


# COSMOPROF

COSMOPROF BOLOGNA  
50<sup>th</sup> edition  
Cosmopack: 16 - 19 March 2017  
Cosmoprime: 16-19 March 2017  
Cosmoprof: 17 - 20 March 2017  
www.cosmoprof.com



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This company is managed and co-ordinated by a single member BolognaFiere S.p.A

Owner of the Salon: 

## EXHIBITOR MANUAL

Exhibitors are asked to carefully read the contents of this document and urge the companies doing work on their behalf in the BolognaFiere centre to observe them, too.

## EXHIBITION CENTRE REGULATIONS

### 1) ACCESS TO THE EXHIBITION CENTRE

The Exhibition Centre will be open on the days and at the times designated by BolognaFiere: the relevant details will be made known to exhibitors and visitors by whatever means BolognaFiere deems most suitable for the purpose.

The days and times may be changed at any moment by means of announcements made over the public address system inside the Exhibition Centre or at the entrance gates. Admittance to the Exhibition Centre will only be granted to persons lawfully in possession of a proper entrance document; said document must be kept for their entire period of time spent inside the Exhibition Centre and must be produced whenever requested by the service personnel.

### 2) RULES AND OBLIGATIONS

Every person who enters the Exhibition Centre shall behave in a civil manner and show proper respect for the property and equipment belonging to BolognaFiere and third parties present inside the Centre. Said persons shall also promptly and scrupulously obey all the rules and instructions issued by BolognaFiere at the entrances and inside the Exhibition Centre by means of signs, written notices and public address announcements, as well as by the service personnel or 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.

### 3) SPECIAL PROHIBITIONS

It is forbidden to promote any marketing actions outside the exhibiting booths without the written authorization by BolognaFiere. Inside the Exhibition Centre it is strictly forbidden to solicit collections or offerings for institutions of any type or to carry out religious, political or trade union activities or any other activity not directly related to the aims of the Exhibition, except where express written authorization has been granted by BolognaFiere.

In particular it is strictly forbidden to organize or participate in games of skill or luck for any purpose. Generally, admittance to the Exhibition Centre is forbidden to children under 14 years of age, even if accompanied by an adult; possible exceptions to this rule may be made by BolognaFiere and communicated to the public using the most appropriate means.

Dogs admittance is allowed only if they wear leash and muzzled or specific carrier, except for dogs for people with disabilities that can be accessed without restrictions.

It is strictly forbidden to move about or use mechanical devices such as roller skates, scooters, bicycles in the Exhibition Centre for any reason excluding the BolognaFiere service staff and the Organizer. 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. BolognaFiere may deny entry to the Exhibition Centre or to the individual exhibition halls to persons with bags, suitcases or other containers, and may require these

### 4) ACCESS WITH VEHICLES

Access will be granted, on the appropriate routes, solely to vehicles displaying the proper authorization and to the persons riding in them, provided they are in possession of the required entry passes and only during the established periods. Parking inside the Exhibition Centre will be permitted only in the designated parking spaces upon display of the relevant entry document. Parking is not allowed in the Exhibition Centre after closing hours. Specifically, it is forbidden to unload and park containers or detachable parts of non self-propelled vehicles. In the event of failure to observe these provisions BolognaFiere may remove the vehicle from the Centre, at the risk and expense of the owner and the holder of the entry permit. BolognaFiere is hereby released from all responsibility regarding the attendance of vehicles and shall not be held liable for damage or theft of any kind. BolognaFiere is released from all responsibility regarding vehicle attendance and shall not be liable for damage or theft of any kind.

### 5) RIGHT TO CHANGE OR MAKE EXCEPTIONS TO THE REGULATIONS

BolognaFiere has the right to supplement, modify and annul these rules and regulations, and to make exceptions thereto, giving notice to this effect using the means deemed most appropriate.

### 6) SANCTIONS

Failure to fulfil the obligations as set out in these regulations may result in the withdrawal of the entry documents and the immediate removal from the Exhibition Centre of those responsible and – if the defaulting party is an exhibitor or one of his assistants – in the temporary or permanent closure of the stand.

