

# COSMOPROF

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## WORLDWIDE BOLOGNA

**2026 EDITION**  
BOLOGNA, ITALY  
FAIR DISTRICT

MARCH, 26-28  
**COSMOPACK**  
**COSMO** PERFUMERY & COSMETICS

MARCH, 26-29  
**COSMO** HAIR&NAIL& BEAUTY SALON

### EXHIBITION TECHNICAL REGULATIONS

An event by



In partnership with



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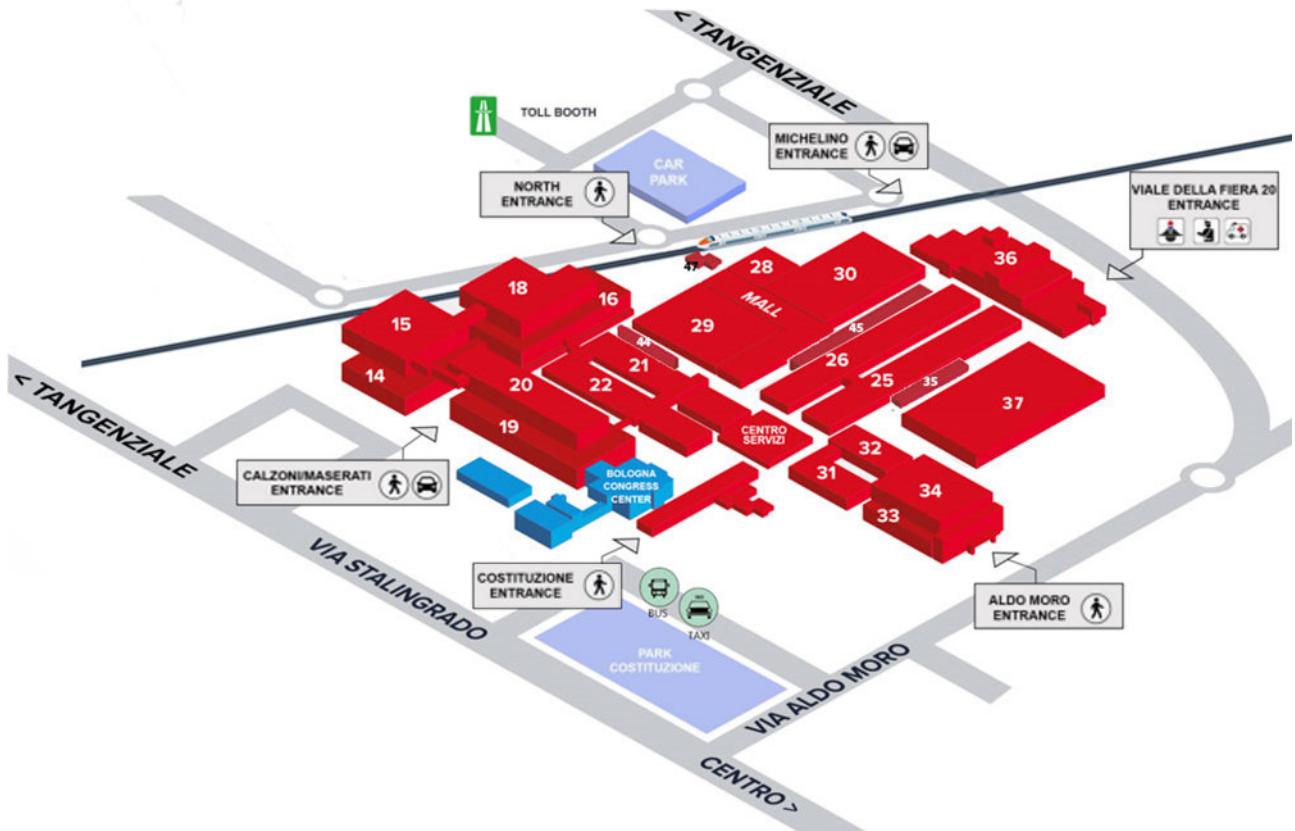
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## 1. BOLOGNA EXHIBITION CENTRE

### 1.1. Access map



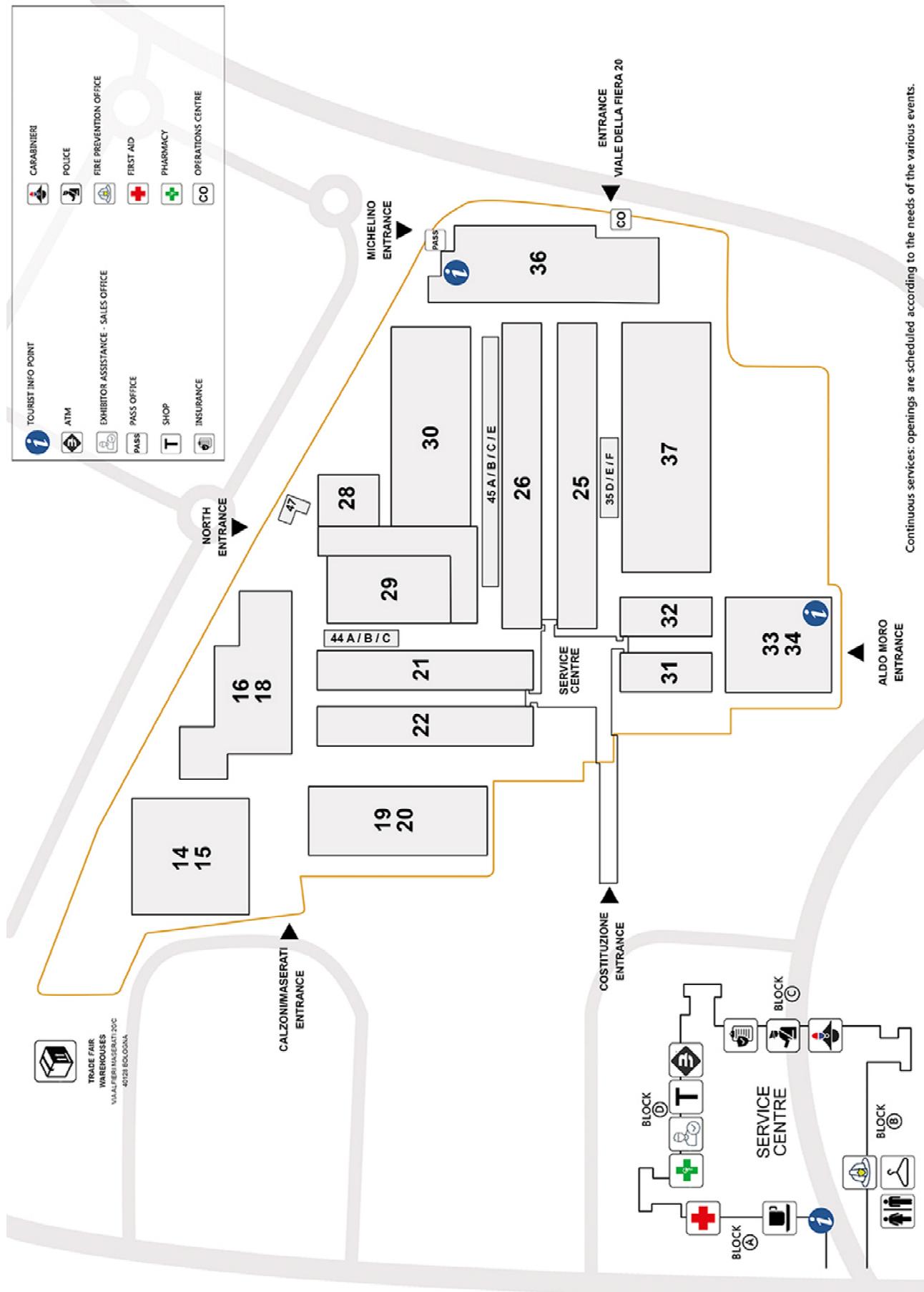
### 1.2. Bologna Fiere Services Phone Numbers

