

 COSMOPROF.COM	54 TH EDITION	16 – 18 MARCH 2023	BOLOGNA FIERE COSMOPROF S.P.A. admin. office: via Cappuccini 2, 20122 Milano (Italy) P +39 02 796420 F +39 02 795036 registered office: via Maserati 16, 40128 Bologna cap. soc. iv. € 120.000,00 Reg. Imp. MI C.F. – P.IVA 04717290967 R.E.A. BO 521826 This company is managed and co-ordinated by a single member BolognaFiere S.p.A.
	BOLOGNA, ITALY FAIR DISTRICT	COSMOPACK COSMO PERFLUMERY & COSMETICS	
		COSMO HAIR & NAIL & BEAUTY 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 use remotely piloted aircraft (RPA) for any purpose inside the Exhibition Centre. 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. Offenders may be removed from the District by the service staff.

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. For safety reasons, only cars will be allowed to access and park in the Exhibition Centre during public opening hours (there will be no access for any other vehicles, such as commercial vehicles, lorries etc). If any vehicles infringe this regulation, BolognaFiere will have them towed away from the parking area or clamped at the owners' risk and expense.

5) Courier Access

Couriers are not allowed to enter the Exhibition Center; the goods must be delivered to the CFP warehouse - Via Maserati n. 20 / c - Bologna, from 8.00-12.00 am and 1.00-5.00 pm. The paid deposit service must be booked at the BolognaFiere sales platform at <https://www.befair.eu> or, for special requests, by sending an email to sales@bolognafiere.it.

6) 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.

7) 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 and
booth
dismantling
operations

The day before the inauguration of the Exhibition: 15 March, for those exhibiting from 16 to 18 March, and 16 March, for those exhibiting from 17 to 20 March, from 08:00 am to 04:00 pm Exhibitors will be allowed to do exclusively operations for arranging samples, graphics or other activities that involve the use of only hand tools.

Official opening time for exhibitors attending from 16 to 18 march 2023

Setting up days for exhibitors attending from 16 to 18 march 2023

Setting-up

Setting up from 8.00 am until 7.00 pm

Entrance fee. For payments and details please contact the show organizers.

Access allowed only for vehicles and vans less than 3.5 tons. Exhibitors can access **until 4 p.m.** to place their samples. No structural work is allowed, but only finishing work on the set-up. Forklifts and pallet trucks are also prohibited.

Hall not available

Hall	Wed 08/03	Thu 09/03	Fri 10/03	Sat 11/03	Sun 12/03	Mon 13/03	Tue 14/03	Wed 15/03
14								
15								
16								
18								
19								
20								
21								
22								
26								
22B								
16A								
22A								
22T								

Dismantling days for exhibitors attending from 16 to 18 march 2023

Dismantling

Dismantling from 8.00 am until 7.00 pm

Hall not available

Hall	Sat 18/03	Sun 19/03	Mon 20/03	Tue 21/03	Wed 22/03
		Maserati entrance from 7 am to 10 am	Maserati entrance from 7 am to 10 am		
14	Samples removal until 10 p.m.				
15					
16					
18					
19					
20					
21		Access from hall 22	Access from hall 22		
22					
26					
22B					
16A					
22A					
22T					

Setting up days for exhibitors attending from 17 to 20 march 2023

Setting-up

Official opening time for exhibitors attending from 17 to 20 march 2023



Setting up from 8.00 am until 7.00 pm



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Hall not available

Hall	Wed 08/03	Thu 09/03	Fri 10/03	Sat 11/03	Sun 12/03	Mon 13/03	Tue 14/03	Wed 15/03	Thu 16/03
25									
28									
29									
30									
31									
32									
33									
34									
36									
37									
32A									
25B									
33A									
30A									
30D									

Dismantling days for exhibitors attending from 17 to 20 march 2023

Dismantling



Dismantling from 8.00 am until 7.00 pm

Hall	Mon 20/03	Tue 21/03	Wed 22/03
25	Samples removal until 10 p.m.		
28			
29			
30			
31			
32			
33			
34			
36			
37			
32A			
25B			
33A			
30A			
30D			

Access time for exhibitors and visitors during the show

Access time for exhibitors 8.30 am – 6.30 pm / Access time for visitors 9.30 am – 6.30 pm

16 – 18 March
from Thursday to Saturday

COSMOPACK

Cosmopack
Halls 15 / 15A / 18 / 19PK / 20

COSMO PERFUMERY & COSMETICS

Cosmoprime
Halls 14 / 14EG Extraordinary
Gallery

Green & Organic
Halls 21 / 22A

Perfumery&Cosmetics
Country Pavilion
Halls 16 / 16A / 19 / 22 / 22B / 22T /
26 / 29B

17 – 20 March
From Friday to Monday

COSMO HAIR & NAIL & BEAUTY SALON

Professional Hair
Halls 25 / 25B / 31 / 32 / 32A / 33
34 / 36CC / 37

Beauty & Spa
Halls 28 / 29 / 30 / 30A / 30D

Nailworld
Halls 36

Preliminary notice

“BolognaFiere” stands for Fiere Internazionali di Bologna.

