

KOINÈ

INTERNATIONAL EXHIBITION FOR THE RELIGIOUS WORLD

VICENZA, 13 -15 February 2023

EXHIBITOR'S HANDBOOK

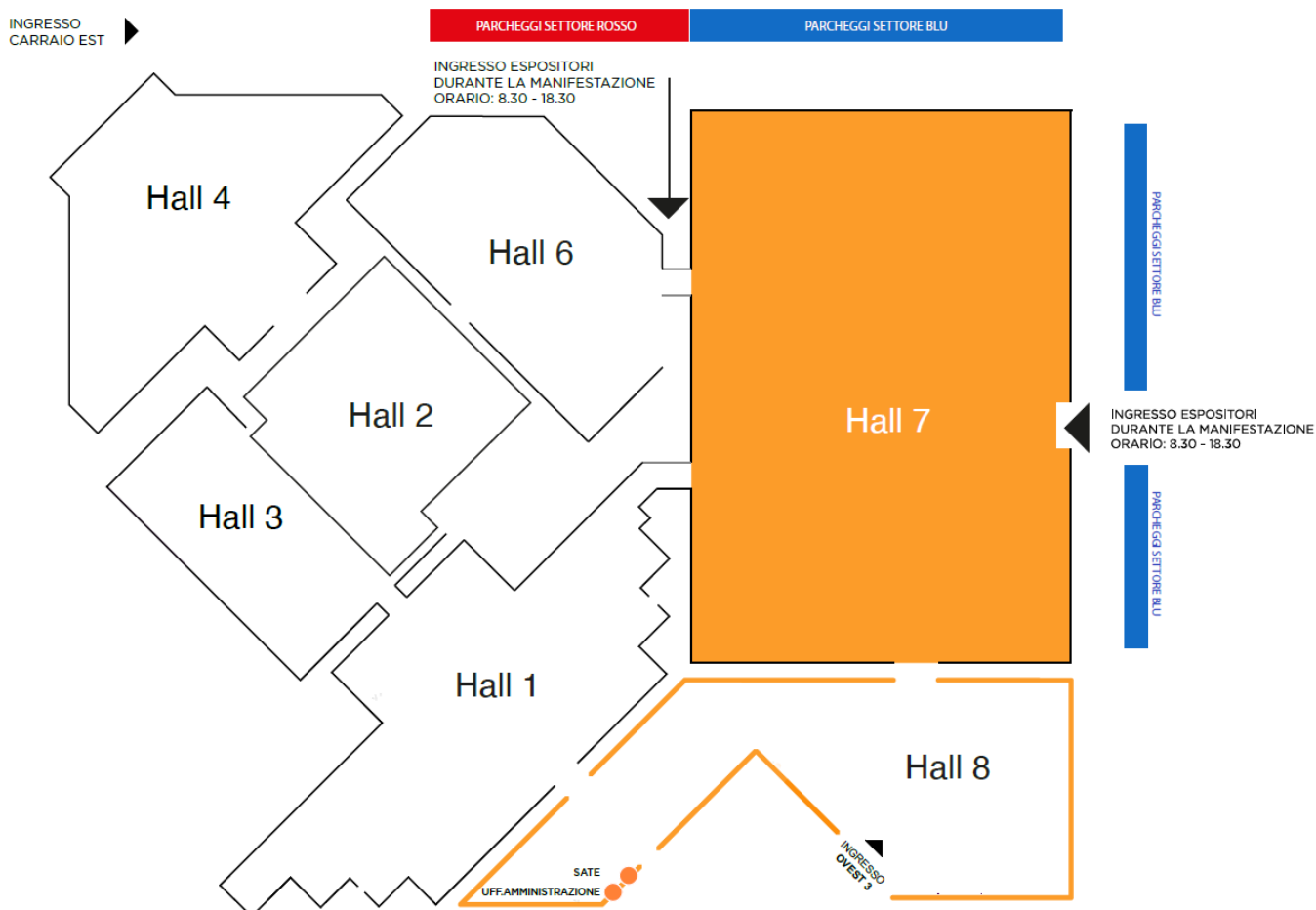
Opening hours to the public: Monday and Tuesday from 09:30am to 6:00pm