- **Sales office, services and**  
[www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu)  
Tel. 051 282816  
Email: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)
- **Pass Office**  
Tel. 051 282403  
Email: [pass@bolognafiere.it](mailto:pass@bolognafiere.it)
- **Administration / Billing Office**  
Tel. 051 282883
- **Technical Department**  
Tel. 051 282488  
Email: [tecnico1@bolognafiere.it](mailto:tecnico1@bolognafiere.it)
- **Rigging**  
Tel. 051 282871  
Email: [appendimenti@henoto.com](mailto:appendimenti@henoto.com)
- **First Aid / Medical Assistance**  
Tel. 051 282275
- **Security / Fire Prevention Office**  
Tel. 051 282265
- **Safety Office**  
Tel. 051 282342  
Email: [antincendioCS@bolognafiere.it](mailto:antincendioCS@bolognafiere.it)
- **Surveillance Operations / Night Guards**  
Tel. 051 28246  
Electrical, Water and Compressed Air Systems  
Tel. 051 282816  
Email: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)
- **State Police**  
Tel. 051 282263
- **Carabinieri**  
Tel. 0513943721

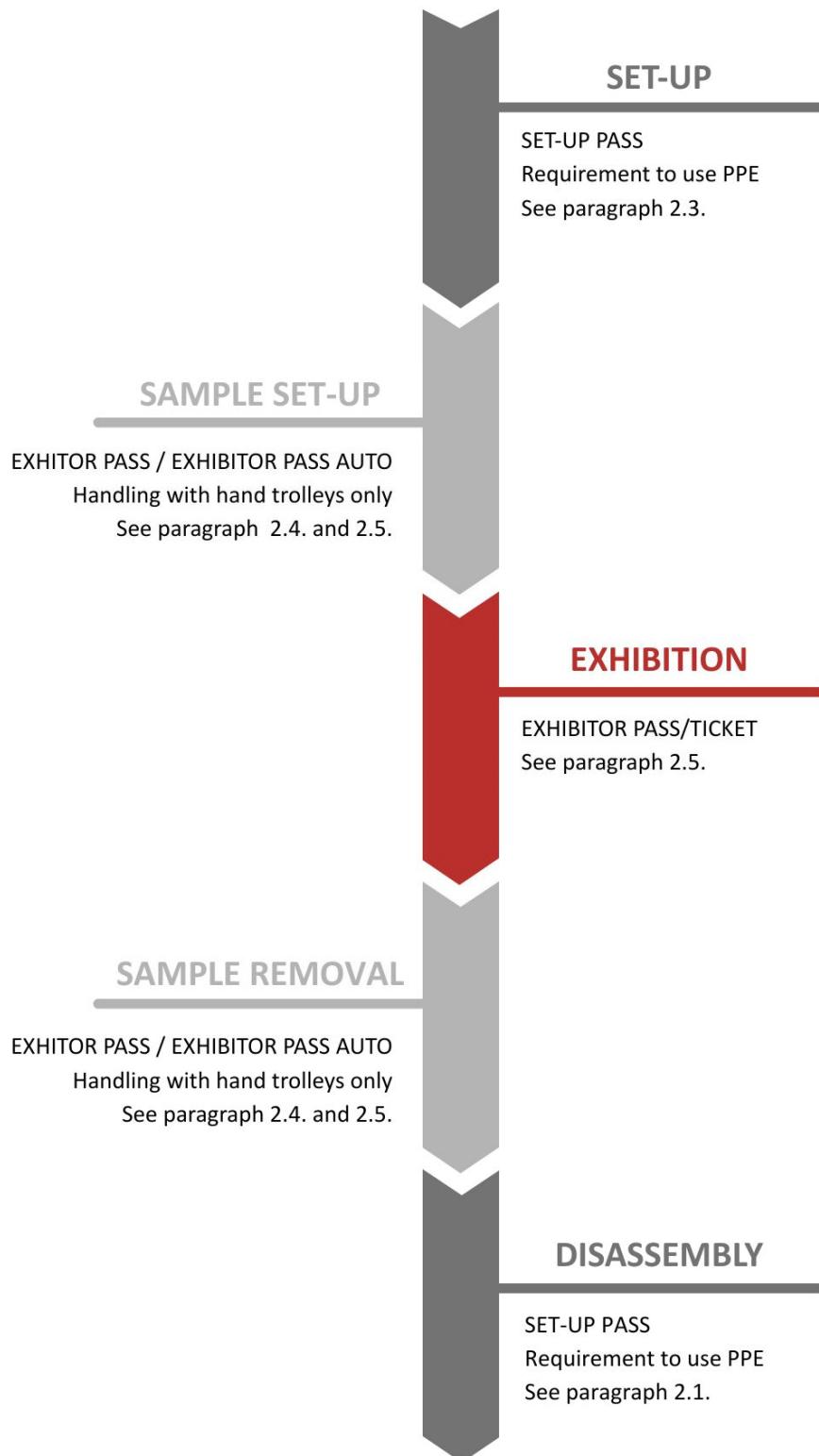
### 1.3. Documentation

In addition to this document, the rules for the correct application of the regulations within the Exhibition Centre are contained in the **Exhibition Regulations**, available on [www.bolognafiere.it](http://www.bolognafiere.it), **Safety File** and **DUVRI** published on [www.pass.bolognafiere.it](http://www.pass.bolognafiere.it).

## 1.4. General Floorplan



## 1.5. Exhibition Timeline



## 2. ACCESS TO THE EXHIBITION CENTRE

### 2.1. Exhibition dates, venue and opening hours

The Exhibition will take place **from 26 March 2026 to 29 March 2026** at the **Bologna Exhibition Centre**, from **9:30 a.m. to 6:30 p.m.**

Exhibitors will be able to access their stands from **8:30 a.m. to 7:00 p.m.**

### 2.2. Stand availability – Delivery

Stands will be made available to Exhibitors from the date indicated in the set-up calendar attached to this manual and must be **completed by 4:00 p.m. on 25 March 2026**.

The Exhibitor must ensure that the chosen stand fitter undertakes to comply with the aforementioned deadline, adding the implementation time scales to the contract.

Pre-assembled stands will be made available to Exhibitors from **9:00 a.m. on Wednesday 25 March 2026**.

### 2.3. Access to the Centre during the stand set-up period

#### Access

The entrances open during the set-up and dismantling periods are indicated in the set-up schedule which will be available from December 2025.

To access the Exhibition Centre during set-up and dismantling phases, the Exhibitor must register on [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu), following the instructions provided by BolognaFiere.

#### Set-up and dismantling pass

During the set-up and dismantling phases, **only people with the set-up/dismantling pass** (for people and vehicles) will be permitted to access the Exhibition. This access title must be kept for the entire stay inside the Exhibition Centre and must be shown on request to BolognaFiere personnel and the Organiser.

To obtain the aforementioned titles, **the Exhibitor must**:

- Register in the dedicated section of the website [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu);  
Credentials created at first access remain valid for future editions;
- Access the “Pass” section from [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu) to create access titles for its own staff and vehicles;
- Authorise the **stand fitters and suppliers** entry through the Pass portal by assigning them the relative documentation. The appointed parties will receive an automatic email from the system with credentials to access the Pass portal.

Please remember that from this portal, both the Exhibitor (with its own account) and the Appointee (with its own account) may enter the names of their personnel and the licence plates of their vehicles in order to print the passes required to access the Exhibition Centre during set-up and dismantling days.

Detailed instructions on how to obtain the necessary passes will be sent by e-mail to the address indicated in the participation application form.

If Exhibiting/Appointees do not view the documentation published therein, including the DUVRI, they will not be able to print the passes/access documents for the Exhibition Centre required during the set-up and dismantling phases.

Access to the Exhibition Centre will never be granted to people/vehicles without passes.

**On Wednesday 25 March 2026, the day before the opening of the Exhibition, stand set-up work will not be permitted between 8:00 a.m. and 4:00 p.m.; only sample set-up, graphics and other activities requiring hand tools only will be permitted.**

**Vehicle passes must always be clearly displayed inside the vehicle.**

In accordance with the provisions of the occupational health and safety laws in force, the Exhibitor (as "Client") is responsible for verifying the technical and professional suitability of all appointed contractors, executing companies and self-employed workers operating in the Exhibition Centre on its behalf.

#### **Access for couriers and carriers**

Vehicles delivering goods (including couriers) without a pass/access title must deliver the goods to the CFP storage warehouse – Via Maserati 20/c, Bologna – open 08:00–12:00 / 13:00–17:00.

This storage service is subject to a fee and must be booked through the BolognaFiere sales platform at [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu) or, for special requests, by writing to [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it).

#### **Access and parking of vehicles inside the Exhibition Centre**

BolognaFiere and the Organiser may define particular criteria for accessing the Exhibition Centre during the set-up and dismantling phases, also for the purposes of occupational health and safety; they may also limit access and/or apply charges to vehicles parked outside the allocated spaces and/or hours defined by the Organiser.