## OFFICIAL OPENING TIME OF THE SHOW

### SET- UP

#### **COSMOPACK (Pav. 20-15-15A-18) – COSMOPRIME (Pav. 19)**

Saturday 11th March from 8.00 am to 7 pm  
Monday 13th March from 8.00 am to 7 pm  
Tuesday 14th March from 8.00 am to 7 pm  
Wednesday 15th March from 8.00 am to 7 pm

#### **COSMOPROF (Pav. 14-16-21-21N-22-22P-25-26-26A-26B-29-29A-29B-30-30B-31-32-33-34-35-35C-36-36A)**

Monday 13th March from 8.00 am to 7 pm  
Tuesday 14th March from 8.00 am to 7 pm  
Wednesday 15th March from 8.00 am to 7 pm  
Thursday 16th March from 8.00 am to 7 pm

Exhibitors of the outdoor pavilions as well country pavilion co-ordinators, are kindly asked to check the relevant opening days and hours with the Exhibition Secretariat. Directions on how to enter the Exhibition Centre during set-up days may be found in the section 'General Provisions - Access to the Exhibition Centre during Booth Set-up'.

**ATTENTION: Exhibitors/stand constructors who needs to stay longer in the pavilion (after the schedule time) must have regular authorization issued by the organizer. The Organizer will invoice the extra-time on the basis of the rates stated by Bologna Fiere. The exhibition secretariat will publish the rates as soon as available.**

### ACCESS TIME FOR EXHIBITORS DURING THE SHOW

#### **COSMOPACK (Pav. 20-15-15A-18) – COSMOPRIME (Pav. 19)**

Thursday 16th March from 8.30 am to 6.30 pm  
Friday 17th March from 8.30 am to 6.30 pm  
Saturday 18th March from 8.30 am to 6.30 pm  
Sunday 19th March from 8.30 am to 6.30 pm

#### **COSMOPROF (Pav. 14-16-21-21N-22-22P-25-26-26A-26B-29-29A-29B-30-30B-31-32-33-34-35-35C-36-36A)**

Friday 17th March from 8.30 am to 6.30 pm  
Saturday 18th March from 8.30 am to 6.30 pm  
Sunday 19th March from 8.30 am to 6.30 pm  
Monday 20th March from 8.30 am to 6.30 pm

### ACCESS TIME FOR VISITORS DURING THE SHOW

#### **COSMOPACK (Pav. 20-15-15A-18) – COSMOPRIME (Pav. 19)**

Thursday 16th March from 9.30 am to 6.30 pm  
Friday 17th March from 9.30 am to 6.30 pm  
Saturday 18th March from 9.30 am to 6.30 pm  
Sunday 19th March from 9.30 am to 6.30 pm

#### **COSMOPROF (Pav. 14-16-19-21-21N-22-22P-25-26-26A-26B-29-29A-29B-30-30B-31-32-33-34-35-35C-36-36A)**

Friday 17th March from 9.30 am to 6.30 pm  
Saturday 18th March from 9.30 am to 6.30 pm  
Sunday 19th March from 9.30 am to 6.30 pm  
Monday 20th March from 9.30 am to 6.30 pm

### EXHIBIT REMOVAL AND BOOTH DISMANTLING OPERATIONS

#### **COSMOPACK (Pav. 20-15-15A-18) – COSMOPRIME (Pav. 19)**

Sunday 19th March from 7 pm to 11 pm (**only for removal of samples**) - denied access to the trucks with a capacity exceeding 3.5 tonnes

Monday 20th March CLOSED

Tuesday 21st March from 8 am to 7 pm

Wednesday 22nd March from 8 am to 7 pm

#### **COSMOPROF (Pav. 14-16-21-21N-22-22P-25-26-26A-26B-29-29A-29B-30B-30-31-32-33-34-35-35C-36-36A)**

Monday 20th March 7 pm to 9 pm (**only for removal of samples**) - denied access to the trucks with a capacity exceeding 3.5 tonnes

Tuesday 21st March from 8 am to 7 pm

Wednesday 22nd March from 8 am to 7 pm

Exhibitors of the outdoor pavilions as well country pavilion co-ordinators, are kindly asked to check the relevant opening days and hours with the Exhibition Secretariat.

Instructions on how dismantling should be carried out may be found in the section 'General Provisions - Removal of Exhibits and Booth Furnishings. Vacating the Booth'.

**ATTENTION: exhibitors/stand constructors who needs to stay longer in the pavilion (after the schedule time) must have regular authorization issued by the organizer. The organizer will invoice the extra-time on the basis of the rates stated by BolognaFiere. The exhibition secretariat will publish the rates as soon as available.**

## **GENERAL PROVISIONS**

### **PRELIMINARY NOTICE**

“BolognaFiere” stands for Fiere Internazionali di Bologna. “Organizer” stands for Bologna Fiere Cosmoprof S.p.A.