Wednesday from 09:30 to 17:00

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EXHIBITION CENTRE SERVICES EVENT MAP



PAVILION 7

Bar
Restrooms

PAVILION 7.1

Restaurant
Conference
rooms
Restrooms

WEST ENTRANCE LOBBY 3

Secretary's Office for Exhibitors
ATM
Bar
Restrooms

WEST ENTRANCE LOBBY 1

S.A.T.E. Exhibitor Technical Assistance Service
Administration and Payments

ITALIAN EXHIBITION GROUP CONTACTS

FAIR STAFF

Marco Chiarello – Exhibition Manager marco.chiarello@iegexpo.it	+39 0444 969.413 –
Stefano De Rigo – Sales Account & Coordinator stefano.derigo@iegexpo.it	+39 335 5750166 –
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Legal and Corporate Affairs	legalevicenza@iegexpo.it
Administration and Finance	+39 0444 969.909
Information Systems	+39 0444 969.222
S.A.T.E. Technical Assistance Service for Exhibitors	+39 0444 969.333
Emergency Service	+39 0444 969.555
Internal First Aid (Green Cross, Vicenza) WEST ENTRANCE LOBBY West Entrance, Lobby 3	+39 0444 969.118
Internal Fire Service - West Entrance, Lobby 3	+39 0444 969.933
Security	+39 0444 969,910

Italian Exhibition Group S.p.A.
Vicenza Fair District
Tel. (+39) 0444 969.111
info@iegexpo.it
www.iegexpo.it

ACCESS TO THE EVENT:

It is forbidden to bring pets or animals of any kind into the Exhibition Centre and grounds, with the exception of guide dogs for the blind.

“Safety Portal” assistance for set up/dismantling passes

+39 0444 1788.274

Exhibitor Badges printing technical support during the exhibition 0444 969.960

EXHIBITOR ACCESS HOURS during the Exhibition:

Monday 13 and Tuesday 14 February from 08:30am to 6:30pm

Wednesday 15 February from 08:30am to 5:30pm

(from 5:00pm to 10:00pm dismantling)

PUBLIC OPENING HOURS:

Monday 13 and Tuesday 14 February from 09:30am to 6:00pm

Wednesday 15 February from 09:30am to 5:00pm

All vehicles may enter the Exhibition grounds only through the CARRAIO EST (East gate) entrance.

Dismantling may begin at the end of the Exhibition, on Wednesday 15 February 2023, from 5:00pm to 10:00pm.

All dismantling and removal operations must be completed by 01:00pm on Friday 17 February 2023.

IMPORTANT NOTE: In order to respect visitors, starting dismantling operations before 5:00pm on Wednesday 15 February when the Exhibition closes to the public is strictly forbidden.

A fine of €500.00+VAT will be applied for any breach of this instruction.

FITTING AND DISMANTLING DEADLINES AND DEADLINE EXTENSION COST

The fitting of the free exhibition areas and the assembly of the stands by third party fitters appointed by the Exhibitor may take place according to the schedule shown below, taking into account the costs for any extension granted to fitters who request early access in days that are beyond the free days granted for stand assembly and dismantling operations.

FITTING

AREAS TO BE FITTED	PAVILION	DAYS	HOURS
Free exhibition areas (stand assembly by third party companies) + Free exhibition areas fitted by the exhibitors directly	7	From Thursday 9 to Saturday 11 February 2023	08:00am - 6:30pm
EXHIBITORS' ACCESS FOR SETTING OUT THE GOODS TO BE DISPLAYED – <u>NO FITTERS</u>	7	Sunday 12 February 2023	08:00am - 6:30pm

Any extensions to the above setting up times will only be accepted if requested at least 24 hours beforehand, sending an email to the relevant office, for the attention of Mattia Gasparini (mattia.gasparini@iegexpo.it), who will be able to authorise or refuse this request, following checks of the availability of staff and any interference with other events being held at the Exhibition Ground. All operations outside the set times, are to be paid at the rates stated in the Technical Regulations for the Exhibition Centre.