In particular, for any vehicles parked in the Exhibition Centre for more than two hours, the Exhibitor whose credentials were used to register the vehicle will be charged an amount of €500.00 plus VAT.

**For safety reasons, parking of vehicles inside the Exhibition Centre during closing hours is strictly forbidden.** In the event of unauthorised parking, BolognaFiere will take action to get the vehicle towed and/or to clamp the vehicles at the vehicle owner's expense. For information, the owner of the towed or clamped vehicle may contact the Sales Office – Service Centre Block D 1st floor. **If removal is not possible, an amount of € 5,000.00 plus VAT will be charged, without prejudice to any further compensation for greater damages.**

#### **Access to the halls and unloading of goods/materials**

Access of non-electric or internal-combustion vehicles, forklift trucks or other similar equipment inside the halls or other indoor structures is forbidden.

Parking near halls must be limited to the time strictly necessary for loading/unloading operations. Vehicles not engaged in such operations must be parked in the designated parking areas.

In particular, it is not allowed to unload and park containers or detachable parts of non-motorised vehicles.

**For safety reasons, Exhibitors and their Appointees (Fitters/Suppliers) working on their behalf are prohibited from using their own forklift trucks, self-propelled cranes, aerial platforms, etc. inside the Exhibition Centre. See also paragraph 3.7 of these Regulations.**

## **Access of minor and non-professionals**

During set-up and dismantling phases, including the sample set-up, access for minors inside the Exhibition Centre is strictly forbidden.

The only exception concerns legally permitted minor workers.

Any breach of this provision will result in immediate removal from the Exhibition Centre.

## **Identification card and PPE**

All persons accessing the Exhibition Centre during set-up and dismantling must wear suitable Personal Protective Equipment (PPE), as required by Article 78 of Legislative Decree 81/2008 and subsequent amendments.

In addition, during set-up and dismantling, all those working for exhibiting companies, set-up companies and suppliers must wear a personal identification badge with photo, full name and name of the employer.

## **Dismantling**

Vehicle access inside the Exhibition Centre will be regulated as per the rules governing access during the set-up phase.

In the event that the stands, wherever located, are not cleared by the date and time indicated in the Exhibition Regulations, the removal will be done by BolognaFiere as described in the Waste Management article of these Regulations.

### **2.4. Access during sample removal phase**

Access to the Exhibition Centre for removal of samples and stand fittings will take place on the dates and at the times indicated in the set-up/dismantling calendar available from December 2025.

## **Sample removal**

During sample removal, dismantling operations are not permitted; access to the Exhibition Centre will only be allowed with Exhibitor badge and Exhibitor vehicle pass.

Access for removal of samples (allowed only with hand trolleys) and for subsequent dismantling will be as follows:

- 28/03/26 – 7:00 p.m. to 10 p.m.:  
Halls 14, 14EG, 15, 15A, 1518, 1520, 16, 16A, 18, 19, 20, 21, 22, 22B, 26, 26A, 22T, 28, 36
- 29/03/26 – 7:00 p.m. to 10 p.m.:  
Halls 25, 25B, 29, 29D, 30, 30A, 30D, 31, 32, 33, 33A, 33B, 34, 35A, 35B, 35C, 35D-E-F, 37, 44, 45, 47

Any early access before the official set-up days, or any extension beyond the established times, must be authorised by the Organiser by contacting the relevant Customer Care referent.

No extensions are allowed on exhibit-removal days.

Vehicle access in the areas and halls will be regulated in the same way as for set-up.

Stands must be completely cleared by 7:00 p.m. on 01/04/2026.

In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, the Exhibitor gives its irrevocable consent to BolognaFiere to consider anything left on the stand as waste material to be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse all the related direct and indirect costs, with a minimum of €700.00 per 16.00 square meters, and without prejudice to any reimbursement for further damages. The Exhibitor assumes sole responsibility for any damage or theft that may occur during the course of the Exhibition, both during and after the set-up phase.

## **2.5. Access and supplies during the event**

### **Exhibitors**

Exhibitors will receive, free of charge, Exhibitor badges in the following quantities:

Up to 23 sqm stand – 5 badges  
24 to 32 sqm stand – 10 badges  
33 to 64 sqm stand – 20 badges  
65 to 96 sqm stand – 30 badges  
97 to 160 sqm stand – 40 badges  
More than 160 sqm stand – 60 badges

Exhibitors will also be issued with a car parking badge free of charge, regardless of the size of the stand. Badge holders will be entitled to park in the car parks set up by BolognaFiere until all available parking spaces are used up.

The Exhibitor is responsible for the correct use of these documents and the behaviour of those who use them.

Replenishment of the stands during the event may only take place if the person concerned holds the required access pass to enter the exhibition grounds.

**Access to the Exhibition Grounds during public opening hours is prohibited for any vehicles other than cars, unless expressly authorized.**

### **Visitors**

- **Access with bags or suitcases:** BolognaFiere and/or the Organiser will have the right to prohibit bags, suitcases or other containers being taken into the Centre or the individual halls, requiring instead that they be checked in the cloakroom;
- **Access with dogs or animals:** Dogs are permitted provided they are on a leash and wearing a muzzle or in a special carrier, except for service dogs for the disabled, who may access the centre without restrictions;
- **Minors:** The entry of minors is permitted only if specifically indicated in the Exhibition Regulations.

### **Catering and refrigerated trucks**

Catering vehicles and refrigerated trucks may access the Exhibition Centre only if authorised by the administration office and BolognaFiere.

Parking and any connections to the grid are subject to prior authorisation from the Venue Division, by sending a request to the Sales Office (Tel. +39 051 282816, e-mail [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)).

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

### 3. STAND SET-UP – REQUIREMENTS AND RESTRICTIONS

#### 3.1. Stand set-up classification

Regardless of surface area, stand fittings are classified as:

- PRE-ASSEMBLED
- STANDARD (maximum permitted height 3,50 m)
- NON-STANDARD

The maximum permitted width for pallets and stand-fitting materials is 4 metres, in order to guarantee sufficient manoeuvring space at the entrances.

##### Pre-Assembled

The stand set-ups provided to the Exhibitor directly by the organisational administration office are defined as pre-assembled.

The Exhibitor is not responsible for the relative document and technical management of the same. Any changes that the Exhibitor intends to make to this type of stand must be agreed with the organisational administration office in the manner indicated in the specific event regulations.

##### Standard

Set-ups are defined as standard in the absence of any dimensional and build characteristics such that would require their inclusion in the cases defined as Non-Standard (see following paragraph).

This type of stand does not require the design to be assessed and approved.

The declaration made through Form 0 remains mandatory (issue of the declaration is assumed).

##### Non-Standard

Any set-up is considered Non-Standard if it presents even one of the following characteristics:

1. Set-up height exceeding 3.50 m (any vertical element is considered part of the set-up);
2. In the case of truss type latticework metal structures, if they have one or more of the following characteristics:
  - Overall size of the metal structure exceeding 32.00 m (adding both horizontal and vertical elements);
  - Structural clearance exceeding 8.00 m;
  - Height exceeding 3.50 m;  
This indication applies both to structures on the ground and to hanging structures;
3. In the case of horizontal structures, other than those described above, if they have a clearance exceeding 4.50 m, in any type of material, and/or 2.50 m for horizontal structures in stone. This indication applies both to structures on the ground and to hanging structures;
4. Platforms with a height exceeding 0.80 m;
5. Double deck mezzanines (of any size);
6. Covered structures in outdoor areas.