#### **Booth Availability – Handover**

Booths shall be available to Exhibitors starting from:

- **COSMOPACK (Pad. 20-15-15A-18) – COSMOPRIME (Pav. 19)**

Saturday 11th March 2017

- **COSMOPROF (Pad. 14-16-21-21N-22-22P-25-26-26A-26B-29-29A-29B-30-30B-31-32-33-34-35-35C-36-36A)**

Monday 13th March 2017

Stands set up must be completed by the end of the day before the opening of the Show as follows:

- **COSMOPACK (Pad. 20-15-15A-18) – COSMOPRIME (Pav. 19)**

Wednesday 15th March 2017

- **COSMOPROF (Pad. 14-16-19-21-21N-22-22P-25-26-26A-26B-29-29A-29B-30-30B-31-32-33-34-35-35C-36-36A)**

Thursday 16th March 2017

Exhibitors shall make sure that the chosen booth constructor complies with the above deadline, by including in their contract a clause related to completion by the deadline.

#### **Access to the Exhibition Centre during Booth Set-Up**

**Exhibitors may enter the Bologna Exhibition Centre only if their personal data has been registered on the website [www.gate.bolognafiere.it](http://www.gate.bolognafiere.it). Exhibitors and their fitters/suppliers who do not register on this site and do not print the entrance pass will not be authorised to enter the Exhibition Centre during the exhibition set-up and knock-down periods.**

Each Exhibitor will be sent (to the email address specified in the application form for the exhibition) a password to access his reserved area on the site, in which he must enter the information regarding his company's personnel and vehicles in order to print his entrance passes. The process also requires the Exhibitor to perform the Work Assignment procedure with regard to his fitters and suppliers. The Work Assignment procedure will allow these companies to receive a password so that they may register their employees and vehicles in their reserved area, and print their entrance passes.

**Suppliers/carriers entering the Exhibition Centre to deliver materials on behalf of Exhibitors must also be in possession of the Packing List bearing the identifying data of the Exhibitor receiving such materials (Exhibitor's name, hall, stand). Suppliers who present a Packing List without such data will be denied entrance to the Exhibition Centre.**

As required by current laws regarding health and safety at the workplace, the Exhibitor (customer), in relation to the works to be assigned, is responsible for verifying possession of the technical-professional requisites of all main contractors, of all subcontractors, and of all self-employed individuals that will work for the Exhibitor in the Exhibition Centre.

**it is forbidden to enter the exhibition halls and any other internal structures for vehicles, forklifts and any other NOT ELECTRIC transportation mean.**

Parking in the areas next to the pavilions shall be limited to the strictly necessary time for loading and unloading goods and equipment. Any vehicles that are not used for such operations must be parked in the appropriate parking areas.

In particular, unloading and parking of containers or detachable parts of non self-propelled vehicles is prohibited.

In addition, they may limit the access of vehicles and/or the introduce sanctions in the event of long parking of said vehicles outside the designated areas and/or times established by the Organizer. In particular, should vehicles and equipment in general be parked inside the Exhibition Centre for more than two hours, the exhibitor, whose password is associated with the vehicles, shall pay a sum amounting to € 500.00 plus Vat.

For safety reasons, Exhibitors and fitters working for them are strictly forbidden from using their own forklift trucks, self propelled cranes, aerial platforms, etc. within the Fairground area. For such needs, they must rely on the Official Forwarders of BolognaFiere to ensure the strictest observance of the safety rules.

The foregoing requirements do not apply to vehicles with a crane arm onboard which may work inside the pavilions only if duly equipped with pipes for eliminating exhaust fumes from the engines outside said pavilions. In special cases, properly justified requests may be applied for from the Operations Division of BolognaFiere, prior to delivery of the suitability certificates concerning the vehicles to be used as well as their drivers.

If authorization is granted, the applicants will be charged with an amount corresponding to administrative and control costs for han-

ding such authorization (for further information, please apply to the Operations Division). As to terms and conditions, please refer to the form "Application for Authorization to Use Lifting Means" to be undersigned upon the issuance of such authorization.

In case of introduction to and use of lifting means on the fairground without prior authorization, BolognaFiere shall immediately stop such means and require their immediate exit from the Fairground Area.