IMPORTANT NOTE: Access is granted only if holding a stand-fitting pass (car and staff) printable from the

SAFETY PORTAL <https://my.koinexpo.com> using the credentials received through the related notification. Only on Sunday 12 February will it be possible to access the Exhibition Centre using the Exhibitor Badge and Parking Pass valid for the period of the Event.

FREE AREA DOCUMENTS: All those who, in the capacity of Fitters need to set up their stand in the Free Area, during the setting up and dismantling period, shall upload all obligatory documentation concerning the project and conformity of the stand fitted out (1. Conformity declaration for the wiring, signed by a qualified electrician and drawn up on the date of the event - conformity declarations for wiring and referring to past events or stands wired by exhibitors using equipment that does not conform to product standards and/or CE marking will not be accepted as valid - 2. declaration of reaction to fire for the materials used; 3. declaration of correct assembly), to the Safety Portal for the purpose of printing out the relevant setting up and dismantling passes.

- Loading/Unloading : Exhibitors must follow the instructions issued by the staff in charge of managing the Parking lot and Loading/Unloading Areas. Parking lot access is only permitted in the bays marked with the specific PASS.

- Loading/unloading: The areas designated for such operations (marked in YELLOW) must be used for the time strictly necessary for unloading and then vacated to facilitate the loading and unloading of other Exhibitors.

All setting up must be completed NO LATER THAN 6:30 on Saturday 11 February 2023.

DISMANTLING

AREAS TO BE FITTED	PAVILION	DAYS	HOURS
ALL EXHIBITORS (only for the removal of displayed items and small fittings) – NO OUTFITTERS	7	Sunday 15 February 2023	5:30pm - 10:30pm
ALL EXHIBITORS (removal of goods from pre-fitted items and dismantling of stands in free Areas)	7	Sunday 16 February 2023	08:00am - 6:30pm
ALL EXHIBITORS (removal of goods from pre-fitted items and dismantling of stands in free Areas)	7	Sunday 17 February 2023	08:00am - 1:00pm

It is MANDATORY to vacate all pavilions by 01:00 PM on 17 February 2023.

TECHNICAL REGULATIONS AND SAFETY IN THE WORKPLACE

The Exhibitor in the role of Employer accepts full liability towards Italian Exhibition Group S.p.A., regarding safety and third parties, in connection with the aforementioned activities. Exhibitors, for all the activities carried out on their behalf within the "Fiera di Vicenza" Exhibition Ground will be the sole liable parties during the fitting, operating and dismantling stages of the Exhibition.

It is the responsibility of the Exhibitor to comply with the regulations detailed in the Technical Regulations issued by Fiera di Vicenza, as well as the Workplace Safety Regulations and Harmonised Document for the Assessment of Interference Risks (D.U.V.R.I.) in force at Italian Exhibition Group S.p.A..

These documents can be downloaded from the reserved area of the website: (https://my.koinexpo.com/base/area_riservata/login.asp) as well as from the Safety Portal and signed upon acceptance of the application form.

In addition, the Exhibitor is required to submit the aforementioned Regulations to the companies listed for the fitting and to ensure compliance with the rules established therein.

The Exhibitor accepts full liability and undertakes to hold Italian Exhibition Group S.p.A. free and harmless, without any right of recourse against it or to claim compensation from it, for any damage to property (such as, merely by way of example, goods, structures and furnishings), persons or animals which, over the course of fitting and dismantling, it or its employees or appointees, directly or indirectly, may cause to third parties or to Italian Exhibition Group S.p.A., regardless of the manner in which the damaging event occurs.