### 3.2. Documentation to be sent and approval procedures

Below is the list of **mandatory BolognaFiere forms** relating to stand fittings and respective deadlines:

FORM	DESCRIPTION	DEADLINE
FORM A	Rigging points (for quotation request)	16/02/2026
FORM B1	Declaration of correct installation of electrical system and set-up (mandatory for raw areas only)	Before the start of the set-up
FORM B2	Declaration of conformity of electrical system (mandatory for raw areas only; if the company performing the electrical installation is not Italian, it is not necessary to fill this form – Form B5 must be used instead and stand power testing purchased via <a href="http://www.cosmoprof.befair.eu">www.cosmoprof.befair.eu</a> )	Before electrical connection request
FORM B3	Declaration of correct assembly (mandatory for raw areas only)	24/03/2026
FORM B4	Declaration of correct installation of all stand materials (mandatory for raw areas only)	24/03/2026
FORM B5	Declaration of correct installation of the electrical system for companies not registered with an Italian Chamber of Commerce (mandatory for raw areas only if the electrical contractor is foreign: if the company performing the electrical installation is Italian, it is not necessary to fill in this form – fill in Form B2 instead)	Before electrical connection request
FORM H	Mandatory Import Notice form for non-EU countries (mandatory for raw areas only)	Before the start of the set-up
FORM M	Information on the prevention of occupational accidents (mandatory for raw areas only)	Before the start of the set-up
FORM SR	Waste management declaration (mandatory for waste generated during set-up and dismantling; BolognaFiere will carry out checks at the stand)	Before the start of the set-up
FORM 0 (Zero)	Set-up declaration (mandatory for pre-fitted stands and raw areas)	16/02/2026
FORM D demonstrations	Vehicle Demonstration and Exhibition Indemnity (mandatory for those who demonstrate or exhibit combustion, electric or hybrid vehicles)	25/03/2026

### PENALTIES FOR DELAYED OR NON-SUBMISSION

The deadlines listed above cannot be extended and in the event of late submission or failure to submit the forms, the exhibitor will be charged as indicated in the following table:

FORM	DELAY < 24 hours	DELAY > 24 hours	NON-DELIVERY
Forms B1 e B3	<b>100 €</b>	<b>300 €</b>	<b>500 €</b>
Form B4	<b>100 €</b>	<b>500 €</b>	<b>1000 €</b>
Form D Demonstration	<b>100 €</b>	<b>500 €</b>	<b>1000 €</b>
Forms B2 and B5	The stand will not be connected to the electrical system		
Form SR	Penalties as provided for in the form itself		

In the event of serious non-compliance, BolognaFiere reserves the right to completely or partially close the stand.

Failure to submit the Demonstration Form D, in addition to the penalty, will result in the immediate suspension of the demonstration or exhibition.

### **Non-Standard stands**

The following documents must be sent for approval to the Ufficio tecnico - Direzione Venue di BolognaFiere at the email address [tecnico1@bolognafiere.it](mailto:tecnico1@bolognafiere.it) by 16/02/26:

1. **Form 0**;
2. **Stand design plan** (in the case of a non-standard set-up, the plan must be stamped and signed by a qualified technician);
3. **Any other documentation** required (see Form 0).

At the end of set-up, and before the Exhibition opens, it is mandatory to send:

1. **Statement of correct assembly** at the email address [forms@bolognafiere.it](mailto:forms@bolognafiere.it)

For Non-Standard Stands falling under points 2, 3, 4, 5 and 6 of the previous paragraph, the stand design plan signed by a qualified technician must be accompanied by a calculation report specifying all the possible load conditions (including those envisaged during assembly and disassembly).

If the aforementioned documents are not sent by the date indicated in the Exhibition Regulations, the Exhibitor will be charged the amount indicated in Form 0, plus the amounts indicated for compliance assessment/static testing of the structure and fittings.

In any case, BolognaFiere has the right to examine any stand designs that, due to their importance, size and associate risk, are outside of the scope of standard stand set-ups. The Exhibitor must provide the technical documentation and the names of the technicians responsible for the structure, the fittings, occupational health and safety, and the systems and installations of the stand. This same requirement also applies to stands in outdoor areas. BolognaFiere may request the intervention of the Commission for the Supervision of Public Entertainment Venues.

The maximum width for pallets and stand-fitting materials is 4 metres, to ensure manoeuvring space at entrances.

### **3.3. Testing of Non-Standard set-ups**

For Non-Standard stands, a static test is mandatory and will be carried out exclusively by BolognaFiere. The corresponding cost, defined according to the type of stand, will be charged to the Exhibitor as specified in Form 0, available in the reserved section of [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu).

If BolognaFiere does not receive a Non-Standard stand project stamped and signed by a qualified engineer, it will arrange for structural verification and validation, charging the relevant costs – plus any penalties – to the Exhibitor.

BolognaFiere reserves the right not to allow the assembly of Non-Standard stands that have not been previously approved.

BolognaFiere reserves the right to send further communications or requirements for design changes, even after initial approval.

### **3.4. Build specifications of stand set-ups**

#### **Exhibition space**

The Exhibitor must keep their stand set-up within the area assigned to them and ensure it is properly identified (by means of partition walls, painted lines, or adhesive tape). The positioning of aerial elements (such as connections between stands, signs, spotlights, etc.) in the aisles is not permitted unless authorised by the Organiser and BolognaFiere, and in any case never at a height of less than 3 m.

In addition, it is forbidden to:

- Apply loads to or rest/lean materials on/against the hall structures, walls, piling for lighting, etc.;
- Attach or hang posters, cables, panels, banners, stickers to/on the aforementioned components;
- If fixing carpets or similar materials to the floor, it is absolutely forbidden to use double-sided tapes with strong adhesion and paper or weak internal liners;
- Damage the hall structures and the equipment owned by BolognaFiere;
- Carry out work on the stand while the Exhibition is open to the public;
- Fully or partially dismantle of the stand or remove displayed materials before the end of the Exhibition.

Failure to comply with these requirements may result in the application of a penalty of €1000 by BolognaFiere (without prejudice to further damages).

#### **Maximum height**

Stands must not exceed the maximum standard height of 3.50 m, taking into account the dimensions of raised floors, lighting fixtures, lighting fixture supports, including trellis lighting, signs, graphics, etc.

Any set-up exceeding this height will be classified as Non-Standard and will require the approval of BolognaFiere, compatibly with the assigned area and the Exhibition Regulations.

Under no circumstances may Non-Standard stands be set up without the prior authorisation of BolognaFiere.

#### **Walls**

The back of the walls bordering other stands must be finished and painted in a solid, neutral colour.

If the set-up also includes glass partitions placed in direct contact with the public, said partitions must comply with Regulation (EU) 305/2011 on Construction Products, transposed with Legislative Decree No. 16 of 16/06/2017, as amended.

Large load-bearing glass partitions must be fitted with the appropriate support structure (e.g. metal frame).

Stand structures must respect the permitted height and must not obstruct visibility or light, nor cause damage to neighbouring Exhibitors.

It is therefore forbidden to build continuous closed perimeter walls longer than 8.00 m.

Perimeter walls must be interrupted by open sections or transparent materials over stretches of 4 m. Otherwise, the Organiser may request modifications.

## **Platforms**

Platforms may be constructed up to a height of 0.80 m; beyond this limit the set-up will be considered Non-Standard.

## **Double deck mezzanines**

Designs that include a double deck mezzanine or second floor must have received written approval from BolognaFiere's Venue Management, after obtaining the necessary technical documentation. The surface area of the double deck must not exceed 60% of the surface area of the assigned stand.

## **Rigging and suspended loads**

Suspended loads and the related suspension systems must comply with the provisions of the Circular issued by the Ministry of the Interior on 01/04/2011; in other words, they must provide, in addition to the main attachment system (e.g., tie rod, strap, rope, chain, rod), a safety attachment (e.g., tie rod, strap, rope, chain, retractable fall arrest devices, etc.).

"Suspended loads" shall mean truss structures (simple or "ring" type) or other types of beams/structures and all related loads (including but not limited to: screens, projectors, speakers, floodlights, motors for lifting other structures, etc.) attached to an upper or lower structure or by means of a lifting/suspension system.

Exhibitors must be in possession of all the documentation relating to the above elements as per the aforementioned Circular Letter.

Rigging is possible only in halls 14-15-16-18-19 and partially in halls 28-29-30-36-37.

The rigging suspension points on hall structures must be installed only by BolognaFiere, which will also carry out the testing of the same. Therefore, in order to set up rigging, a feasibility request must be sent by email to BolognaFiere's technical offices (email address: [appendimenti@henoto.com](mailto:appendimenti@henoto.com)) as provided for in form A.

## **Securing hanging items**

Lifting systems (including D8+ motors) and lighting fixtures must always provide for the assembly of suitable safety cables and the use of suitable materials (e.g. NO plastic clamps).

If irregularities are detected before completion of the set-up phase, BolognaFiere will see to ensuring that the systems are made safe, so as to ensure the testability of the structures, with the related expense charged to the Exhibitor.

## **Anchors**

Anchors may be installed in the floors once feasibility has been checked by BolognaFiere following the relative request sent to its technical offices.