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

General provisions

Date, venue and time of the Exhibition

The Exhibition will take place from the 16th to the 20th of March 2023 in the Bologna Exhibition Center. Opening hours from 09.30 am to 06.30 pm.

Booth Availability

Wednesday 15th of March 2023

- Cosmopack (Halls 15-15A-18-19PK-20) – Cosmoprime (Halls 14-14EG) – Perfumery&Cosmetic e Country Pavilion (Halls 16-16A-19-22-22B-22T-26-29B) – Green&Organic (Hall 21-22A)

Thursday 16th of March 2023

Professional Hair (Halls 25-25B-31-32-32A-33-34-36CC-37) – Beauty&Spa (Halls 28-29-30-30A-30D) – Nailworld (Hall 36)

The Exhibitor must ensure that the selected exhibitor undertakes to comply with the aforementioned term, inserting the clause of realization times in the contract.

Access to the Exhibition Centre during Booth Set-Up

The exhibiting companies and their contractors, in order to have access to the Exhibition Center, must be accredited on the site [cosmoprof.befair.eu](https://www.cosmoprof.befair.eu)

To activate this procedure, users will be asked to choose new credentials at their first login. They will receive instructions by email. New credentials will be valid for future editions. The Exhibitor himself, by entering the Pass area, may authorize the contractor companies in charge (fitters, suppliers, couriers, etc.) by assigning them a practice. The Appointees will receive an email to operate their first access to the Pass page of the Befair site and choose their credentials in turn. We remind you that in Pass area, both the Exhibitor (with their own account) and the Contractors (with their own account) can enter the names of their staff and the license plates of the vehicles for which access to the Exhibition Centre is required, only during set-up and dismantling days. If the builder do not register on the afore mentioned site and do not view the published documentation, including the DUVRI, they will not be able to print the passes and/or tickets for access to the Exhibition Center.

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.

→ Couriers are never allowed to enter the Exhibition Center; the goods must be delivered to the CFP warehouse - Via Maserati n. 20 / c - Bologna, from 08.00 am to 12.00 pm and 13.00 pm to 17.00 pm. The paid deposit service must be booked at the BolognaFiere sales platform at <https://www.befair.eu> or, for special requests, by sending an email to vendite@bolognafiere.it.

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.

It is also strictly forbidden, for safety reasons, for vehicles to park in the Exhibition Centre outside opening hours. Any unauthorised parking will result in BolognaFiere

having the vehicles towed away from the Exhibition Centre at the owners' risk and expense.

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 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 at the owners' risk and expense.

Removal of samples and set-ups. Return of stands

The access of the vehicles in the areas and in the halls will be regulated as for the setting up works.

The clearing of stands, wherever located, must be completed by 7.00 pm on the last day of set-up.

Failing this, this will be done ex officio considering what is left on the stand as waste material to be sent to public landfills and the Exhibitor will be required to reimburse all direct and indirect costs incurred for the evacuation, currently with a minimum of € 300,00 for every 16 m² of surface and without prejudice to any refunds for greater damages.

The Exhibitor assumes all responsibility for damage or theft that may occur both during the course of the Exhibition, during the setting up and subsequently, at his own expense.

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;
- d) Waiver of the right to compensation from the Insurer to all Exhibitors, the Organizer and BolognaFiere;

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

The Organizer is required to submit in advance to BolognaFiere the plan for the layout of the stands relating to the event for approval (only for the knowledge of the Organizer, not to be included in the file).

Form 0

Form 0 allows you to declare the type of set up that you intend to carry out or to send any request for authorization for the realization of a Non-standard set-up.

Form 0 can be downloaded from the reserved area - www.befair.eu

Every exhibitor is required to send the Form 0 by the 1st of February 2023 to the email tecnico1@bolognafiere.it

Definition of the setting-up type

Booth setting up of any size is classified as follows:

- **Standard** setting up
- **Non-standard** setting up

→ **All exhibitors / fitters must fill out the form O, regardless of whether the stand design is standard or non-standard.**

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

- use in the construction of metal structures "Americana" type, both resting on the ground and hanging, with a total development exceeding 32.00 m (adding horizontal and vertical elements) and/or with free structural light exceeding 8,00 m and even if the "Americana" structure is supported on the ground and has a height greater than 3.50 m;
- height greater than 3.50 m;
- horizontal metal structure or other material with clearance greater than 4,50 m or, where stone material, with free structural light greater than 2,50 m both lying on the ground and hanging;
- mezzanine rooms at first floor, even if not open to public;
- walk-on platforms higher than 80 cm;
- outdoor structures exceeding an area of 75 sq mts

It is mandatory to submit the following documents for approval to BolognaFiere (tecnico1@bolognafiere.it) and to the Organiser (operation@cosmoprof.it) by the 1st of February 2023 deadline:

1. the Module O
2. the design of the Fuori Standard set-up stamped and signed by a qualified technician
3. the required documents (see Form O).