In order to be granted access during the stand fitting and dismantling periods, the fitters shall print their own personal badges and upload all the mandatory documentation related to the stand to obtain authorisation for the fitting session on <http://safetyportal.vicenzafiera.it/>

To gain access to the Exhibition Centre during the fitting and dismantling periods, all personnel must be in possession of a printed badge from Fiera di Vicenza's Safety Portal.

If, during the entrance check, security finds people without badges, these people will not be authorised to enter the Exhibition centre.

To prevent security issues, **the fitting and dismantling deadlines must be strictly met.**

After the deadlines for fitting out the structures and setting out goods inside the stand, IEG, with the aid of the Security Service and Exhibition Centre Inspectors, will apply a penalty charge of € 500.00/hour or parts thereof past the permitted time as stated in the Technical Regulations for the Exhibition Centre.

Once the deadlines specified for dismantling have expired, any Exhibitor that has not complied with the deadlines set out in this document shall be charged with a fine of EUR 500.00 per day, in addition to all costs resulting from the dismantling and disposal of the stand and the possibility for Italian Exhibition Group S.p.A. to claim damages resulting from failure to vacate the areas, as specified in the Technical Regulations.

The Exhibitor accepts full liability and undertakes to hold Italian Exhibition Group S.p.A. free and harmless, without any right of recourse against it or to claim compensation from it, for any damage to property (such as, merely by way of example, goods, structures and furnishings), persons or animals which, over the course of fitting and dismantling, it or its employees or appointees, directly or indirectly, may cause to third parties or to Italian Exhibition Group S.p.A., regardless of the manner in which the damaging event occurs.

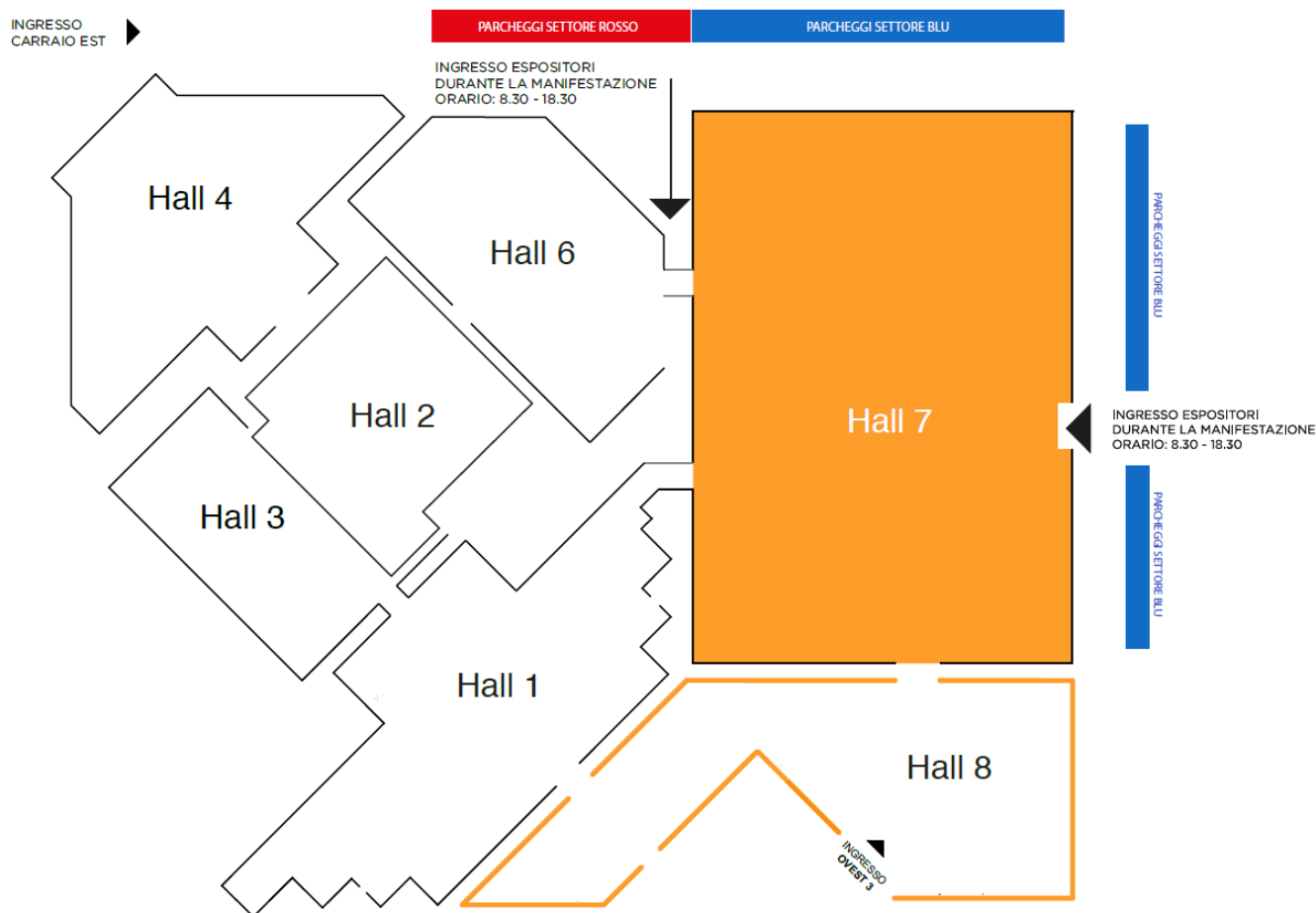
For all other regulations (in particular for fitting and dismantling, and for safety), please note that it is mandatory to comply with the provisions of the Participation Rules contained in Module A of the Participation Application and in the current Technical Regulations issued by Fiera di Vicenza.