### **Removal of Exhibits and Booth Furnishings. Vacating the Booth**

Access of motor vehicles to the areas and pavilions shall be regulated similarly to set-up operations (please refer to "Access to the Exhibition Centre during Booth Set-Up").

Booths must be vacated, regardless of their position, by 7 p.m. of March 22nd 2017.

Failing which, any material left in the booth shall officially be considered as waste material and sent to the appropriate disposal sites, and the Exhibitor shall refund any direct or indirect expenses born for clearing the booth, currently for a minimum amount of €300.00 plus VAT for every 16 square metres of surface area, provided no extra damage is found and subsequently claimed to the Exhibitor. Exhibitors will be held exclusively liable for any damage or theft that might take place during the Show, the set up and after the Show.

### **Terms of Payment**

The payment of the fees due for admission to the Show must be carried out within the limits and according to the procedures prescribed by in the Application Form. The 'exit pass', which may in no case be released to Exhibitors that have not yet provided for the final settlement of any direct or indirect debt, does not constitute receipt of payment for any outstanding amount owed for the participation in the Show, and will therefore only be valid for the vehicle indicated thereon.

### **INSURANCE - Exemption, acceptance and limitations of responsibilities**

During opening hours, Exhibitors - either personally or through their employees - must keep watch over their own booth. Although BolognaFiere and the Organizer provide a general night & day surveillance service throughout the duration of the Show and for all the days allocated to booth set-up and dismantling operations when the Centre is closed to visitors and exhibitors, they shall be exonerated from any and all responsibility regarding any theft and/or damages act toward by Exhibitors. We recommended that Exhibitors remove all valuable, fragile and easy to transport objects from the stands during the hours scheduled for removing sample collections at the end of the show. Exhibitors will be responsible, also towards BolognaFiere, for all direct or indirect damages, which may for any reasons be attributable to them or to any staff working for them (including damages caused by set-up or system-installation operations carried out by them or by third parties appointed by them, even if they have been tested by BolognaFiere). Compensation for damages due to theft or against act towards Exhibitors, occurred even beyond opening hours (e.g. including booth set-up and dismantling days) will be carried out only through the relevant insurance coverage Exhibitors will benefit from the following insurance conditions taken out by BolognaFiere according with the Organizer:

- a) All Risks coverage (including fire and theft) for immediate and material damage to booth furnishings, structures, equipment and goods, excluding money, valuables, jewellery and similar, and excluding the software installed on electronic processors and excluding any damage due to failure to use booth furnishings, structures, equipment and goods during the Show: € 40.000,00 first full loss coverage (including fire and theft), with € 300.00 total deductible for each damage, which may reach € 600.00 in the event of any damage occurred after the end of the Show;
- b) Third Party Civil Liability coverage, including any damage resulting from fire: single maximum coverage of € 50,000,000.00;
- c) Exhibitor's Civil Liability coverage with regard to employees: maximum coverage of € 3,000,000.00 per accident with a € 2,000,000.00 per person limit;

The above mentioned coverage values are subject to the conditions and limitations that may be requested by the Exhibitor to the Exhibition Secretariat, and which are included in the written documents relevant to said show. Such covers do not rule out the exhibitors' responsibility for all the risks that they may autonomously consider as not covered or exceeding the coverage limit stated in the previous paragraph; in that event, exhibitors may take out any additional insurance policies as appropriate. In relation to the video-surveillance system installed, in the event of theft, Exhibitors must provide the Insurance Company with the relevant report made to Public Authorities within seven days from the end of the Show; failure to comply with this deadline may result in the loss of the right to compensation.

In order to take out any additional policies autonomously and at their own expenses, Exhibitors may use the relevant form inside the Exhibitor's Manual even during the show, by referring to the Insurance Company whose offices are within the Exhibition Centre (Assitalia - Service Centre), which will also take care of accident insurance management, of paying off damages at the end of the show, as per the terms and conditions indicated in the abovementioned form; the Company, as far as offered insurance coverage is concerned, renounces all compensations from all exhibitors, the Organizer and BolognaFiere. In any case, Exhibitors must include in their additional policies the insurer's waiver to any compensation claim towards Exhibitors, the Organizer and BolognaFiere, failing which the former will exempt the latter from any action initiated by the insurer and addressed to them. The Organizer and BolognaFiere are exonerated from any responsibilities for any consequential loss, image damage, loss of turnover,

etc. The Exhibitor agrees - including as far as direct loss is concerned - that the Organizer and BolognaFiere's responsibilities be restricted to the limits of the above indicated insurance coverage. The Exhibitor hereby accepts such limitations of responsibilities.