It is strictly forbidden to install any other anchors in the floor, on neighbouring structures or stands throughout the Exhibition Centre. Any transgressors may incur a penalty proportional to the damage caused.

### 3.5. Fire prevention

#### Ceilings

In halls 14 - 15 - 16 - 18 - 21 - 22 - 25 - 26 - 28 - 33 - 34 and partially in halls 29 - 30 and 37, stand ceilings are permitted only if made using a wide-grille suspended ceiling that allows the correct use of fire and air conditioning systems.

#### Fire extinguishers

In the event that they are not included in the application to participate in the event, Exhibitors must ensure fire extinguishers are kept at the stand, in plain sight and ready for use; the number of extinguishers required is shown in the following table:

STAND SIZE	MINIMUM NUMBER
Up to 50 m <sup>2</sup>	1 fire extinguisher
From 51 m <sup>2</sup> to 150 m <sup>2</sup>	2 fire extinguishers
From 151 m <sup>2</sup> to 300 m <sup>2</sup>	3 fire extinguishers
Over 300 m <sup>2</sup>	4 fire extinguishers

Fire extinguishers installed in the stands must strictly comply with the requirements of current legislation.

At its sole discretion, the BolognaFiere's Safety Service may request an increase in the number of fire extinguishers kept at the stand.

Fire extinguishers may be rented, while supplies last, from the Sales Office at Block D Service Centre or directly on the website [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu).

In the event of non-compliance, BolognaFiere may deliver ex officio the necessary fire extinguishers to the stand, charging the Exhibitor the related increased cost.

#### Materials

In order to ensure the utmost efficiency of the safety measures in the Exhibition Centre, Exhibitors must comply with fire safety regulations and ensure compliance also by their stand fitters.

In any case, the materials used to set up the stands must meet the following requirements:

- a) All materials used must be non-combustible, fire-resistant at origin or fire resistant with a Euroclass reaction-to-fire rating as per the Ministerial Decree dated 15/03/2005, as amended;
- b) It is forbidden to use plastic materials, including in panels (for example expanded polystyrene), unless they have a Euroclass reaction-to-fire rating as per Ministerial Decree 15/03/05, as amended, corresponding to "class 1";
- c) Use of non-fire-resistant synthetic fabrics, paints, varnishes, or adhesives that do not have a Euroclass reaction-to-fire rating as per Ministerial Decree 15/03/05, as amended, corresponding to "class 1" or "class 2" is forbidden, as is the use of wickerwork, mats, trellises, and curtains comprising thin wooden strips or similar;
- d) The Exhibitor must apply specific fireproofing treatment to any combustible material introduced into the stand in order to set up the same. Fireproofing treatments on the aforementioned materials must be applied before they are placed in the stands.

It is forbidden to use nitrocellulose or oil-based paints or varnishes to store empty, printed packaging or advertising material in the stands in excess of the daily requirement, or to use compressed or liquefied gas stoves or stoves of any kind.

Random inspections will be carried out to verify the proper use of the materials.

The below table shows the correspondence between the Italian classes and the European classification system according to the Ministerial Decree dated 15/03/2005 (Official Gazette no. 73 of 30.3.2005), as amended in the Ministerial Decree of 16/02/2009 (Official Gazette no. 48 of 27/02/2009).

**Table 1 – Floor use**

Italian class	European class
Class 1	(A2FL-s1), (A2FL-s2), (BFL-s1), (BFL-s2), (CFL-s1)
Class 2	(CFL-s2), (DFL-s1)
Class 3	(DFL-s2)

**Table 2 – Wall use**

Italian class	European class
Class 1	(A2-s1, d0), (A2-s2, d0), (A2-s3, d0), (A2-s1, d1), (A2-s2, d1), (A2-s3, d1), (B-s1,d0), (B-s2, d0), (B-s1, d1), (B-s2, d1)
Class 2	(A2-s1, d2), (A2-s2, d2), (A2-s3, d2), (B-s3, d0), (B-s3, d1), (B-s1, d2), (B-s2, d2), (B-s3, d2), (C-s1, d0), (C-s2, d0), (C-s1, d1), (C-s2, d1)
Class 3	(C-s3, d0), (C-s3, d1), (C-s1, d2), (C-s2, d2), (C-s3, d2), (D-s1, d0), (D-s2, d0), (D-s1, d1), (D-s2, d1)

**Table 3 – Ceiling use**

Italian class	European class
Class 1	(A2-s1,d0), (A2-s2,d0), (A2-s3,d0), (A2-s1,d1), (A2-s2,d1), (A2-s3,d1), (B-s1,d0), (B-s2,d0)
Class 2	(B-s3,d0), (B-s1,d1), (B-s2,d1), (B-s3,d1), (C-s1,d0), (C-s2,d0)
Class 3	(C-s3,d0) (C-s1,d1), (C-s2,d1), (C-s3,d1), (D-s1,d0), (D-s2,d0)

### **Fire protection and escape routes**

Technical plans provided to the Exhibitors and floor plans available on the Pass portal indicate the locations of the emergency exits and the fire-fighting equipment in the halls (hatches, hydrants, fire extinguishers and buttons).

All fire-fighting devices and the aforementioned emergency exits must always be kept clear and be easily accessible. The stand set-up, including furnishings, must therefore not affect their functionality; the Exhibitor will be responsible for providing the proper supplementary signage within its stand, in the event that it obscures, even partially, the visibility of the relative pictograms.

### **Emergency lanes in the set-up and dismantling phases (yellow lanes)**

During the set-up/dismantling phase of some events, in order to guarantee safety, a system of lanes marked in yellow has been created and which always be kept clear.

Any materials obstructing these lanes will be removed, stored at the BolognaFiere's warehouses and returned to the fitter/exhibitor upon payment of the costs of this service.

BolognaFiere will not be responsible in any way for any damage found by the fitter/exhibitor. Any material not collected within 48 hours of the date of removal will be disposed of by BolognaFiere, with the relative costs charged to the fitter/exhibitor.

### **3.6. Systems**

Subject to availability, BolognaFiere may provide the individual stands with electricity, water, and compressed air, as well as connection to the telephone networks.

#### **ELECTRICAL SYSTEMS**

##### **a) Service delivery**

The use of electrical power must be booked and purchased online at [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu), where service terms and conditions, rates and operating specifications can be found. Connection and disconnection to/from the power grid must only be performed by personnel of the companies appointed by BolognaFiere, who will identify the point of supply to which the connection can be made. The Exhibitor must install the connection cable at its own expense from the aforementioned supply point to the control panel on its stand.

In order to connect to the power supply, the electrical installation must be carried out in compliance with the provisions under point "C" below and the following forms must be submitted by the Exhibitor:

- **Form B1** = Statement of correct installation of the electrical system and set-up;
- **Form B2** = Declaration of conformity of the electrical system (to be submitted only if the system is installed by a licensed Italian company);
- **Form B5** = Statement of correct installation of the electrical system, only for companies not registered with the Italian Chamber of Commerce.

Charges for installed electrical power will be invoiced on the basis of the Exhibitor's request, regardless of any lower actual usage. If the installed power – calculated by summing the power ratings of all devices that can be connected to the electrical network – exceeds the requested power, the charge will be adjusted to match the installed power.

If a power outlet serves (never simultaneously) several appliances, the installed power will be evaluated taking into consideration the appliance with the highest power rating.

##### **b) Electrical current characteristics**

The distribution system for active conductors is a three-phase type with 4 conductors (including a neutral conductor); the power is supplied by means of alternating current at mains frequency 50 Hz (tolerance +/- 2%) and with a three-phase voltage 400 V – single phase 230 V (tolerance +/- 10%).

BolognaFiere cannot be held responsible for any variations in the above values attributable to the power grid of the power distribution company.

##### **c) Installation of electrical systems**

Systems must be installed in accordance with the highest standards (Law 186 of 01/03/1968, as amended) taking into account the characteristics of the place of installation (CEI 64-8 Standard: 711 "Trade fairs, exhibitions and stands"; 751 "Places subject to greater risk in the event of fire"; 752 "Electrical systems in public show and entertainment venues").

Main references:

- IEC-CENELEC-CEI standards (64-8);
- Ministerial Decree 37/2008 of 22/1/2008, as amended;
- Consolidated Law 81 of 9/4/2008, as amended.

All components must be CE marked.