The company "Expotrans" may be contacted directly for any loading/unloading services - Tel. +39 0444 969092 - 0444 969901 Email: info.fieravicenza@expotrans.net.

EXHIBITOR PARKING SPACES

Dedicated parking areas will be available to Exhibitors during the Event: a parking pass for the parking areas must be downloaded from <https://my.koinexpo.com>

The following is a plan of the Exhibition Centre ground, showing the different parking areas.



NOTE: The Exhibitors will access the Pavilion on days of the Event from the two access points marked on the attached map.

Each Exhibitor MUST specify on its car pass:

- THE MOBILE PHONE NUMBER OF THE DRIVER WHO CAN MOVE THE VEHICLE IF THE NEED ARISES
- COMPANY NAME
- STAND AND PAVILION NUMBER
- VEHICLE PLATE NUMBER

All cars must be parked only within the coloured parking spaces.

Italian Exhibition Group S.p.A. personnel is ready to assist you in identifying the various areas. We ask for maximum cooperation from all exhibitors. We ask you to follow the instructions provided by the personnel in charge.

Please inform the Exhibitors' Office if you need to park a vehicle exceeding 6.50 m in length. The parking pass cannot be collected if the exhibition space has not been paid in full.

OVERNIGHT PARKING FOR EXHIBITORS

It is possible to leave cars or vans inside the Exhibition Centre grounds after evening closure - from Sunday 12 to Tuesday 14 February - only and exclusively under the following conditions:

- Regular Parking Pass displayed on the windshield with CELL PHONE NUMBER Vehicles without a parking pass and without cell phone number will be towed and charged the cost of towing.
- Vehicles must be parked within the marked parking spaces. It is strictly forbidden to park in front of the emergency exits: vehicles that are left in front of emergency exits will be removed and there will be a charge for towing.
- IEG S.p.A. is in no way responsible for the safekeeping of the vehicles and/or for any damage to

same.

- Campers/caravans and people are NOT permitted to park or remain within the Exhibition Centre grounds after the Event closing time (East gate).

THE PARKING AREA INSIDE THE EXHIBITION CENTRE GROUNDS IS NOT MONITORED AND ITALIAN EXHIBITION GROUP IS NOT LIABLE FOR ANY THEFT AND/OR DAMAGE THAT MAY OCCUR THEREIN.