# FURNISHINGS AND PROHIBITIONS

## Definition of the setting-up type

Booth setting up of any size is classified as follows:

- STANDARD setting up
- NON-STANDARD setting up

All booths presenting any of the following features shall be considered as a NON-STANDARD setting up:

- double-deck with spaces on the upper floor, even if not accessible to the public;
- Latticed metal ("American") structures with clear structural span exceeding 8.00 meters or with total length exceeding 32.00 meters.
- Horizontal metal or non-metal structures with clear span exceeding 4.50 meters
- anchors to BolognaFiere structures;
- Mezzanine rooms at first floor, even if not open to public;
- walk-on platforms higher than 80 cm;

Moreover, any outdoor structures exceeding an area of 75 sq mts shall be considered as non-standard set-up furnishings.

Because the Exhibition Centre has obtained authorisation for use of the exhibition spaces based on a traditional set-up scheme, i.e., with parameters defined as STANDARD, an Exhibitor who proposes a set-up with even one of the above-mentioned characteristics must, at least 20 days prior to the start of the official set-up period, transmit (by fax or email) the design for the off-standard set-up, with signature and seal of a qualified engineer/architect, to the Organiser and to BolognaFiere for approval.

If the Exhibitor is not in possession of the design for the off-standard set-up signed by a qualified engineer/architect, the Exhibitor may, using the appropriate form in the Miscellaneous Forms, request BolognaFiere to conduct an advance check of the design.

If the signed and sealed design for the off-standard structure(s) is not transmitted to BolognaFiere, an inspection and validation will automatically be conducted and the Exhibitor will be charged twice the regular cost for such service specified on the above-mentioned forms.

Under all circumstances, BolognaFiere reserves the right to prohibit the assembly of off-standard set-ups that have not been approved in advance.

Any non-standard set up furnishings shall pass a compulsory static test, which may exclusively be carried out by BolognaFiere. The exhibitor shall pay for such procedure, in relation to the type of furnishing chosen, as indicated in the appropriate form of the exhibitor manual.

For non-standard structures: in the event that the relevant stamped and signed plan of a non-standard structure has not been sent to BolognaFiere, we will proceed with an official verification and assessment, with a cost to the Exhibitor that will be double the usual rate for this service, as laid out in the above-mentioned forms.

In all cases, the construction of complex latticed metal ("American") structures (total length exceeding 32 meters, calculating both vertical and horizontal structures, and/or with clear structural span exceeding 8 metres) or horizontal metal or non-metal structures with clear span exceeding 4.50 meters, as well as intermediate floors, is subject to the transmission (by fax or certified email) to BolognaFiere of the structure's design, signed by the qualified engineer/architect, inclusive of a calculation report specifying load conditions during assembly and disassembly based on the construction method involved, as well as a certificate of correct assembly (at the end of work).

Without exception, BolognaFiere reserves always the right to block the setting up of non-standard structures that have not been previously approved. In any case, BolognaFiere shall be always entitled to examine the projects relevant to any booth not complying with ordinary set-up furnishing standards, based on their importance, size or dangerousness. For issues related to health and safety at work Exhibitors must provide the relevant technical documents and the names of technicians in charge of the structure and of the set-up furnishings, as well as for aspects regarding health and safety at the workplace. Any booths located in the external areas shall comply with similar requirements. BolognaFiere may request the Supervisory Committee's intervention for facilities hosting public shows.

## Booth Furnishing Set-Up

Exhibitors must limit their booth to the area allocated to them, marked out by either partition walls or painted lines or adhesive tape on the floor, should there be no other limiting reference. The booth must not exceed the median plane virtually passing through the axis of the plates at the foot of the front columns supporting the booth side walls.