In accordance with Article 8 of Ministerial Decree 37/2008, the Exhibitor must assign the installation of the electrical system works to companies authorised under Art. 3 of Ministerial Decree 37/2008 and in accordance with the Health and Safety at Work Act (Legislative Decree 81/2008 and subsequent amendments).

The Exhibitor must check the voltage of the power supply when its electric system or equipment is connected, thus exempting BolognaFiere, the staff and/or the companies appointed by the same from any and all liability for any damage that may arise to persons or property as a result of failing to perform said check, as well as for any other reason; in any case, the electrical systems must always be considered live even in the event of a temporary power failure.

The electrical installation must be installed by a licensed Italian company, i.e., by a company registered with an Italian Chamber of Commerce and authorised to install electrical systems (Ministerial Decree 37/ 2008). If the electrical installation is carried out by a foreign company, the Exhibitor must request verification of compliance with Italian regulations, in accordance with the instructions given on the website [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu).

**Connections and disconnections at the electrical supply points in the halls can only be made by the personnel of the companies authorised by BolognaFiere to work on the electrical systems.**

**d) Electricity supply**

At the end of each day at the Exhibition Centre, before leaving the stand, the Exhibitor/fitter must ensure that all light circuits within their exhibition area are switched off.

For safety purposes, all BolognaFiere electrical systems, whether servicing the stands or not, must be considered permanently live even in the event of temporary power cuts for any reason, even at the end of the official event.

If it is necessary to maintain the voltage for some equipment (e.g. refrigerator), the stand must be equipped with a dedicated electrical circuit separate from the lighting circuit.

During the set-up and dismantling phases, service power sockets are operational.

**e) Accessibility of power sockets and positioning of electrical devices**

Pursuant to the regulations, energy supply points (panels and hatches) must be easily accessible and inspectable; in any case they must be kept free of obstructions to allow inspection and connection by the personnel in charge.

In areas open to the public, manoeuvring, control and protection devices must be located in a position that can be accessed only by the authorised stand personnel and the personnel assigned by BolognaFiere.

**The Safety File contains instructions to be followed by Exhibitors in the design and installation of electrical systems.**

## **WATER SYSTEMS**

### **a) Service delivery**

Water systems can be purchased online via [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu), where service terms and conditions, rates and operating specifications can be found.

### **b) Installation and implementation of the water system**

The Exhibitor must use first-rate materials and equipment, and systems must be designed and installed to the highest standards with regard to mains pressure (6-8 atm.).

The Exhibitor exempts BolognaFiere and the Companies Authorised by BolognaFiere for water installations from any and all liability for personal injury or property damage caused by such systems.

**Connections and disconnections to/from water outlets and related discharges may only be carried out by the personnel of the Companies Authorised by BolognaFiere for water installations.**

## **COMPRESSED AIR SYSTEMS**

### **a) Service delivery**

Compressed air systems can be purchased online via [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu), where service terms and conditions, rates and operating specifications can be found.

**Connections will be carried out by the Authorised Supplier, who will deactivate the connection at the end of the Exhibition.**

## **TELEPHONE SERVICE AND INTERNET CONNECTION**

### **a) Service delivery**

Telephone and internet services can be purchased online via [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu), where the service terms and conditions, rates and operating specifications can be found.

BolognaFiere and the Supplier are not responsible for any disruptions due to failures of the telephone exchange or to telephone traffic exceeding the trade fair average.

The Exhibitor is responsible for any action carried out through the use of the Internet and telephone lines made available by BolognaFiere.

In any case, the Exhibitor retains ownership of all information transmitted on the network, assuming all civil and criminal liability regarding the content thereof, expressly exempting BolognaFiere of all liability and inspection and/or control obligations in this regard.

**The connection will be made by the Authorised Supplier, who will deactivate said connection at the end of the event.**

### **3.7. Handling**

#### **Lifting equipment**

All operations related to the unloading, positioning in the stand, disassembly and reshipment of machinery, display and set-up materials must take place exclusively during the set-up and dismantling phases and are at the Exhibitor's expense.

For safety reasons, **Exhibitors and their Appointees (Fitters/Suppliers) working on their behalf are prohibited from use forklifts, self-propelled cranes, aerial platforms, etc., owned by the same within the Exhibition Centre.**

For the handling of goods within the Centre, BolognaFiere uses an Official Supplier: Cooperativa Facchini Portabagagli. The handling service can be booked through the website [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu). Please note that the official handling service supplier does not undertake any obligation to perform loading and unloading operations if not previously booked.

Within the Exhibition Centre, BolognaFiere uses an authorised operator for renting aerial platforms; therefore fitters/exhibitors/organisers needing to perform activities at height must book the equipment through the website [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu). Please note that the official aerial platform supplier does not undertake any obligation to perform operations at height if not previously booked.

The above provisions do not apply to transport vehicles equipped with an on-board crane arm, which can only operate inside the halls if duly equipped with pipes for eliminating exhaust fumes from the engines outside said halls.

In the event that the Exhibitors or their suppliers bring in and use their own lifting equipment, BolognaFiere will immediately block or remove the equipment at the expense of the Exhibitor or the equipment owner.

### **3.8. Waste management**

The BolognaFiere Group, its employees and third parties who carry out activities in the Exhibition Centre have adopted a virtuous and eco-sustainable approach in order to protect the environment, create the conditions necessary for sustainable development, and increase environmental culture and risk prevention in the workplace.

For some time now, the events in the Exhibition Centre have been plastic free, the catering outlets use compostable plastic and there are recycling stations for separate waste collection within the halls. Therefore, **the use of cutlery, crockery, straws, cups and in general any single-use and non-recyclable plastic material is prohibited within the Exhibition Centre.**

The Exhibitor is also responsible for ensuring that its suppliers comply with this rule and will be held liable in the event of non-compliance.

#### **Set-up and dismantling**

During all phases of the event, it is forbidden for Exhibitors/Fitters/Suppliers to abandon waste materials and/or refuse and/or special waste in the exhibition and perimeter areas of the Exhibition Centre.

Refuse and waste materials resulting from set-up and dismantling work must be disposed of by the Exhibitor and/or its appointees (fitters, suppliers, couriers, etc.), and the hall corridors must be kept clear of any type of waste material or obstruction.

The disposal of stand refuse and waste materials is the responsibility of the Exhibitor and/or its Appointees.

The proper application of the provisions on refuse and waste management will be verified by the BolognaFiere staff present in each hall. Any irregularities detected will be recorded and transmitted to the competent internal authorities.

In the event of non-compliance with the dismantling times and/or that the Exhibitor fails to clear the area, BolognaFiere will clear and clean the area and will consider anything left on the stand as waste be sent to public waste disposal sites, for which the Exhibitor will be required to reimburse BolognaFiere for all the related direct and indirect costs, with a minimum of €700.00 per 16.00 m, and without prejudice to any reimbursement for further damages.

### **Exhibition**

The waste produced during the event must be taken to the recycling stations located in the Exhibition Centre and differentiated according to specific type (paper, glass, metal, plastic and non recyclable). It is forbidden to abandon waste materials and/or refuse of any kind.

#### **3.9. Storage of materials**

During the Exhibition days, Exhibitors and stand fitters are prohibited from storing materials or packaging inside the halls.

The storage service is subject to a fee and must be booked via BolognaFiere's sales platform at [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu) or, for special requests, by email to [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it).

#### **3.10. Warnings**

The Exhibitor is solely responsible for any civil and criminal liability arising from any damage caused by non-compliance with or breach of the regulations and requirements set out in these Regulations and in the Safety File, and also undertakes to hold BolognaFiere harmless from any third-party claims for compensation.

The Exhibitor must inform its employees and contractors in the Exhibition Centre of the requirements and restrictions set out in these Regulations and in the Safety File, as well as the general terms and conditions of participation in the Exhibition.

Anyone failing to comply with these regulations and with the general terms and conditions of participation may be subject to precautionary measures taken by BolognaFiere, for example, with regard to fire safety irregularities. If supplementary measures are necessary in order to improve overall safety conditions, there may be a charge for the corresponding expense of not less than €300.00/module or the exhibitor may be ordered to partially or completely dismantle the stand which will then be declared unusable.

#### **4. EXHIBITION PRODUCTS**

Exhibitors intending to exhibit material belonging to the categories listed below must inform BolognaFiere through Form 0.

Any entertainment or show-related activity of any kind, even if limited to within the stand area or aimed at presenting the products, is prohibited without BolognaFiere's prior authorisation. The Exhibitor is solely responsible for obtaining any authorisations from the competent authorities (health authorities, public safety authorities, etc.) and for the payment of any copyright royalties (authors and publishers) and related rights (producers and artists) in relation to the aforementioned entertainment, if and as requested.