HANDLING OF GOODS AT THE FAIRGROUNDS

In order to book the loading/unloading service, as specified in the Technical Regulations, Exhibitors and/or Stand Fitters and/or Suppliers must contact in advance the company that handles goods at the Fairgrounds, whose details are provided below:

Official supplier for handling goods: EXPOTRANS SRL

Tel. +39 0444 969092

Cell. +39 334 6156119

info.fieravicenza@expotrans.net

For any other topic that is not expressly specified herein, please refer to the Technical Regulations of the "Fiera di Vicenza" Fairgrounds.

During the fitting and dismantling operations of the goods being exhibited, Exhibitors that do not need forklifts and/or electrical transpallets may move their goods by hand or use manual carts via the opening closest to their stand.

ADVERTISING SIGNS - VIDEO AND SOUND

Each Exhibitor will have available in the area assigned the possibility to display an advertising sign up to a maximum of 1 (one) sqm. Any request for additional space must be notified in advance to Italian Exhibition Group S.p.A. for authorisation. Exhibitors that wish to use videos with sound must pay the copyright fees to S.I.A.E. for broadcasting at their stand. (Vicenza - Viale Q. Sella 83/C – 36100 Vicenza - Email: vicenza@mandatarie.siae.it - Fax +39 0444/928.736) making an application, beforehand, to the Exhibition Centre and to S.I.A.E.

COMPANY NAME SIGNS

Italian Exhibition Group S.p.A. does not provide a sign with the company name of the Exhibitor nor a stand number sign (except for Exhibitors that make use of Pre-fitted Stands). Exhibitors that make use of personalised structures must have a sign showing the stand number and their company name. For more information, please contact the Exhibition Design Office (Tel. +39 0444/969.993).

ADVERTISING SYSTEMS AND DISPLAY WINDOWS

Advertising systems within the Fairgrounds, including display windows, are managed by Italian Exhibition Group S.p.A.. For more information, please contact the ADV Exhibition Office at +39 0541 / 744916.

VICENZA WIRELESS INTERNET

Exhibitors have available free Wireless access to the Internet. Wireless access is available at no charge to anyone at the Fairgrounds and it guarantees a stable Internet connection to take full advantages of mobility services.

The first connection is free of charge and can be used on three devices at the same time; any more connections will be charged at a rate of € 51.00 + VAT each and can be purchased from the Secretary's Office for Exhibitors.

Credentials are already present in the personal area of the website <https://my.koinexpo.com>

PAYMENTS

Payment of the balance for participation in the Event must be issued by Wednesday 15 February 2023 at the Administration office (WEST entrance lobby 1) from 9:00 am to 1:00 pm and from 2:00pm to 5:00 pm.

Payment can be made as follows:

- Bank wire transfer (bank coordinates Italian Exhibition Group S.p.A.: BANCA INTESA SANPAOLO, Vicenza branch – V.le dell’Industria, 47, SWIFT: BCITITMM - IBAN: IT85X 03069 11889 1 0000 0000 001) making sure to show and/or send the receipt (fax +39 0444/969.000) to the Administration Office;
- Cash (up to 1,999.99 euros VAT included);
- credit/debit card;
- cheque.

PARKING FOR PEOPLE WITH DISABILITIES

In the parking areas near the Exhibition centre, there are parking spaces available for people with disabilities. Spaces are limited and provided on a first-come-first-serve basis. Please, also note that the exhibition centre grounds are equipped with suitable and accessible paths designed for people with disabilities. For more details, call the Secretary’s Office at +39 0444/969.111.

HOTELS AND AIRLINE BOOKINGS

It is possible to book hotels by browsing the list of [Hotels featuring special agreements with the Fair by visiting https://www.koinexpo.com](https://www.koinexpo.com) in the section VISIT/ORGANISE YOUR TRIP.