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, within the 1st of February 2023, 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 to be found on www.beafair.eu, 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 forms to be found on www.beafair.eu

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 to be found on www.beafair.eu

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 meters) 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) with signature and seal of a qualified engineer/architect.

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.

Inside the halls the high of the stand shall not exceed the standard height of m. 3,50 (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 Organizer 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 the 1st of February 2023. 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).

To take into account the thicknesses due to raised floors, lighting bodies, supports of lighting bodies, including latticework, a further margin of 0.50 m will be allowed at the limit of the height defined above, thus bringing it to a maximum of 4.00 m , provided that the structures whose sides overlook the contiguous stands are perfectly finished and painted in a solid color with a neutral color.

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.

Hanging points are only possible in Halls 14-15-16-18-19 and partially in Halls 28-29-30-36-37. 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 a request for feasibility by email to the technical offices of bolognafiere (f.schincaglia@henoto.com) and in copy to the Organizer (operation@cosmoprof.it) by the 1st of February 2023.

Anchoring to floors and/or structures are strictly prohibited throughout the exhibition center.

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 extinguisher
up to 50 m ²	1
51 m ² to 150 m ²	2
151 m ² to 300 m ²	3
over 300 m ²	4

The fire extinguishers installed in your stand must strictly be of the type required by current legislation.

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 - 28 - 33 - 34 and partially 29, 30 and 37 false ceilings may be built. Stand covers are allowed only if made with a large mesh false ceiling that allows the correct use of fire-fighting and air conditioning systems.

Bolognafiere reserves the right to have the equipment and equipment not covered by the above-mentioned indications modified, checking in advance and necessarily compliance with these characteristics. In the event that BolognaFiere finds even a lack, may require the adjustment.

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.

Set-up and knock-down

It is strictly prohibited for fitters/exhibitors/suppliers 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.**

Appointed 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;
- 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. It is the exhibitors' sole responsibility to obtain any necessary authorisation for the initiatives mentioned above from the health and public safety authorities and the relevant organisations as and when required.
- access to the Exhibition Centre for vehicles other than cars during public opening hours.
- in accordance with the policy adopted by BolognaFiere to reduce the use of plastic, the use of cutlery, crockery, straws, glasses and in general of disposable and non-recyclable plastic material is prohibited within the exhibition center. The Exhibitor is responsible for compliance with this prohibition also by its suppliers and will be called to respond in the event of non-compliance.

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 and technical services

Within the limits of the facilities at its disposal, BolognaFiere can provide to individual stands the supply of electricity, water and compressed air, as well as the connection of the stands to the telephone and data networks.

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

- Sound systems rental
- Video Rental
- Potted plant etc. Rental
- Electrical systems
- Water supply
- Compressed air
- Stand cleaning
- Catering
- Goods handling / portorage
- Shipper
- Telephone lines and WI-FI

Please note:

Transport, goods loading and unloading and portorage services inside the Exhibition Centre are organized exclusively by the official logistics provider of BolognaFiere S.p.A.

The following catering services are available in the Exhibition Centre:

- À la carte restaurants, self-service restaurants, bars
- Travel agency
- Insurance agency
- 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

Special Services

Sales information

The service of the BUSINESS CENTER is made available free of charge to the Exhibitors, to promote the meeting of the same with foreign economic operators. For this purpose, Exhibitors are requested to return the "Commercial Information Form" duly completed.

News and inventions service

If the Exhibitors present new inventions, new procedures or modifications of a certain importance made to machinery or manufacturing processes, they will be able to promptly notify them using the appropriate "News and inventions" form, so as to allow the Organizer to inform the press in the forms that it deems most appropriate.

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.

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

Operators intending to use radio equipment (transceivers, radio microphones, radio cameras etc) must use devices that comply with the regulations (Directive 99/05/EC - CE marking) and obtain the appropriate authorisation (article 107, paragraph 10 of Legislative Decree 259/2003 - Electronic Communications Code) if necessary, as well as operating on the permitted radio bands. To complete the necessary paperwork, interested parties can visit the Ministry for Economic Development website:

<http://www.ispettoratoemiliaromagna.altervista.org/>

Bolognafiere's power of supervision and faculty of intervene	<p>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.</p> <p>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.</p>
Direct Sale	<p>Exhibitors are prohibited from any form of sale with immediate and on-site delivery of the goods to the buyer, with the exception of the sectors in which the Organizer decides that this is possible - halls 36 and Cash&carry. In the sectors of the event where the sale is allowed, the Exhibitor may sell his goods on condition that he fulfills the applicable legal obligations and, in particular, is equipped with a special cash register. In the event of a sale by an Exhibitor having its registered office outside Italy, the latter will be required to request the attribution of the provisional Italian VAT number to the competent authorities. The Organizer and/or BolognaFiere has the right to prohibit the sale to the public in the event that the Exhibitor fails to comply with the applicable legal obligations.</p>
Amendments to these regulations	<p>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.</p> <p>The above measures may be notified to Exhibitors using any means, and shall prevail over any general provisions previously set forth.</p>