##### **Demonstration and handling of machinery**

Once approved by BolognaFiere and/or the Organizer, the Exhibitor must submit the declaration contained in Form D "Demonstrations", downloadable from [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu).

The Exhibitor must always take all the necessary measures to protect people, including:

- a) Perform an adequate risk assessment and identifying measures to be implemented so that the visiting public is adequately and effectively protected during the demonstration;
- b) Verifying compliance with the limits on noise pollution or on the emissions of chemical, physical and biological agents, related to the use of or produced by the machinery.

BolognaFiere and the Organiser reserve the right, even during the event, to request additional documentation and to impose restrictions on the demonstration if they detect situations that do not comply with these regulations.

##### **Vehicle display**

Once approved by BolognaFiere and/or the Organizer, the Exhibitor must submit the declaration contained in Form D "Demonstrations – Exhibition of battery-operated machines", downloadable from [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu).

Exhibition halls are classified, from a plant-engineering viewpoint, as high fire-risk environments and it is strictly forbidden to create explosive atmospheres of any kind. During the exhibition, it is necessary to observe the following rules:

- a) **Non-electric petrol and diesel vehicles** must have an almost empty tank and, once positioned, the battery must be disconnected;
- b) For **vehicles powered by other fuels** (e.g. methane, LPG, hydrogen, etc.), the exhibitor must send the technical specifications of the vehicle; in any case, the tank must be almost empty tank and, once positioned, the battery must be disconnected;
- c) **Electric vehicles** must be equipped with the latest generation of accumulators, which must be perfectly airtight. Recharging is permitted only during the day and with the halls open, only for the time necessary to complete the demonstration activity. At the end of each day of the event, vehicles must be disconnected from the power supply network by the exhibitor, who bears all the related expense and responsibility.

The systems must be built in compliance with the above and with all the regulations specific to the aforementioned classification of the premises. The exhibitor remains solely responsible for any damage that the vehicle may cause during the exhibition.

For vehicle access during the set-up period, the relative Pass will be necessary; see chapter 2. With regard in particular to categories a and b, vehicles will be able to access the stand in accordance with the instructions that will be specifically provided by Venue Management.

## **Catering/show cooking/food**

Two types of activities are distinguished:

1. Activities involving processing, preparation, serving and sale of food and drinks during the Exhibition  
→ these are usually prohibited, but may be authorised by BolognaFiere;
2. Promotional activities such as free tasting and sale of pre-packaged products.

The installation of operational kitchens (electric only) must be authorised and comply with the guidelines in the specific vademecum and feasibility must be checked by BolognaFiere. Each working hob must be equipped with an extraction hood and an extinguisher suitable for Class F fires (vegetable/animal oils and fats typical of kitchens) must be available nearby.

In both cases, hygiene and health regulations provided by law must be observed; Said requirements include, but are not limited to:

- a) Sales and display cases, tools and equipment must be made of waterproof materials that can be easily washed and disinfected; the cases be equipped with protective sneeze guard on sides facing the public and, in the case of selling perishable food, guarantee clear separation of hygienically incompatible food products, maintain the cold chain and observing the temperatures provided by the regulations;
- b) Perishable ingredients must be stored in refrigerators or refrigerated display units equipped with an external-reading thermometer;
- c) For unpackaged/loose food, adequate protection from the public must be provided (e.g. refrigerated display counter);
- d) A dedicated, closable container must be provided for organic waste.

The exhibitor remains fully responsible for checking the activities within its exhibition space; BolognaFiere reserves the right to carry out checks before and/or during the activities and to suspend them if it finds non-compliance with these regulations and/or sector regulations.

## **Catering machinery and equipment**

### **Kitchens, ovens and equipment**

Installation of operational electric kitchens and/or electric ovens must be authorised by BolognaFiere's Venue Management. The feasibility, installation and operating conditions depend on the specific location and context. Each working hob and/or oven must be equipped with a hood expelling fumes outside the hall. In special cases, recirculating fume hoods can be installed to reduce outgoing odours, so as not to disturb people at nearby stands or visitors in general. At its sole discretion, BolognaFiere reserves the right to revoke the aforementioned authorisation if it considers that inconveniences of any kind may arise.

Exhibitors must ensure that machinery or systems that must comply with the laws or regulations in force are examined at their own expense in order to obtain the relative approvals from the competent Authorities.

In particular, ice-cream machinery and/or equipment must comply with the European Machinery Directive 2006/42/EC in force since 29/12/2009 and recognised by Legislative Decree No. 17 of 27/01/10.

By signing the application form, companies exhibiting such machines and equipment declare their compliance with the above Directive and exclude BolognaFiere from any liability in this regard.

### **Drones, photo and film shooting**

It is strictly forbidden to record video inside the Exhibition Centre without the prior authorisation of BolognaFiere, and it is forbidden to take photographs or record video on any media of the interiors of the Exhibition Centre, stands and displayed goods, without the prior consent of BolognaFiere and the stand owner.

### **Radio equipment**

Operators intending to use radio equipment (transceivers, radio-microphones, radio cameras, etc.) must use devices that comply with the applicable legislation (Directive 99/05/EC - CE marking) and, where necessary, obtain the appropriate authorisation (Article 107(10) of Legislative Decree 259/2003 - Electronic Communications Code), as well as to operate only in the permitted radio bands.

To complete the necessary formalities, interested parties may refer to the website of the Ministry for Economic Development [www.ispettoratoemiliaromagna.altervista.org/index.php/thematic-areas/weak-power-apparatuses](http://www.ispettoratoemiliaromagna.altervista.org/index.php/thematic-areas/weak-power-apparatuses).

### **Inflatables**

It is not possible to place inflatables inside the halls.

They may be placed outside with the prior authorisation of BolognaFiere and the Organiser.

In any case, the following must be submitted:

1. Data sheet of the to the inflatable;
2. Class A1 fire-resistance certificate;
3. Description of the anchoring system to be used.

Before the start of the exhibition, the Exhibitor must send the declaration of correct installation, using form B3, indicating the inflatable concerned.

### **Totem, flags and advertising media**

Totems, Flags and Other Advertising Media may be exhibited with the prior authorisation by BolognaFiere and the Organiser.

Totems, Flags and Other Advertising Media must be adequately ballasted.

The Exhibitor remains solely responsible for any damage that such material may cause during the exhibition.

### **Swimming pools and tanks**

The installation of swimming pools of any kind and tanks containing water must be authorised by BolognaFiere and the Organiser.

If permitted, the conditions for installation and operation must adhere to the instructions given by BolognaFiere's Venue Management.

The Exhibitor must submit a request for the supply of water.

## 5. TECHINCAL AND SPECIAL SERVICES AND BEFAIR GUIDE

Subject to availability, BolognaFiere may provide individual stands with electricity, water and compressed air, as well as connect the stands to the telephone and data networks.

### 5.1. Exhibitor Services Assistance

Through its Exhibition Administration Office, the Organiser can provide Exhibitors with technical information on the general services offered within the Exhibition Centre.

For the services indicated below, the BolognaFiere e-commerce channel is available to purchase the services directly online on the website [www.cosmoprof.befair.eu](http://www.cosmoprof.befair.eu):

- VIDEO RENTAL;
- AUDIO EQUIPMENT RENTAL;
- GREEN FURNITURE RENTAL;
- ELECTRICAL SYSTEMS;
- WATER SYSTEMS;
- COMPRESSED AIR;
- STAND CLEANING;
- CATERING;
- GOODS HANDLING/ PORTERAGE;
- TELEPHONE LINES AND WI-FI

It should be noted that goods transport, loading and unloading and portage services within the Exhibition Centre are organised exclusively by BolognaFiere's official logistics service provider.

Goods from outside the EU may be displayed as samples, subject to mandatory prior notification, describing the goods, to the email address: [customs@marconiffm.it](mailto:customs@marconiffm.it).

The following services are also available in the Exhibition Centre:

- A' la carte restaurants, self-service, bars
- On request, customised services for coffee breaks, cocktails, bar service and/or product supply services to stands;
- Travel agency;
- Insurance;
- ATM service;
- Para pharmacy.

BolognaFiere regulates but does not directly provide these services and therefore declines all personal liability with regard to their performance.

