and non-standard set-ups

The stands must be made in such a way as to ensure maximum visibility of the neighbouring stands. It is forbidden for exhibitors to close more than 50% of the length of the single free sides or the exhibition front with walls or with furniture or display modules.

The stands must not exceed the standard height of 3.50m taking into account the thicknesses due to raised floors, lighting bodies, supports of lighting bodies including lattice, signs, graphics, etc. Beyond this height, the set-up will be Non-Standard and, compatibly with the assigned area and the technical regulations, the approval of BolognaFiere will therefore be required (as per Article 3.A-Technical Regulations).

In case of higher heights or in case of non- standard booths, in addition to **FORM 0**, the quoted project signed by a qualified technician must be sent by e-mail to the following address: [tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it) and in copy [ottomanelli@senaf.it](mailto:ottomanelli@senaf.it) **not later than 16/09/2022**.

Hangings are only possible in Halls 29-30. The hanging points on the structures of the halls can be made exclusively by BolognaFiere, which will also carry out the testing of the same. Send feasibility request by email to [tecnico2@bolognafiere.it](mailto:tecnico2@bolognafiere.it) **not later than 16/09/2022**.

**The structures, whose sides face with neighbouring stands, must be perfectly finished and painted in a neutral, solid colour**

## DISMANTLING RAW SPACES

### Date and Hours

- Saturday 22 October 2022 **from 5:30 pm to 7:00 pm** – only in case of removal by hand-manoeuvred carts
- Sunday 23 October 2022 from 8:00 am to 7:00 pm
- Monday 24 October 2022 from 8:00 am to 7:00 pm
- Tuesday 25 October 2022 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 22 October 2022 - 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 m<sup>2</sup> 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 18th October 2022**

### Removal of material from pre-fitted stands - timetable:

- Saturday 22 October 2022: **from 5:30 pm to 7:00 pm**

Starting from 8:00 am on October 23 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](mailto: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.

## FORMS TO PARTICIPATE IN THE EXHIBITION

### Where to find forms for booking stand services:

Each exhibitor will receive directly from BolognaFiere, from the email [noreply@bolognafiere.it](mailto:noreply@bolognafiere.it), the link for accreditation on the website [saie.befair.eu](http://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.

### 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

**Requests for additional KW should be made via the [befair.eu](http://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](http://saie.befair.eu) portal.

## EXHIBITOR ENTRY PASSES AND CAR PASSES FOR THE 4-DAYS EVENT

### Exhibitor entry passes and car passes

The exhibitors are entitled:

- N. 10 entry passes
- N° 1 car pass

### How to get Exhibitors Entry Passes and Car 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.

Likewise

**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](mailto:laura.anoja@senaf.it).

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

The exhibiting companies and their contractors, in order to have access to the exhibition center, must be accredited on the website [saie.befair.eu](http://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 aforementioned 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 L "Information for the prevention of accidents at work"** contained on the website [saie.befair.eu](http://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.

3.arrange for recovery of the package(s) either independently or, if you prefer them to be delivered to the stand, you must request the handling/delivery service as per the BEFAIR forms.

For storage you will need to pay for the service, which can be purchased on BEFAIR, and depending on how much the goods weigh there are different costs.

## VISITORS' ENTRANCE

### Entrance ticket price:

Access to the event is free, upon registration.

### Opening Hours:

- Wednesday 19 October 2022 from 9:00 am – 5:30 pm
- Thursday 20 October 2022 from 9:00 am – 5:30 pm
- Friday 21 October 2022 from 9:00 am – 5:30 pm
- Saturday 22 October 2022 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 9<sup>th</sup> September 2022, 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: [mariateresa.gallelo@camst.it](mailto:mariateresa.gallelo@camst.it)

**Events banqueting and hospitality services directly to the stand:**

Please ask for a quotation to: [info@dettaglicatering.it](mailto:info@dettaglicatering.it)

## HOTEL RESERVATIONS AND TRANSPORTS

Information is available on the event website at the following links:

- [Plan your stay in Bologna](#)
- [Directions to reach SAIE](#)

Contact for reservations:

**Bologna Welcome**

Sig.ra Rita Goni

tel. +39 051 6583146

[rgoni@bolognawelcome.it](mailto:rgoni@bolognawelcome.it)

## USEFUL NUMBERS

Senaf Administrative Department	+39 02 332039.614 – +39 02 332039.607
Technical Office Senaf	+39 376 0611604
Technical Office Fair	+39 051 282488
Fair Services Sales Office	+39 051 282816 - 282818
Pass Set-up Office	+39 051 282403
Helpdesk Pre-fitted stand - Henoto (ex Giplanet)	+39 049 5801243
Hotel reservations – Bologna Welcome	+39 051 6583146