Inside the halls the high of the stand shall not exceed the **standard height of m. 4.00** (including thickness due to raised floors, lighting fixtures, lighting fixtures of media including lattice). Only items placed inside the stand and at a minimum distance of 3 meters from the sides of the border will rise to a maximum of 4.50 meters depending on the height of the pavilion where the stand is located. Walls should also NOT deprive of light and visibility Exhibitors adjacent nearby. It is therefore forbidden to build perimeter walls closed over 8 m in length. Over 8 m. closed wall must be placed an open space (or constructed with transparent material), of minimum 4 m. Otherwise, the Organiser reserves the right to claim the adjustment. Any exceptions to the standard will be subject to approval by organization to which the project must be submitted no later than **10th February 2017**. Booths including any double-deck structure - which in no case may exceed a height limit of 5.50 meters - shall be approved beforehand by the Organizer. The double-deck surface, even if not accessible to the public, shall entail an additional cost for the exhibitor, based on its width, amounting to a sum as established in the double-deck regulations, unless otherwise determined and communicated by the Organizer. Structures whose sides face other stands should be perfectly finished and painted in a neutral colour (BLACK OR WHITE). We remind you that only stand builders having the authorization sent by the Organizer can construct stand higher than 4.00 meters foreseen by the Technical Rules of the Show.

All exhibitors with stand higher than the maximum admitted height (4.00 mts) without authorization will be asked to pay a fee to be settled before the beginning of the Show and are obliged to modify the fitting, at their charge, following the above mentioned indications. Suspended loads and the related suspension systems must be made in accordance with the Circular Letter of the Ministry of the Interior on 01/04/2011, in other words providing, in addition to the main connection system (eg, tie rod, belt, rope, chain, beam), **also a safety connection** (eg connecting rod, belt, rope, chain, retractable fall arrest systems, etc.). With the term “suspended load” we should consider American structures (simple or “ring” type), or other types of beams / structures and all related loads (for illustrative, yet incomplete example: monitors, projectors, speakers, lights, motors for the lifting of other sub-structures, etc.) that are bound to a top or bottom structure or via a lifting member.

The above items must be in possession of all documentation contained in the mentioned Circular Letter.

Exhibitors are required to keep at least the number of fire extinguishers indicated in the following table on their stands, clearly visible and ready for use:

Surface area of stand	Minimum number
up to 50 m <sup>2</sup>	1 extinguisher
51 m <sup>2</sup> to 150 m <sup>2</sup>	2 extinguishers
151 m <sup>2</sup> to 300 m <sup>2</sup>	3 extinguishers
over 300 m <sup>2</sup>	4 extinguishers

These must be 6kg powder extinguishers for class 13A 89 B-C fires, conforming to the Ministerial Decree of 20th December 1982. At its sole discretion the BolognaFiere Safety Service may require an increase in the number of fire extinguishers at the stand.

Extinguishers can be leased, while stocks last, from the Sales Office in the Service Centre (tel. 051.28.28.16 - email: vendite@bolognafiere.it). In case of default, BolognaFiere may deliver the necessary extinguishers directly to the stand and charge the appropriate higher rate.”

The glass walls facing visitors must comply with existing regulations and with UNI requirements.

In pavilions 14 – 15 - 16 - 18 - 21 - 22 - 25 - 26 - 33 - 34 false ceilings may be built, provided they are made of grid or perforated panels, ensuring proper use of the fire prevention device (Sprinkler). Exhibitors will be held solely responsible for any issue related to the stability and the compliance of booth furnishing materials with the fire prevention legislation currently in force, therefore BolognaFiere and the Organisers will not be liable for any damage that may be caused by design or construction defects, including the dimensioning based on the detailed drawings of allocated areas. Any work entailing changes to BolognaFiere’s real and movable properties (reinforcements, adjustments, excavations, perforation of fixtures, walls, frames, columns and floors) may only be carried out upon prior written authorisation from BolognaFiere, at the sole expense and responsibility of the participating company. Such responsibility will be valid throughout

the duration of the Show and until the booth is vacated and returned to BolognaFiere. Before the beginning of the works, the participant shall pay to the Organiser the amount that will be necessary in order to restore the booth to the original state, which will be taken care of by the Organiser.

## **WASTE MANAGEMENT**

### **Set-up and knock-down**

It is strictly prohibited for fitters/exhibitors to discard waste materials and/or refuse in the exhibition areas or around the Exhibition Centre perimeter at any stage of the event.

**Waste and residue from set-up and dismantling work is removed by and at the expense of the Exhibitor and/or its employees.**

During fitting and dismantling, dedicated containers will be provided in each pavilion for collecting and disposing of waste materials and refuse. Specialised BolognaFiere staff will be present in each pavilion during Exhibition Centre opening hours to ensure the correct application of rules regarding waste and refuse management. All irregularities shall be recorded and the relevant internal authorities notified.