USEFUL INFO

After logging in on the portal <https://my.koinexpo.com> using the access credentials received with a specific notification and clicking on “Online Services” and then on “Purchase” it is possible to order the following services online:

TECHNICAL&LOGISTIC SERVICES

- Handling and Transportation of Goods, Aerial Platforms
 - Handling of Goods, Safe Storage, Packaging, Portage - form i
- Transportation of goods to the Exhibition centre and back - form i1
- Electrical services
- Additional electrical power - form d
- Electrical material rental and installation - form e

STAND SERVICES

- Refrigerating equipment, cooking and washing equipment, miscellaneous equipment
- Stand cleaning and sanitisation
- Catering
- Ice supply to the stand - form j5
- Rental of small equipment and devices - form j7v
- Catering at the stand - form z
- Phone and Internet services
- Phone and Internet connection services - form gv
- Additional wi-fi connection - form gvw

STAND EQUIPMENT

- Audio and video - equipment and materials
- Furniture and fittings - PRE-FITTED STANDS
- Plants and flowers
- Plants and flowers rental - form h

- Plants and flowers, special offer packages rental - form h1

MARKETING&COMMUNICATION

- Exhibitor Badges

ZANCONATO BUS AND MINIBUS TRANSFER SERVICE

Tel. +39 0444 670062 / 455245

Fax +39 0444 674251 / 622226

info@zanconatoviaggi.it

CAR AND MINIVAN WITH DRIVER RENTAL SERVICES - DE BENI

Switchboard 24/7: +39 340 2872273 and +39 393 9491036

info@autonoleggiodebeni.com

info@autonoleggiodebeni.com

VICENZA RADIO TAXI

RADIO TAXI Service 24 Hours

Airport Taxi

Taxi with credit card payment Tel. +39

0444 920600

info@taxivicenza.com

VIP RESTAURANT

Open at pavilion 7.

We recommend advanced booking by calling:

+39 (345) 2550212

Buffet Service hours: 11:30 am – 3:30 pm.

Italian Exhibition Group S.p.A., similarly to what is already customary at the main Exhibition Centres nationwide, uses an Official Supplier for the handling of goods within its own Exhibition Centre.

This requirement has become necessary in order to improve the quality of service to customers, as well as to ensure stricter compliance with safety regulations in the workplace.

It is no longer possible to use own lift trucks or other means inside the Exhibition Centre. For any logistic request of loading, unloading and handling of goods, please contact the Official Supplier to schedule each activity, also communicating the license plate number and the model of the vehicle that will have access for the loading/unloading of goods in the internal parking areas.

OFFICIAL SHIPPER AND MOVER:

EXPOTRANS SRL

Tel. +39 0444 969092

Cell. +39 334 6156119

info.fieravicenza@expotrans.net

FREE SHUTTLE SERVICE

- FREE SHUTTLE SERVICE RAILWAY STATION - EXHIBITION CENTRE

There is a free service between VICENZA RAILWAY STATION – EXHIBITION CENTRE (WEST ENTRANCE).

From 13 to 15 February, departure from Vicenza railway station (departure at 8:30am and 9:15am). Railway Station (Viale Roma) - P.le De Gasperi (for hotels in the city centre) - C.so San

Felice (Hotel Cristina stop) - Viale Verona (Hotel De La Ville stop) - Viale San Lazzaro (Hotel Tiepolo stop) - SS11 - Exhibition Centre.

Departure from Exhibition Centre: Monday 13 February with departures at 6:00pm and 7:00pm; Tuesday 14 February with departures at 6:00pm and 6:45pm; Wednesday 15 February with departures at 5:00pm and 5:45pm: Fair (West Entrance) - SS11 - Viale San Lazzaro (Hotel Tiepolo stop) - Viale Verona (Hotel De La Ville stop) - Viale Milano (stop near Hotel Cristina) - Railway Station (Viale Roma).

Exhibitor badges

Exhibitor badges are required to access the event. Badges can be printed from inside the **RESERVED AREA**: <https://my.koinexpo.com>.