Any complaints must be submitted in writing directly to: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it)

## **5.2. Hotel booking service**

The hotel booking service is provided by BolognaFiere's Official Supplier, to whom the Exhibitor must apply directly using the relative online form, in which the terms and conditions and prices are indicated.

Likewise, this service is regulated but not organised by BolognaFiere, which therefore declines all responsibility for its delivery.

Any complaints must be made in writing directly to the Official Supplier and must be communicated to BolognaFiere for information purposes only.

## **5.3. Sound transmission, payment of Copyright feed**

Exhibitors are not normally permitted to use devices for the reproduction of music and sounds. Any exceptions may be authorised in writing. This authorisation may be revoked with immediate effect at any time, by simple written notice.

Any such authorisation does not exempt the Exhibitor from using such equipment in a manner that does not disturb other Exhibitors and visitors, with particular attention to noise pollution legislation (maximum level permitted by law), nor does it exempt the Exhibitor from the obligation, at its own care and expense, to comply with all applicable laws on copyright (authors and publishers) and related rights (producers and performers), completing the related formalities with the relevant collecting societies. The same applies in the event of distribution of audio, video or multimedia supports containing works or parts of works of the intellect protected by law, for which, in addition to the above, the obligations connected with validation/marking of the media also apply.

The monitoring of noise levels, carried out using a sound level meter, will be performed outside at the point closest to the stand and must not exceed 70 dB. The following penalties shall apply to exhibitors:

- Upon the first violation: verbal warning;
- Upon the second violation: written warning;
- From the third violation onwards: interruption of the electricity supply for 60 minutes (with no right for the exhibitor to claim any refund or compensation).

The interruption of the electricity supply will take place with a 10-minute prior notice.

In none of the above cases shall the Organizer or BolognaFiere be held liable for any damage, of any nature, caused to the exhibitor and/or to the exhibited materials.

For the completion of the necessary formalities, interested parties may contact S.I.A.E. directly at Via Orfeo no. 33/a, 40124 Bologna, Tel. +39 051 4290311 – Fax +39 051 307280, e-mail: bologna@siae.it

## **5.4. Activities in Exhibition stands**

Exhibitors must refrain at all times from using common areas outside their own stand for the display of promotional material.

BolognaFiere shall have the right to remove such material from the common areas and/or to charge for the additional space used.

Failure to comply with this rule may result in closure of the Exhibitor's stand.

## **5.5. Online Catalogue and Guide Map**

The online catalogue will contain the information provided by the Exhibitors.

The Floor Plan Guide will be distributed free of charge during the exhibition and will contain the list of Exhibitors and their location, updated to 45 days prior to the opening date of the exhibition.

## **5.6. Responsibility for services**

BolognaFiere regulates but does not directly provide the services and therefore declines any personal liability with regard to their performance.

Any complaints must be submitted in writing directly to: [vendite@bolognafiere.it](mailto:vendite@bolognafiere.it).

### Catering

BolognaFiere is the mere client of the activity of providing the catering service, carried out independently by legal entities different and distinct from BolognaFiere.

The performance of BolognaFiere, in this context, concerns only the provision of the premises and, in the case of a direct fair, the organization of the events and not the distribution of food and drinks.

BolognaFiere, therefore, is extraneous to the contractual relationship between consumer user and supplier of catering services, who is solely responsible towards customers, users and patrons of the Catering.

Establishments for the execution of the Services as well as for any damage, for any reason, contractual and/or non-contractual, may be caused to the customers and patrons of the Catering Establishments.

## **5.7. Insurance – Exemption, Assumption and Limitation of Liability**

During opening hours of the halls, the Exhibitor must supervise its stand either personally or through its own staff.

Although BolognaFiere provides a general day and night security service throughout the duration of the exhibition and for all days allocated for set-up and dismantling of stands, within the Exhibition Centre and during closing hours to the public and Exhibitors, BolognaFiere is exempt from any and all liability for theft and/or damage that may occur to the detriment of the Exhibitor.

The Exhibitor shall also be liable towards BolognaFiere for all direct and indirect damage which, for any reason, is attributable to it or to personnel acting on its behalf (including damage caused by stand fittings or systems installed by the Exhibitor itself or by third parties appointed by it, even if inspected or tested by BolognaFiere).

Compensation for damage caused by theft or damage occurring to the detriment of the Exhibitor, including outside the opening hours of the halls (including all days allocated for set-up and dismantling of stands), shall be provided through insurance coverage and within the limits/conditions provided therein.

The Exhibitor shall benefit from the following insurance coverage taken out by BolognaFiere and agreed with the Organiser:

- All Risks Cover (including fire and theft) for material and direct damage to furniture, stand fittings, equipment and goods in the stand, excluding cash, valuables, precious items and similar, excluding software installed on electronic equipment, and excluding damage due to loss of use of furniture, fittings, equipment and goods during the exhibition period: cover of €40,000.00 on a first-loss basis (including fire and theft), with a fixed excess of €300.00 per claim, increased to €600.00 for damage occurring after the close of the exhibition;
- Third-Party Liability Cover, including fire damage: single limit of €50,000,000.00;
- Employer's Liability Cover: limit per claim of €3,000,000.00 with a limit of €2,000,000.00 per person;
- Waiver of recourse by the Insurer against all Exhibitors, the Organiser and BolognaFiere.

The above insurance coverage is governed by the conditions and limitations which the Exhibitor may request from the Organiser and which will also be available at the Insurance Office located in the Service Centre of the Exhibition Centre.

Such coverage does not exclude the Exhibitor's liability for all risks which, according to the Exhibitor's own assessment, are not covered or exceed the coverage limits indicated above. The Exhibitor must obtain appropriate additional insurance coverage, possibly by contacting the broker directly (AON S.p.A. – e-mail: [info.fiera@aon.it](mailto:info.fiera@aon.it)).

In particular, given the existence of a video surveillance system, the Exhibitor acknowledges that, in the event of theft, the related report to the Public Authority must be sent to the Insurer by e-mail ([sinistri.fiera@aon.it](mailto:sinistri.fiera@aon.it)) within seven days of the end of the exhibition and that failure to comply with this deadline may result in loss of the right to indemnity.

The Insurer will also handle claims management and settlement procedures at the end of the exhibition.

In any case, the Exhibitor undertakes to include in the additional insurance coverage a waiver by the insurer of any right of recourse against the Exhibitors, the Organiser and BolognaFiere, and failing this shall hold them harmless from any actions that may be brought against them.

In light of the above, the Exhibitor, in any case (also on behalf of its employees or agents), expressly releases the Organiser and BolognaFiere from any liability for loss or damage which, for any reason, may occur in the allocated exhibition space during the exhibition, during stand set-up and dismantling, and to anything located therein, and assumes sole responsibility for any damage caused, including to third parties, by management of the exhibition space or by anything placed therein, which is not covered under the terms and conditions indicated above or under coverage arranged directly by the Exhibitor.

The Organiser and BolognaFiere decline any liability for consequential damage, loss of image, loss of turnover, etc.

Even for direct damage, the Exhibitor accepts that the Organiser and BolognaFiere limit their liability to the limits and maximum amounts of the insurance coverage indicated above. The Exhibitor accepts these limitations of liability.

## **6. OVERSIGHT AND INTERVENTION BY BOLOGNAFIERE**

BolognaFiere takes steps to ensure that the regulations and the general conditions for participation are observed, and all those entering the Exhibition Centre are obliged to abide by the provisions and instructions that BolognaFiere issues on entry to and inside the Centre; these may take the form of specific signs, written notices, and loudspeaker announcements and may also be issued by service personnel or by any other means, it being understood that the loudspeaker announcements and the instructions given by the service personnel prevail over any other form of notification.

Exhibitors are reminded that any infringement of the rules or prohibitions may result in the immediate closure of the stand by BolognaFiere officials or agents and the collection of entry passes and car parking badges, all without any right of the Exhibitor to refunds of any kind.

## **7. AMENDMENTS TO THESE REGULATIONS**

Any provisions of the law or regulations that alter the terms of this regulation will immediately and automatically take effect, even if the Exhibition Regulations have not been amended to reflect said changes.

Additionally, BolognaFiere has the right to adopt at any time such measures as are deemed appropriate, which the exhibitor shall immediately apply, with regard to fire prevention, occupational health, accident and injury prevention and the safety of exhibitors and visitors.

These measures may be notified to Exhibitors using any means and shall prevail over any general measures previously adopted.