**Exhibitors found in breach of the rules will be required to pay a fine to cover any waste management costs incurred by BolognaFiere. This shall be for a minimum amount of €300.00 plus VAT for every 16 square metres of surface area occupied 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).

### **Prohibitions**

Exhibitors are strictly forbidden to:

- apply loads or rest on material to the pavilion structures, to walls, lighting pillars, etc.;
- attach or hang to the above parts: posters, cables, panels, banners, stickers;
- when securing fitted carpet or similar material to the floor, it is strictly forbidden to use strong double-sided tape, any tape with paper backing or of scarce consistency;
- damage the equipment belonging to BolognaFiere and pavilion structures;
- using their own lifting equipment, subject to expressed exemptions granted by BolognaFiere;
- leave debris and/or garbage of any kind;
- carry out any performance or entertainment initiative, whatever the type, nature and features, even within the area covered by the booth or if aimed at presenting the products, unless this has been previously authorized by BolognaFiere or by the Organizer.

The Exhibitor undertakes at its sole liability both civil and criminal responsibility for whatever damage it may be caused by either the non-compliance or the breach of ruling regulations and of all requirements quoted in this Regulation and in the Safety Exhibit, while also undertaking to waive BolognaFiere and the Organizer from any claimed forwarded by any third party. The Exhibitor must inform

its staff and those companies operating on its behalf within the Fairground about the requirements and the prohibitions of this Regulation and Safety Exhibit on the general terms to attend the Exhibition. The non-compliance with these rules and those on the same subject indicated in the participation general terms enables BolognaFiere and the Organizer to take precautionary measures against the company, for instance, with an irregular fire prevention status, which could even imply the charge for the related costs, which are pre-estimated as not any less than € 300,00/module, should any supplementary measure be taken for the overall safety conditions or also the injunction of partial or total removal of the booth and the declaration of non accessibility to the said booth.

## GENERAL SERVICES

### Services Support for Exhibitors

Through its Exhibition Secretariat, the Organizer is at Exhibitors' disposal to provide full technical information on the general services available in the Exhibition Centre. For the following services, the new BolognaFiere e-commerce channel is available so that you may quickly and easily purchase the services for your stand directly online on [www.befair.eu](http://www.befair.eu)

- VIDEO RENTAL
- SOUND SYSTEMS RENTAL
- POTTED PLANT ETC. RENTAL
- ELECTRICAL SYSTEMS
- WATER SUPPLY
- STAND CLEANING
- CATERING
- GOODS HANDLING / PORTERAGE
- SHIPPER
- TELEPHONE LINES and WI-FI

### Please note:

Transport, goods loading and unloading and porterage services inside the Exhibition Centre are organized exclusively by BolognaFiere's Shipper. Exhibitors wishing to bring goods of non-EU origin into the Exhibition Centre to exhibit them as samples must notify BolognaFiere using the following email address: [custom@bolognafiere.it](mailto:custom@bolognafiere.it)

The following catering services are available in the Exhibition Centre:

- à la carte restaurants
- self-service restaurants
- bars
- on request, customised services: cocktail breaks, bar services and/or supply of products directly to stands.

### Liability for services

BolognaFiere regulates the services but does not produce them directly and shall therefore have no liability with respect to their performance. Any complaints must be sent in writing directly to the following email address: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it) .

## TECHNICAL SERVICES

BolognaFiere can arrange to supply individual stands with electricity, water and compressed air and to connect stands to the telephone network, according to the availability of the systems at its disposal.

### SYSTEMS

For the following systems:

#### ELECTRICAL SYSTEMS

#### TECHNICAL GAS SYSTEMS FOR WELDING, CUTTING AND SIMILAR TECHNIQUES

It is specified that the relevant service must be requested via the Befair platform [www.befair.eu](http://www.befair.eu) and the appropriate form, which states the terms and conditions of the service, the charges and the operating specifications. Connection to and disconnection from the supply may be performed solely by staff of firms appointed by BolognaFiere, who will locate the relevant supply point at their sole discretion.

## SPECIAL SERVICES

### CATALOGUE

The catalogue will indicate the details given by Exhibitors **45 days before the Show opens** and - as far as the company name and the relevant product sector are concerned - the details thus given will be held valid according to the procedures established by the Organizer.