Badges are strictly personal and moreover:

- badges exceeding the maximum number for each company;
 - badges reissued due to loss or withdrawal;
- will be issued at a charge of €21.00 each.

PHOTOGRAPHY SERVICES

The activities of press journalists and photographers is free, with access being authorised from the Media and Communication Office of Italian Exhibition Group S.p.A., which requires professionals to pre-authorised online through the event website with proof of registration with the Order of Journalists or AIRF Photojournalists Association of Italy, or by sending a statement of accreditation by the newspaper editor, online.

PRESS OFFICE

Exhibitors can send in their press kits to media@iegexpo.it, with attached release for editorial use of the images, which will be exhibited and made available to accredited journalists from the eve of the Event.

INTERNAL SURVEILLANCE AND SECURITY CHECKS

A surveillance service is at work inside the Exhibition Centre and grounds during the fitting out and dismantling periods. Please note that in any case, Italian Exhibition Group S.p.A. accepts no responsibility for any theft or damage that may occur. In order to avoid misunderstandings, we ask you to inform your staff and any auxiliary personnel employed in the assembly and dismantling operations (including movers) of the possibility of vehicle inspections when leaving the exhibition area. At the behest of the police authorities, specific entry and/or exit checks will be carried out on individuals, personal belongings and vehicles, as well as to verify holding of the appropriate badge to access the Event. For any question or if you require more information please call: Security Office Tel. 0444/969.910.

SEPARATE WASTE COLLECTION

Separate waste collection is carried out at the fairgrounds. Therefore, we invite you to correctly use the appropriate containers, identified by the following wording, to avoid fines:

- paper
- plastic
- non-recyclable dry waste

DAMAGES

The fitting areas can be customised, taking care to restore the initial status at the end of the event, avoiding piercing the honeycombed wooden walls except with thumbtacks and/or pins. The heaviest material can be hung using the groove on the "head" of the panel (V-shaped profile 4 cm thick), lowering the chains or wires

from above to achieve the desired effect. In particular, it is forbidden to drill holes in the fascia and columns. IEG, with the aid of the Security Service and the Exhibition Centre Inspectors, will adopt, on a case-by-case basis, all of the measures considered suitable and/or necessary against anyone causing damage to the structures due to failure to respect the ban on affixing, hanging or boring holes in the walls, floors, ceilings, false ceilings, etc.

Any damage found in the Exhibition Centre or to hire structures provided by Italian Exhibition Group S.p.A., will be charged to the Exhibitors concerned, at the following rates:

- Removal of double-sided adhesive €/m. 10.00
- Advertising stickers €/sqcm 1.00
- Nails, screws etc. €/each 10.00+labour
- Cost of repairs and tampering with Exhibition Centre structures €/hour 30.00
- Repairs, staining on walls and/or floors €/sqm 100.00

LITTERING

It is prohibited to throw or accumulate waste on floors in the aisles of the pavilion or in any area of the exhibition centre. Any accumulation or storage of waste materials is only permitted within the exhibitor's own exhibition area.

All traces of paint and adhesives must be removed from the floor, as must any two-sided tape used to lay carpet or other coverings. Any damage attributed to Exhibitors or workers or same will be subject to a charge. For any waste left inside the pavilions, Italian Exhibition Group S.p.A., with the aid of the Security and Maintenance Service will implement all of the measures considered appropriate and/or necessary, according to case, against those who litter the exhibition centre, **applying a penalty charge of € 2,000.00 plus the costs for disposal of waste and any damage caused to Italian Exhibition Group S.p.A.**

In case of abandonment of special or hazardous waste, Italian Exhibition Group S.p.A. will have the right to report this unlawful activity to the public authorities.

PAYMENTS AND FINES

With regard to fines, please see the Technical Regulations, which can be downloaded from the Safety Portal.

COVID REGULATIONS

On the date of publication of this guide, there are no restrictions in place with regard to the COVID SARS pandemic. Nonetheless, the company reserves the right to apply any laws and regulations before and during the Event.