### HOTEL RESERVATION SERVICE

The hotel reservation service is offered directly by BolognaFiere Official Hotel Reservation Supplier which Exhibitors must directly refer to, using the relevant form, where conditions and tariffs are indicated. This service, too, is regulated but not organized by BolognaFiere nor by the Organizer, which therefore will not be responsible for it. Any complaints shall thus be addressed, in writing, directly to the Official Supplier, notifying BolognaFiere and the Organizer for their information.

## **SOUND EMISSIONS, COPYRIGHTS & ROYALTIES**

According to the regulations, Exhibitors may not make use of devices to play music or sounds. Any exceptions shall be authorized in written form by the Organizer. The authorization may be withdrawn with immediate effect at any time, by way of a written notice. Yet, the said authorization does not relieve the Exhibitor from the obligation to use such devices in a way so as not to cause any disturbance to the other Exhibitors and to visitors, with special reference to noise pollution provisions; besides, Exhibitors shall make sure to comply - at their own expenses - with the requirements prescribed by copyright laws in force. The acoustic levels will be checked with a noise meter outside, at the point closest to the stand and it should not exceed 70DB.

Exhibitors are subject to the following penalties:

- Upon the first offence: verbal warning
- Upon the second offence: warning in writing
- From the third offence on: interruption of the supply of electric power for 60 minutes (without the Exhibitor being entitled to refunds or compensation whatsoever).

**The interruption of the supply of electric power will take place after a 10-minute advance notice.**

**Neither the Organizer nor BolognaFiere can be held responsible for any damages of any type sustained by the Exhibitor and/or by the exhibited material in any of the above-stated cases.**

In order to carry out the necessary actions to this end, please refer directly to S.I.A.E., Via Orfeo n. 33/a, 40124 Bologna, Tel. +39 051/ 4290311.

In order to help Exhibitors during the event, a SIAE representative displaying the appropriate ID will visit exhibition stands and arrangements may be made at that time to regularise individual cases.

## **SPECIAL PROVISIONS**

### **ENTRY WITH BAGS OR LUGGAGE**

BolognaFiere may deny access to the Exhibition Centre or to individual halls to holders of bags, suitcases or other containers, requiring their storage in the cloakroom.

### **ENTRY WITH DOGS OR OTHER ANIMALS**

Dogs admittance is allowed only if they wear leash and muzzled or specific carrier, except for dogs for people with disabilities that can be accessed without restrictions.

### **PHOTOGRAPHY, FILMING AND RELEVANT EQUIPMENT STRICTLY PROHIBITED**

It is forbidden to enter the Exhibition Centre with cameras, video cameras, video recorders or any other kind of filming equipment, without prior authorisation from the Organiser and/or BolognaFiere, and it is forbidden to take pictures or film - with any device - the area within the Exhibition Centre, the booths and the goods displayed, without prior authorization from the Organiser and/or BolognaFiere and the booth owner.

### **RADIO-ELECTRICAL EQUIPMENT**

Any operators willing to use radio-electrical equipment (two-way radios, radio microphones, radio cameras, etc.) must use standard-compliant equipment only (99/05 EC Directive – CE marking) and must obtain the relevant authorisation (Electronic Communications Code as per art. 107), if necessary, and only operate within permitted radio bands.

## **BOLOGNAFIERE'S POWER OF SUPERVISION AND FACULTY OF**

BolognaFiere makes sure that its regulatory provisions and the general terms and conditions prescribed in the contracts for participation are strictly complied with, and any person within the Exhibition Centre must abide by the rules and the provisions issued by BolognaFiere when entering and circulating within the Exhibition Centre, provided through appropriate signs, written notices, loudspeaker announcements, as well as through the staff on duty and through any other means. Please note that loudspeaker announcements and instructions given by staff members prevail over any other notification.

Exhibitors should be aware that any failure to comply with or any breach of the rules may result in the immediate removal of the booth on the part of officers or personnel acting on behalf of BolognaFiere; alternatively, entry tickets and parking passes may be confiscated. Exhibitors will not be entitled to any refund whatsoever.

## **AMENDMENTS TO THESE REGULATIONS**

Should any legislative or regulatory provision alter the rules set forth in these Regulations, they will automatically and immediately become effective, even if the Regulations have not yet been amended to reflect such changes. In addition, BolognaFiere may introduce at any time the measures that it will deem most appropriate, and which Exhibitors shall immediately adopt, in terms of fire prevention, health and safety, accident and damage prevention and the safety of participants and visitors.

The above measures may be notified to Exhibitors using any means, and shall prevail over any general provisions previously set forth.